

 tripadvisor® Experiences

# Booking a Group on Viator's Travel Agent Program





# viator

A TripAdvisor® Company

acquired by TripAdvisor in 2014

140,000+ Experiences

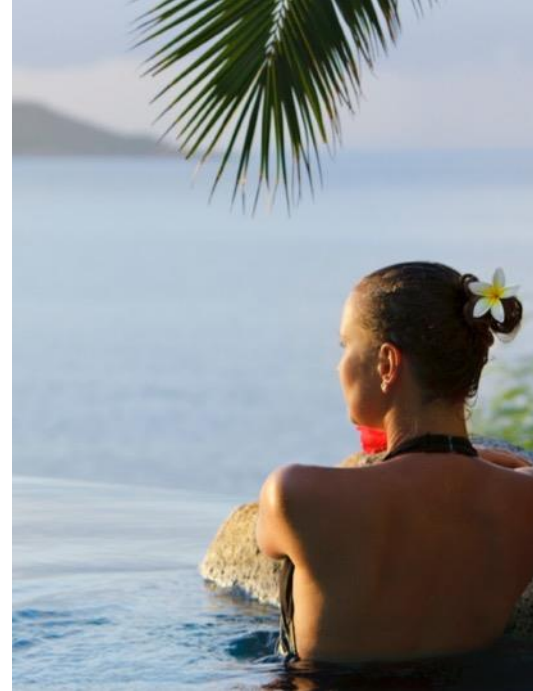




## Travel Agent Program


Allows travel agents to book products for their clients on an exclusive version of [Viator](#)


Agents earn commission on each completed booking made with a registered email address



# Earn Commission on Group Bookings







**Select Date and Travelers**


 Saturday, Dec 15, 2018

 Number of travelers

You can select up to 9 travelers in total.

**Booking for a large group?**

Adult (age 12-99) Minimum: 1 Maximum: 9		2	
Child (age 6-11) Maximum: 8		0	
Infant (age 0-5) Maximum: 8		0	



- If your group **exceeds the maximum** allowed for a product on the site, the booking needs to be requested through Viator's Groups Department
- As a member of the Travel Agent Program, you will earn commission on group bookings
  - You will earn the same commission rate as you would on a standard booking
  - Commission will be paid out in the same manner and on the same schedule as a non-group booking
  - Group services are offered at no cost to you!





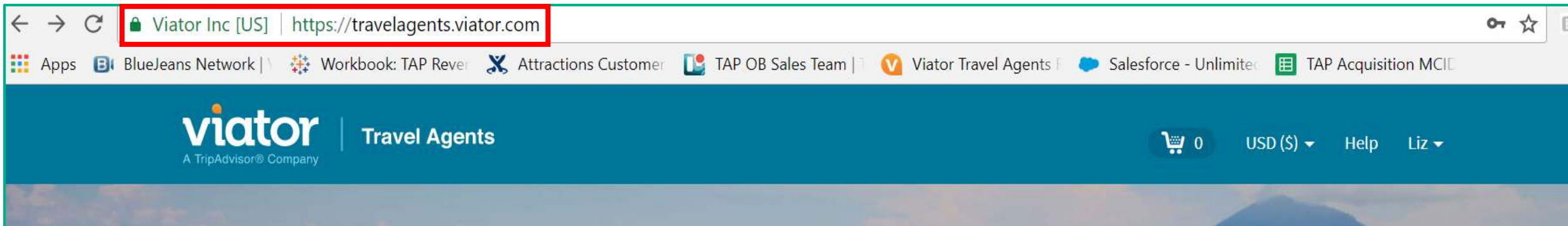
Searching for Products





# Searching for products

- Go to <https://travelagents.viator.com>
- Logging in is **optional**, since you are only searching for products
- Making sure you are on the travel agent site ensures you will receive commission on the group booking



Book and earn 8% commissions on tours & activities

Search destinations, tours, attractions



Search by destination, attraction, or keyword

100,000+ Things to Do

Exclusive & Skip-the-Line Tours

24/7 Global Support

Quick links to popular destination pages

### Access The Industry's Leading Tour Site

Cancun to New York to Dubai, Viator has it all: skip-the-line passes, VIP tours, must-see attraction tickets, and off-the-beaten-path experiences. There's no better place to book when you're crafting the perfect vacation for your clients.



