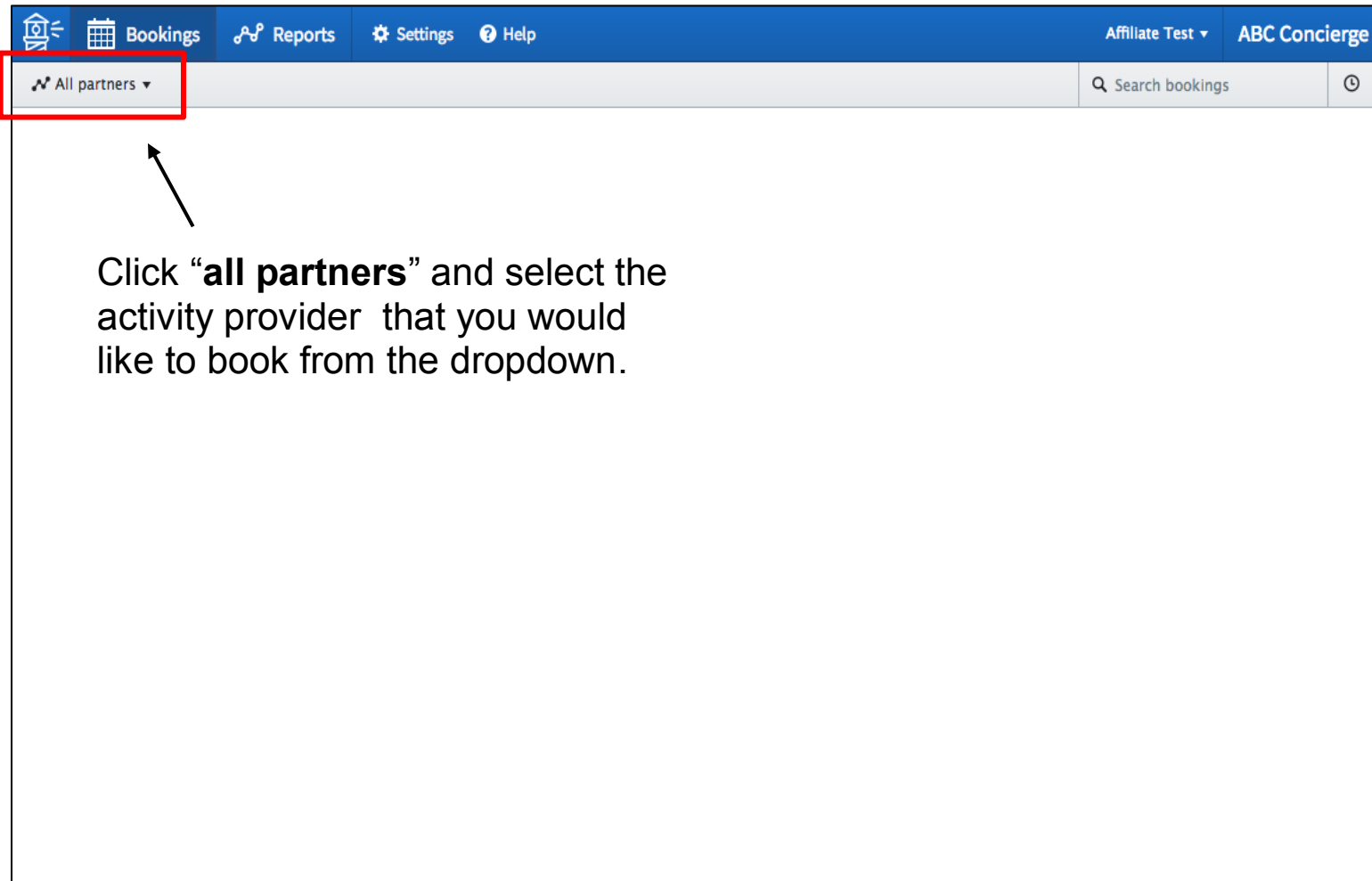


**FAREHARBOR**

**FareHarbor Affiliate Portal**



# How to View the Calendar

