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**.

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.

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.
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.

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.

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.

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.
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.

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

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.
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.

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.

Click Select by your client’s chosen room type to proceed with the booking.
The vacation offer you’ve built is displayed on the Your Cart page.

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.

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.

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

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.
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.

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

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.