Las Vegas



New York



San Francisco



Tokyo



Sydney




Dubai

# Review product details ...

## Manhattan Sky Tour: New York Helicopter Flight

★★★★★ 629 Reviews    Tour code: 5024MANSKY

Location: New York City, New York    Duration: 12-15 minutes



From USD  
**\$209.00**  
[View price calendar](#)

13    Oct 2017

Adult: 1

[Add To Cart](#)

+199

**Details**    **Reviews**    Photos

**New York City Things to do**

All things to do...

Air, Helicopter & Balloon Tours

Air Tours

**Helicopter Tours**

Classes & Workshops

Cruises, Sailing & Water Tours

Cultural & Theme Tours

Day Trips & Excursions

Food, Wine & Nightlife

Holiday & Seasonal Tours

Kid Friendly

Luxury & Special Occasions

Multi-day & Extended Tours

Outdoor Activities

Private & Custom Tours

Take to the Manhattan skies for an exciting helicopter tour of New York City! Enjoy spectacular aerial views of Manhattan on this memorable 12-15-minute helicopter flight that takes you past the Statue of Liberty, New York's financial district of Wall Street and the humbling sight of Ground Zero. Catch a glimpse of the magnificent Empire State Building and historic Ellis Island for a truly birds-eye view of New York City!

**Highlights**

- Scenic helicopter flight
- Enjoy fantastic aerial views
- Perfect introduction for first-time visitors

On this New York helicopter flight you will take off from Manhattan's Downtown Heliport and soar into the skies for fantastic photo opportunities of Governor's Island, the Statue of Liberty, New York Harbor and Ground Zero. Upon reaching the World War II aircraft carrier museum, the USS Intrepid, your flight

Each individual product display page contains:

- **Price and Availability**
- Activity Details
- Departure + Return Logistics
- **User Reviews**
- Traveler Photos
- Inclusions / Exclusions
- Other important details

**Please note** – although a cancellation policy is listed on this page, all group sales are final, as outlined in the contract you will receive/sign.



# Make your selection!

The screenshot shows the Viator website interface. At the top, there's a navigation bar with the Viator logo, 'Travel Agents', a search bar, and links for 'Log In', 'Help', and 'Cart'. Below the navigation bar, a breadcrumb trail reads 'Home / Italy / Rome / Tours & Sightseeing / City Tours'. The main content area features a large image of an underground Roman tunnel with stone pillars and arches. Below the image, the tour title is 'Small-Group Ancient Rome and Colosseum Underground Tour', followed by a 5-star rating and '83 Reviews'. A 'Low Price Guarantee' badge is present, and the price is listed as 'from \$112.88 USD'. On the left side, there's a sidebar menu titled 'Rome Tours' with various categories like 'All Tours', 'Air, Helicopter & Balloon Tours', etc.

Once you have chosen the perfect product – keep the page open!