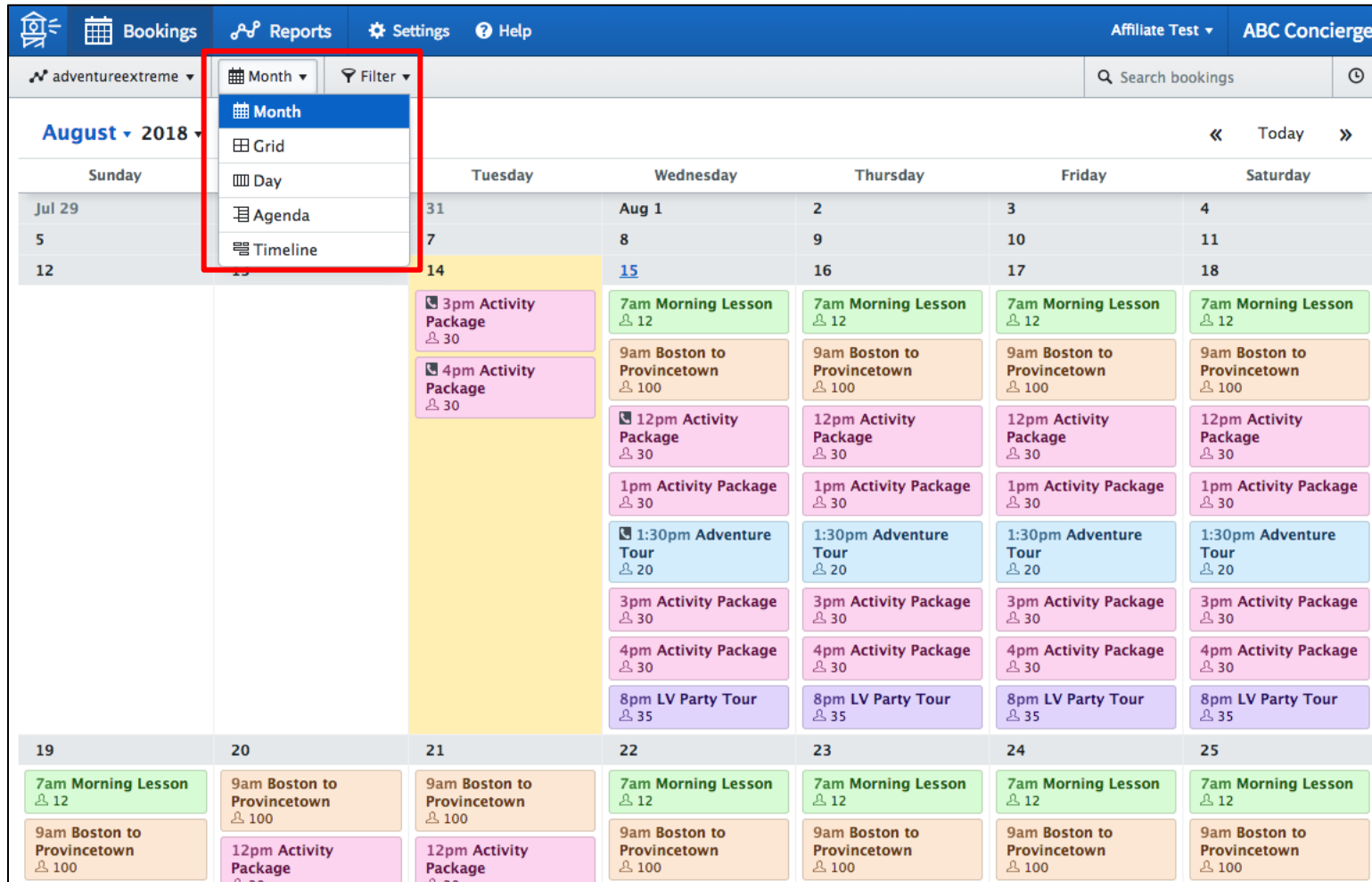


Click **“all partners”** and select the activity provider that you would like to book from the dropdown.



