

How to book our tours:

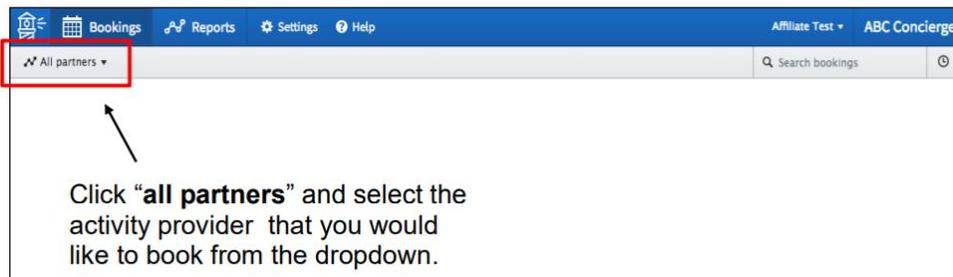
Congratulations --you get your own personal booking dashboard on FareHarbor! ☺

1. **Step #1:** To protect your privacy, we ask that you obtain your login URL, username and password to login by emailing our contact at Fareharbor: Samantha Tatum (samantha.tatum@fareharbor.com).

She will send you these important details and also serve as your support contact if you have any challenges and issues with our system.

‘Help’ also available at support@fareharbor.com or (855) 495-5551

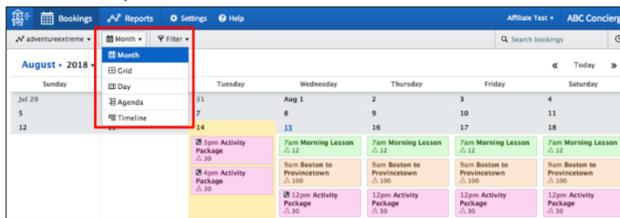
2. Open Fareharbor, login
3. Click “all partners” (upper LH corner), select Phoenix Rising Tours



4. Calendar will appear with tour dates, as below:

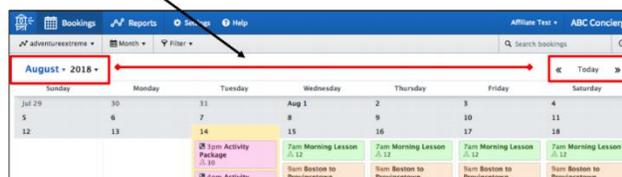
The calendar will default to “month” view, but you can switch to grid, day, agenda or timeline.

The Calendar



5. Manipulate the calendar for your needs if necessary

You can change the month or year from the drop downs on the left, or switch from one day to the next using the arrows on the right.

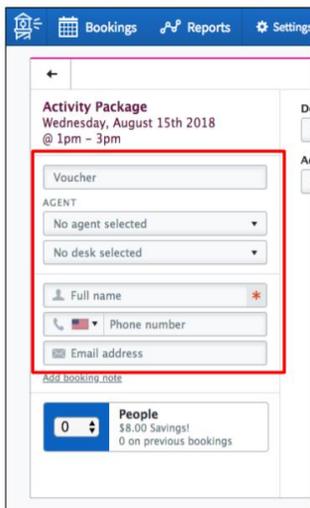


6. Click on the date you'd like to make a booking for, select “+ new booking”



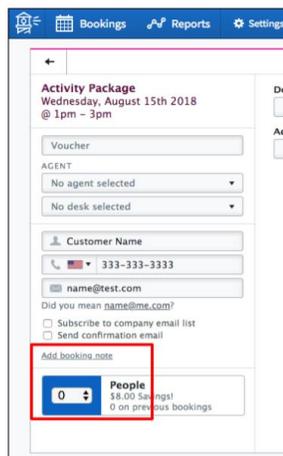
*Reminder: The person icon in **black** is the number of spots booked, and the person icon in **green** is the number of spots available.

7. Complete the activity package as indicated below



- **Voucher:** If you give the customer a reference number that they need to have with them when they arrive to the activity, you can add that number here.
- **Agent:** Select your name under “No agent selected” or select “add new agent” to track who is making the booking.
- **Desk:** “Desk” can be used when you have various locations under your company name and you need to keep track of bookings made from each location.
- **Contact:** Enter the guest's full name and cell phone number.
- **Email:** Enter either the guest's email address or your own email address to receive the confirmation email.
- Anything with a red star (*) means required

8. Add booking notes, if needed



- Under the **booking note**, you are able to add notes about the guest for the activity provider. For example, “it is the guest's birthday” or “they need special assistance”.
- Then, select the **number of guests/people** that are needed for the booking.