You will need the **URL** from this page to complete your group booking request





Requesting a Group Booking

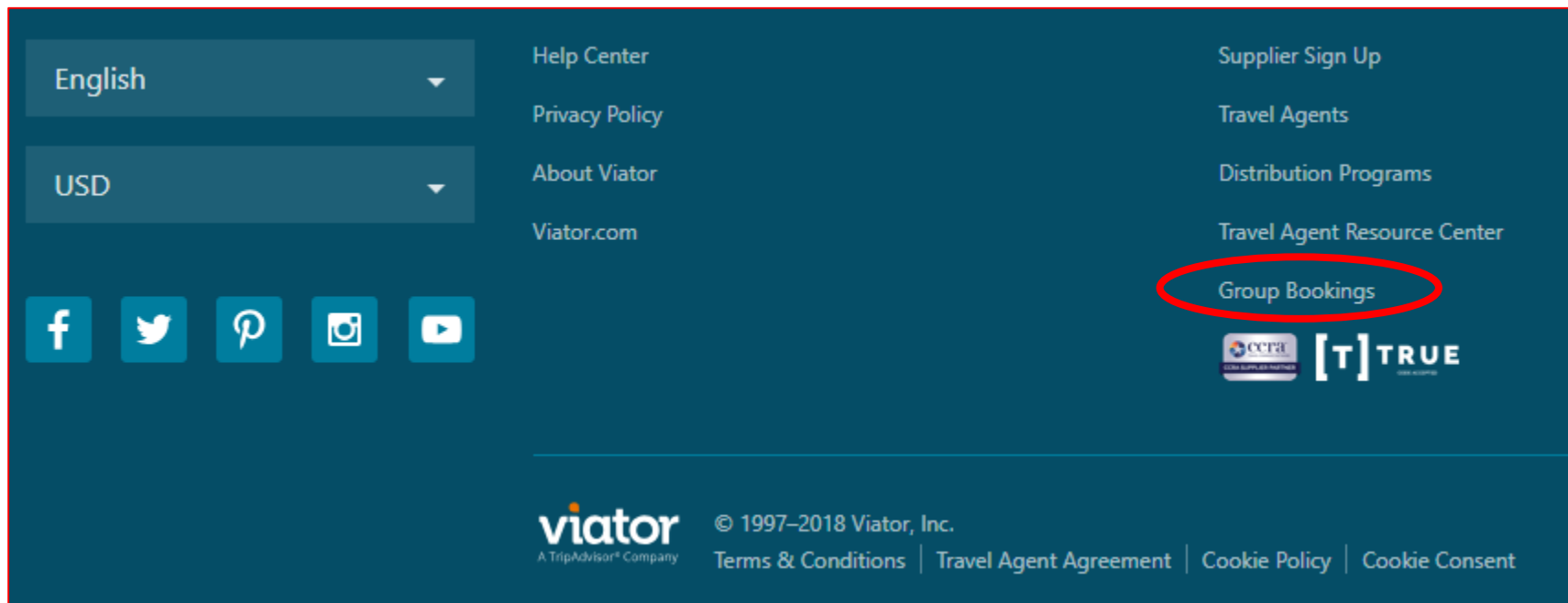




# \*NEW!\* Request Group Bookings via Web Form

A link to the Group Services web form can be found on any product page when entering the amount of travelers or on **the footer** of any of the Travel Agent Program pages

<https://travelagents.viator.com/support/tap-group-services>



# Request via Web Form, continued

viator | Travel Agents

## Viator Group Services & Bookings

As a travel agent, you're eligible to earn commission for group trips, conferences, and more. With 100,000+ bookable experiences, we have something for every gathering in any location.

**Note:** Requests are answered in the order that they are received. It can take up to 3 business days to receive an initial response from the Groups Department.

\*Required field

Travel agent name\*

Jane Smith

Travel agent email address\*

jane@imatravelagent.com

Account ID

123456789

Travel agent phone number\*

+61 Australia ▾

8105 6000

We have just released a **web form** on the Travel Agent site for agents to be able to make group booking requests and get **top priority** with the Groups Department

Make sure the email entered is your registered email address



# Request via Web Form, continued

Lead traveler name\*

Travel date\*

Number of travelers\*

Ages of children (comma separated, if none, write N/A)\*

Destination location (i.e.: city, country)\*

Is this request for a shore excursion?\*

No  Yes

Desired experience, tour, activity (Viator URL or description as it appears on our website)\*

Be sure to have the product page open and simply copy and paste the URL into the final box

*Please allow up to 3 business days for first response*



Restrictions





# Specific product restrictions

The following products **CANNOT** accommodate group bookings:

- × Shows
  - Seating is not guaranteed to be together
- × Alcatraz tours
- × Hop-On Hop-Off
  - Passengers are not guaranteed to be together
  - Cannot accommodate private tours
- × Transfers
- × International Spy Museum
  - 10 or more passengers must go directly to the supplier

# Product restrictions, continued

The following products have **LIMITED** accommodations for group bookings:

- ✓ Duck tours
  - Passengers cannot be guaranteed to be together
  - Unless a private tour is booked at a higher rate
- ✓ Helicopter tours
  - Groups will need to be split into different times for public and private tours







know better  book better  go better