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

# The Calendar



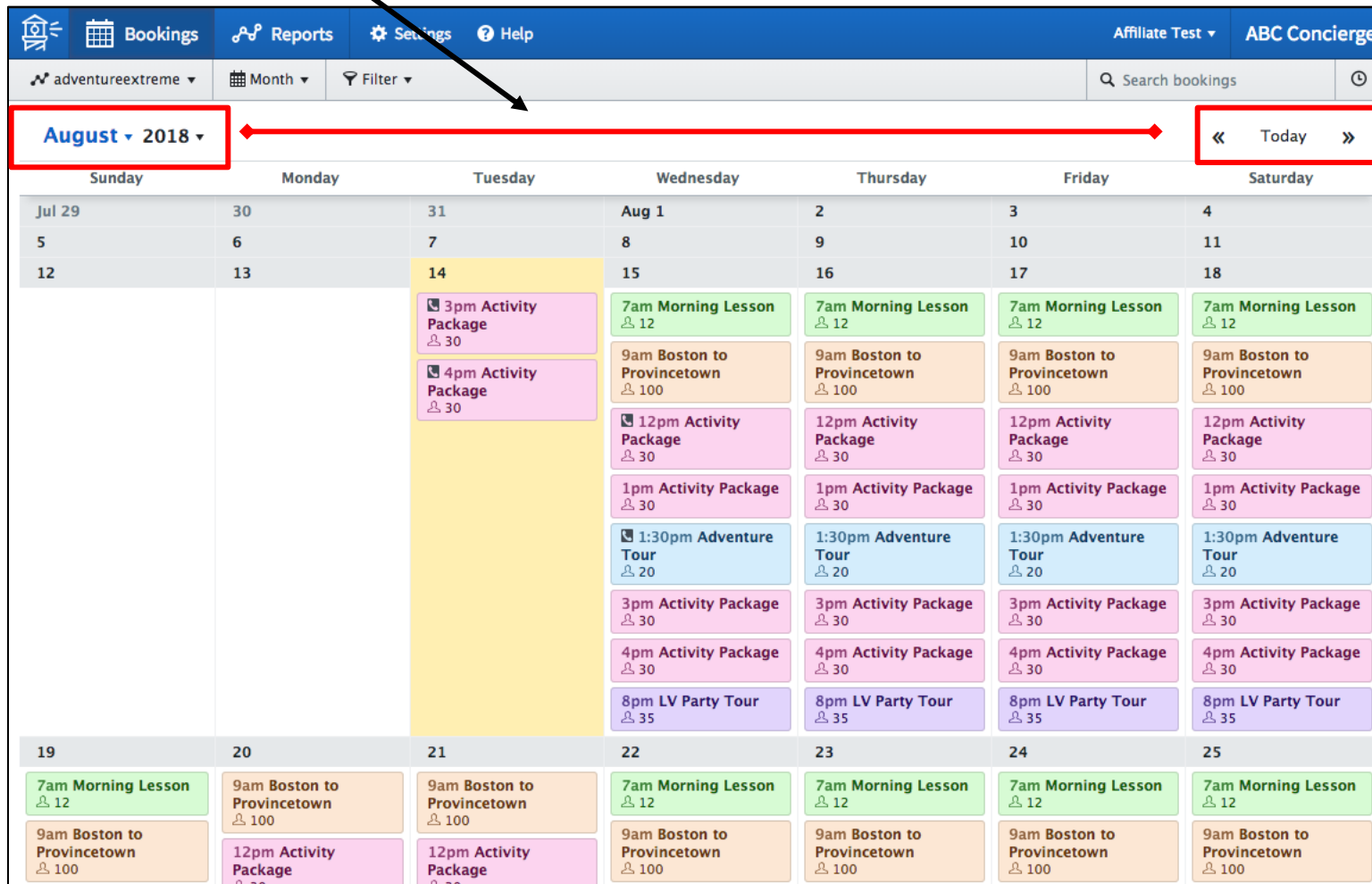
The screenshot displays a calendar application interface. At the top, there is a navigation bar with icons for Home, Bookings, Reports, Settings, and Help. The current view is set to "Month" for August 2018. A dropdown menu is open, showing options for "Month", "Grid", "Day", "Agenda", and "Timeline". The "Month" option is currently selected. The calendar grid shows activities for August 14th through 25th, including "3pm Activity Package", "4pm Activity Package", "7am Morning Lesson", "9am Boston to Provincetown", "12pm Activity Package", "1:30pm Adventure Tour", and "8pm LV Party Tour".

Sunday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul 29	31	Aug 1	2	3	4
5	7	8	9	10	11
12	14	15	16	17	18
	3pm Activity Package ⏰ 30	7am Morning Lesson ⏰ 12	7am Morning Lesson ⏰ 12	7am Morning Lesson ⏰ 12	7am Morning Lesson ⏰ 12
	4pm Activity Package ⏰ 30	9am Boston to Provincetown ⏰ 100	9am Boston to Provincetown ⏰ 100	9am Boston to Provincetown ⏰ 100	9am Boston to Provincetown ⏰ 100
		12pm Activity Package ⏰ 30	12pm Activity Package ⏰ 30	12pm Activity Package ⏰ 30	12pm Activity Package ⏰ 30
		1pm Activity Package ⏰ 30	1pm Activity Package ⏰ 30	1pm Activity Package ⏰ 30	1pm Activity Package ⏰ 30
		1:30pm Adventure Tour ⏰ 20	1:30pm Adventure Tour ⏰ 20	1:30pm Adventure Tour ⏰ 20	1:30pm Adventure Tour ⏰ 20
		3pm Activity Package ⏰ 30	3pm Activity Package ⏰ 30	3pm Activity Package ⏰ 30	3pm Activity Package ⏰ 30
		4pm Activity Package ⏰ 30	4pm Activity Package ⏰ 30	4pm Activity Package ⏰ 30	4pm Activity Package ⏰ 30
		8pm LV Party Tour ⏰ 35	8pm LV Party Tour ⏰ 35	8pm LV Party Tour ⏰ 35	8pm LV Party Tour ⏰ 35
19	20	21	22	23	24
25	7am Morning Lesson ⏰ 12	9am Boston to Provincetown ⏰ 100	9am Boston to Provincetown ⏰ 100	7am Morning Lesson ⏰ 12	7am Morning Lesson ⏰ 12
	9am Boston to Provincetown ⏰ 100	12pm Activity Package ⏰ 30	12pm Activity Package ⏰ 30	9am Boston to Provincetown ⏰ 100	9am Boston to Provincetown ⏰ 100



