



1 Click the **Quote or Book** button on the home page of the Disney Travel Agents site.

Tip: Click the **closed on home** link to set the *Quote or Book* module to always display when you visit the Disney Travel Agents home page. Clicking this link will toggle it to read **auto-open on home**.

2 Select a Disney Destinations location from the first drop-down menu, and click a radio button to select the type of product you wish to book. The radio buttons will present different options according to the vacation destination you select from the drop-down menu.

Tip: An asterisk next to a section title in the *Quote or Book* module indicates a required field. As you make selections in the *Quote or Book* module, different fields may appear, disappear or become required.

3 Select the number of adults and children in the travel party from the drop-down fields. If children will be travelling, drop-down fields will appear for you to indicate each child's age at the time of travel.



- 4 Select an offer and a product from the next pair of lists. For some offers, you may select “Any” plan type to broaden your search. For additional details about available offers, click the **Featured Offers** button on the left of the page.

Tip: Hover your mouse over the “i” icon above the *Offer* list to review validity dates for the offer you have selected from the list.

- 5 Select the dates the client will be travelling. You may type in the dates or click to choose dates from a pop-up calendar.

Tip: The valid dates for the offer you have chosen will be shaded in blue on the pop-up calendars.

- 6 In the *Hotel* drop-down menu, you may select to search all resort hotels, search within select a single resort category, or select a specific resort hotel. If you select a specific resort hotel, you may also select a desired room type.

Tip: The Hotel drop-down menu will only display hotels that are included in the offer and product you have selected. For additional details about available offers, click the **Featured Offers** button on the left of the page.

- 7 If you chose a product other than “Room Only,” you must accept or decline Travelex Insurance Services by clicking the appropriate radio button. You also may add *Memory Maker* to the client’s vacation package by clicking the appropriate radio button. Click **Continue** to proceed.

Tip: If you have selected a specific offer and product, along with a specific resort hotel and a room type, and there is availability for the travel dates you have provided, clicking **Continue** may take you directly to the shopping cart to streamline booking the offer you requested.



1 Explore Resort Hotels

Find the Resort hotel or campground that's just right for you.

List Map



All Parks & Resorts



Resorts

Search within Resorts

29 Resorts

Check In

07/17/2015

Check Out

07/23/2015

Adults (18+)

2

Children

2

Accessible Rooms

Find Resorts

Child 1

8

Child 2

10

Age at Time of Travel

Filter By

Price Range
(per person)

Resort
Location

Resort
Category

Resort
Characteristics

Sort by Disney's Picks



Disney's Pop Century Resort

Transportation to Parks

Standard Package Rate

\$2,419⁷⁸ USD

Package Total

[Rate Details](#)

1

If you did not choose a specific resort hotel in the *Quote* or *Book* module or the selected resort is unavailable, you will see the *Explore Resort Hotels* page. You may use filters to help narrow your search.

2

Click **Compare** to view up to four resort hotels in a side-by-side display you can show your client.

3

Select a resort hotel to proceed with the booking.

Tip: The prices shown do not include Travelex Insurance Services or *Memory Maker*, even if these were selected in the *Quote* or *Book* module. Only quote a price to your client from the *Your Cart* page.



1 Disney's Pop Century Resort

Resort Overview Room Rates Dining Recreation Amenities

03/27/2015 - 04/02/2015 2 Adults, 2 Children Disney's Pop Century Resort Change

Select Product: Any Filter by Affiliations: Annual Passholder Florida Resident

2 Special Offer: Spring Room Offer (Offer Type: Room), Standard Price Package (Offer Type: Room and theme park tickets), Florida Resident Offer: Late Winter Room Offer (Offer Type: Room), Special Offer: Kid-Size Package Offer (Offer Type: Package)

Rooms: View Amenities

Standard Room: View Photos, Views of the Resort Hotel, 2 Double Beds or 1 King Bed, Sleeps up to 4 Adults. Spring Room Offer: \$2,320.06 USD Package Total Offer Details

3 Select

1 If you did not choose a specific room type in the *Quote or Book* module or the selected room type is unavailable, you must select a room type to get a quote for your client.

2 If there are special offers that match your client's travel dates and resort, they will be displayed on this page. Click the radio button next to the offer you wish to view. If more than four offers are available, click the right or left arrows to view additional offers. Click an **Offer Details** link to review information about an offer.

Tip: The prices shown do not include *Travelex Insurance Services* or *Memory Maker*, even if these were selected in the *Quote or Book* module. Only quote a price to your client from the *Your Cart* page.

3 Click **Select** by your client's chosen room type to proceed with the booking.



Annie Agent
MM Travel Agency

123 Main Street, Anywhere, USA 12345
818-555-5555 IATA: 12345678

DisneyTravelAgents.com

T

Hide Travel Agent Info

DisneyWorld Places to Stay Tickets Help Cart

1

The vacation offer you've built is displayed on the *Your Cart* page.

2

You can make adjustments to the offer from this page. Click an **Edit** link to adjust an item. Click a small **x** button to delete or clear an item. Click an **Add...** button to add an item.

Tip: Click the **Edit** link on the Resort line to make adjustments to the offer, plan type, resort, room type, or party mix.

3

Click **Compare Vacation Offers** to display up to three offers in a side-by-side view. By duplicating and then modifying the current offer, you can show your client the price difference if they were to add, remove, or upgrade a dining plan; or change dates, resort hotels, ticket options, or other components.

4

When you are satisfied with the offer, click the **Check Out** button.

T

Tip: Click **Hide Travel Agent Info** to hide the display of your name, address and contact information from the top of the page, and to hide any commission amount. Click **Show Travel Agent Info** to display this information again.



Annie Agent
MM Travel Agency
123 Main Street, Anywhere, USA 12345
818-555-5555 - IATA: 12345678
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1 Express Checkout

Order Summary

T We will hold your requested offer for 10 minutes.

All Guests have the same last name.

Guest 2 - Age 18+

Title* First Name* MI Last Name* Suffix

Guest 3 - Age 10

Title* First Name* MI Last Name* Suffix

Guest 4 - Age 8

Title* First Name* MI Last Name* Suffix

Price Summary

Package Price	\$2,339.60
Total Payment Due	\$2,339.60
Deposit Due Today	\$200.00
Remaining Balance Due (June 2, 2015)	\$2,339.60
Commission	\$233.96

2 Payment Information

Due Today: \$200.00

Amount to Pay Today

<input type="radio"/> Deposit Due Today	\$200.00
<input type="radio"/> Full Amount (June 2, 2015)	\$2,339.60
<input type="radio"/> Other Amount (Greater than the deposit amount)	\$
<input type="radio"/> Hold for 7 days	\$0.00

3 Contact Information

We will send a confirmation email to the address in your DisneyTravelAgents.com profile. If you would like to change the address that your Agent and Client confirmations will be sent to, you may do so below:

[Change](#)

I have read and agree to the Terms and Conditions. *

[Print Terms & Conditions](#)

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Please review the information you provided and confirm it is correct. Your card will be charged when you complete the transaction by clicking "Purchase."

2

1

The *Express Checkout* page allows you to enter names for the traveling party and payment information, and to confirm your email address. After checkout, separate versions of the confirmation will be emailed to the address you provide: one for you and one for your client.

2

When you have completed this page, click the **Purchase** button.

T

Tip: Click **Hide Travel Agent** Info to hide the display of your name, address and contact information from the top of the page, and to hide any commission amount. Click **Show Travel Agent** Info to display this information again.

Tip: You may be able to place the reservation on a courtesy hold, depending on how far in advance you are booking the reservation. The deposit must be paid before the hold expires or the reservation will be canceled.