HOW TO BOOK ONLINE "Cheat Sheet"

Welcome to our Agent 'Cheat Sheet' to assist you to make bookings directly into our Quicksilver Group reservation systems.

TO BOOK

Go to http://book.quicksilvergroup.com.au

Choose to book either Cairns or Port Douglas based products.



How to Book a Cruise - Example...

• Logging in

Click the login button and enter your username and password. You will then be taken to the Home Page.



Agent Home Page

From the Home Page you will see the available tours. Click on the desired tour.

The grid icon will take you to the Availability and Prices grid screen.



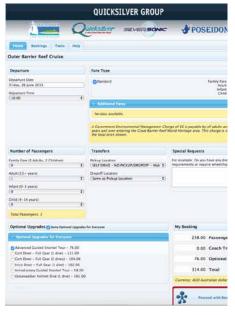
Availability & Price Grid

In the Availability and Prices grid view you can select the day, and if relevant, different departure times. Click on the day required to proceed to the Booking Form.

(Alternatively from the Home Page you can click on the desired tour to go direct to the Booking Form)



Booking Form Steps



1.

- » This is where you enter the tour details, date, number of passengers and optional extras such as coach transfers or activities.
- » "Proceed with Booking".

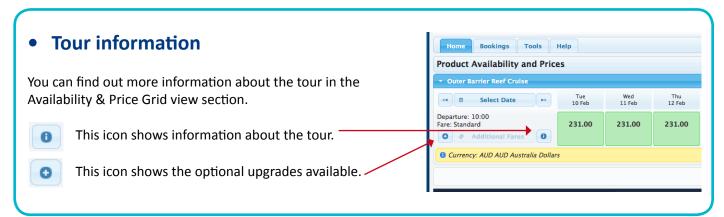


2.

» Summary of Booking is shown.



- Agent Information: Here you can add your own reference or voucher number but is not a compulsory field.
- » Enter passenger name and proceed to Confirm Booking.
- » Nett rates will display.
- » You can print a comfirmation of your booking > Agent and Customer copy.
- » Congratulations on making your booking!



For Support or more information, please contact

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