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**.

# The Calendar



The screenshot shows a web-based booking calendar for 'ABC Concierge'. The interface includes a top navigation bar with 'Bookings', 'Reports', 'Settings', and 'Help'. Below this is a secondary bar with 'adventurextreme', 'Month', 'Filter', and a search box. The main calendar area displays a grid for August 2018. A red box highlights the 'August 2018' dropdown on the left, and another red box highlights the navigation arrows and 'Today' button on the right. A red double-headed arrow connects these two boxes. A black arrow points from the text 'You can change the month or year...' to the 'Month' dropdown. The calendar grid shows activities for each day, such as '7am Morning Lesson', '9am Boston to Provincetown', and '12pm Activity Package', each with a person icon and a count.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul 29	30	31	Aug 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
		3pm Activity Package 12	7am Morning Lesson 12	7am Morning Lesson 12	7am Morning Lesson 12	7am Morning Lesson 12
		4pm Activity Package 30	9am Boston to Provincetown 100	9am Boston to Provincetown 100	9am Boston to Provincetown 100	9am Boston to Provincetown 100
			12pm Activity Package 30	12pm Activity Package 30	12pm Activity Package 30	12pm Activity Package 30
			1pm Activity Package 30	1pm Activity Package 30	1pm Activity Package 30	1pm Activity Package 30
			1:30pm Adventure Tour 20	1:30pm Adventure Tour 20	1:30pm Adventure Tour 20	1:30pm Adventure Tour 20
			3pm Activity Package 30	3pm Activity Package 30	3pm Activity Package 30	3pm Activity Package 30
			4pm Activity Package 30	4pm Activity Package 30	4pm Activity Package 30	4pm Activity Package 30
			8pm LV Party Tour 35	8pm LV Party Tour 35	8pm LV Party Tour 35	8pm LV Party Tour 35
19	20	21	22	23	24	25
7am Morning Lesson 12	9am Boston to Provincetown 100	9am Boston to Provincetown 100	7am Morning Lesson 12	7am Morning Lesson 12	7am Morning Lesson 12	7am Morning Lesson 12
9am Boston to Provincetown 100	12pm Activity Package 30	12pm Activity Package 30	9am Boston to Provincetown 100	9am Boston to Provincetown 100	9am Boston to Provincetown 100	9am Boston to Provincetown 100



# The Colors and Symbols

Wednesday	Thursday
Aug 1	2
8	9
15	16
7am Morning Lesson 👤 12	7am Morning Lesson 👤 12
9am Boston to Provincetown 👤 100	9am Boston to Provincetown 👤 100
📞 12pm Activity Package 👤 30	12pm Activity Package 👤 30
1pm Activity Package 👤 30	1pm Activity Package 👤 30
📞 1:30pm Adventure Tour 👤 20	1:30pm Adventure Tour 👤 20
3pm Activity Package 👤 30	3pm Activity Package 👤 30
4pm Activity Package 👤 30	4pm Activity Package 👤 30
8pm LV Party Tour 👤 35	8pm LV Party Tour 👤 35

**The Colors:** These are set by the activity provider and are a way for them to distinguish their various offerings.

**Phone Icon:** You must call to book.

**Square or Person:** Tells you how many spots are available.



# Making a Booking: Step 1

Wednesday	Thursday
Aug 1	2
8	9
15	16
7am Morning Lesson 👤 12	7am Morning Lesson 👤 12
9am Boston to Provincetown 👤 100	9am Boston to Provincetown 👤 100
12pm Activity Package 👤 30	12pm Activity Package 👤 30
1pm Activity Package 👤 30	+ New booking >> People 👤 0 👤 30
1:30pm Adventure Tour 👤 20	1:30pm Adventure Tour 👤 20
3pm Activity Package 👤 30	3pm Activity Package 👤 30
4pm Activity Package 👤 30	4pm Activity Package 👤 30
8pm LV Party Tour 👤 35	8pm LV Party Tour 👤 35

- Click on the availability that you would like to make a booking for, then 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.



# Making a Booking: Step 2

The screenshot shows a mobile application interface for making a booking. At the top, there is a navigation bar with icons for Home, Bookings, Reports, and Settings. Below this, the 'Activity Package' section is displayed, showing the date 'Wednesday, August 15th 2018' and the time '@ 1pm - 3pm'. A red box highlights the following fields: 'Voucher', 'AGENT' (with a dropdown menu showing 'No agent selected'), 'Desk' (with a dropdown menu showing 'No desk selected'), 'Full name' (with a red star icon indicating it is required), 'Phone number' (with a dropdown menu showing a US flag), and 'Email address'. Below these fields, there is an 'Add booking note' section and a 'People' section showing '0' people for '\$40' with '\$8.00 Savings!' and '0 on previous bookings'.

- **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



# Making a Booking: Step 3

The screenshot shows a mobile application interface for making a booking. At the top, there is a navigation bar with icons for Home, Bookings, Reports, and Settings. Below this, the main content area is divided into sections. The first section is titled 'Activity Package' and includes the date 'Wednesday, August 15th 2018' and time '@ 1pm - 3pm'. Below this is a 'Voucher' field. The next section is labeled 'AGENT' and contains two dropdown menus: 'No agent selected' and 'No desk selected'. The 'Customer Name' section includes a text input field, a phone number field with a country code dropdown (USA) and the number '333-333-3333', and an email field with the address 'name@test.com'. Below the email field, there is a suggestion 'Did you mean name@me.com?' and two checkboxes: 'Subscribe to company email list' and 'Send confirmation email'. A red box highlights the 'Add booking note' section, which contains a dropdown menu for 'People' currently set to '0'. To the right of the dropdown, the text reads 'People (\$40)', '\$8.00 Savings!', and '0 on previous bookings'.

- 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.





# Complete the Booking

The screenshot shows a booking interface with a blue header containing navigation links: Bookings, Reports, Settings, and Help. The user is logged in as 'Affiliate Test' and is working on a booking for 'ABC Concierge'. The main content area is divided into three columns. The left column shows booking details for an 'Activity Package' on Wednesday, August 15th, 2018, from 1pm to 3pm. It includes fields for 'Voucher', 'AGENT' (No agent selected), 'No desk selected', 'Customer Name', phone number (333-333-3333), and email (name@test.com). There are also checkboxes for 'Subscribe to company email list' and 'Send confirmation email', and a link to 'Add booking note'. A summary box shows '2 People (\$40)' with '\$8.00 Savings!' and '0 on previous bookings'. The middle column has two dropdown menus: 'Do you need transportation?' and 'Add On Gratuity:', both set to 'Choose an option'. The right column shows a summary of costs: Subtotal \$80.00, Taxes \$4.00, Total \$84.00, and Invoice price \$8.00. Below this are payment options: 'Save card to charge later' (unselected) and 'Pay in full' (selected). Under 'COLLECTED BY', 'Collected by Adventure Extreme' is selected. Under 'PAYMENT METHOD', 'Charge \$84.00 to card' is selected. A VISA card payment form is visible with fields for card number (4242424242424242), customer name, expiration date (01 - January 2022), and country (USA). A red box highlights the 'Complete order' button, which is green and has the text 'Card will be charged for \$84.00.' below it. An arrow points from the text 'The "Complete order" button will turn green once all required fields (\*) have been answered.' to the button.

**Activity Package**  
Wednesday, August 15th 2018  
@ 1pm - 3pm

Voucher

AGENT  
No agent selected

No desk selected

Customer Name

333-333-3333

name@test.com

Did you mean name@me.com?

Subscribe to company email list  
 Send confirmation email

[Add booking note](#)

2 People (\$40)  
\$8.00 Savings!  
0 on previous bookings

Do you need transportation?  
Choose an option

Add On Gratuity:  
Choose an option

Subtotal \$80.00  
Taxes \$4.00  
Total \$84.00

Invoice price \$8.00

Save card to charge later  
 Pay in full

COLLECTED BY  
 Collected by Adventure Extreme  
 Collected by you

PAYMENT METHOD  
 Charge \$84.00 to card

Secure and encrypted VISA  
4242424242424242  
CUSTOMER NAME  
EXPIRATION DATE  
01 - January 2022  
COUNTRY  
USA  
111 11111

**Complete order**  
Card will be charged for \$84.00.

[FareHarbor's terms of service.](#)

The "Complete order" button will turn green once all required fields (\*) have been answered.

