



## Quick Start Guide

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### What is World Train Travel?

World Train Travel has been specially developed for travel agents and individual travellers. Many travel agents do not book any rail journeys.

World Train Travel (WTT) aims to change that, featuring different and often unusual train trips and products, which provide new, interesting content for travel consultants' clients.

WTT is able to offer commission to bona fide travel agents on some of its range, such as for luxury train travel. Some services may only attract a small commission, but they (like a few non-commissionable products) add real value in being part of the WTT site; clear rail product content in one portal helping travel professionals attract and retain customers.

### Website Overview

The five sections listed in the main top menu link to the main train listings of the site:

- Luxury Trains
- Tourist Trains
- Special Events
- Short Excursions
- Rail Tours

Here users can browse through train journeys, filter the results and click through to a full section on each train and journey.

### Rail Passes and Scheduled Train Services

WTT also gives you access to book rail passes and rail tickets on scheduled train services in various countries around the world at <http://shop.worldtraintravel.com>.

Note that this page may take a few seconds to load the processes necessary to give you access to the full range of rail passes and tickets.

To start your search, roll over 'destinations' in the top left.

### Book

Clicking on 'Book' when you have chosen your date of travel will either take you to the on-line booking system or to a form if you need to contact WTT to book.

If the train you want to book is loaded on our on-line booking system clicking 'book' displays the journeys the train is currently operating. Choose 'Book' on the journey of your choice and then select your date of travel.



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Finally, select a quality for each ticket available, highlight the date you want to book from the calendar and then click 'Add to Cart'.

Now you just need to sign in or (if you haven't already) register for an account.

### Registration

If you are a travel agent and wish to use WTT to book journeys – and earn commission – then you must register with us.

<http://www.worldtraintravel.com/register/travel-agent/>

We want to help you make the most of membership.

This means that your registration has to be complete. The following guide will show you how to do this.

### Step One

**Complete the basic travel agent details form and choose your login information.**

**NOTE:**

*The account used to register your travel agency is for administration purposes only.*

*We suggest you use a general email address, e.g. info@ or admin@.*

*In order to book tickets, you will need to register a staff member with a different email address.*

When you have filled in the form, you will receive an email confirming your registration.

### Step Two

Now you need to enter your agency details.

1. Add a member of staff.
  - a. This gives each of your team separate login details, which are important when making bookings.
  - b. Click 'add staff member'.
    - i. Complete the form with individual details and email address for each staff member.
    - ii. If you are the only employee, add your details.
  - c. You can add as many staff as necessary for access to WTT.
  - d. It is not necessary to add everyone at the same time; you can return later.
  - e. When you have finished this stage, click 'next step'.



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### 2. Add an agency or company image.

- a. This is used when customers are searching for travel agents on the WTT website here - <http://www.worldtraintravel.com/travel-agents/>
- b. The image must be square, a jpg file and no bigger than 1MB.
- c. Complete the 'alt' field with a name for the image, such as the agency name.

### 3. Here you edit the details that users see on the WTT website when they search for their nearest registered travel agent here - <http://www.worldtraintravel.com/travel-agents/>

- a. Add your shop details.
- b. Enter your opening and closing times.
- c. Enter text about the company and location.
- d. Add a Google map so that customers can find you. This is in the section on the page called 'Geo location'.
  - i. Enter a latitude/longitude.
    1. Go to Google Maps here: <https://www.google.com/maps/preview?source=newuser-ws>
    2. Find your location by going to street level and right-click on the map over your shop, selecting 'What's here?'
    3. The latitude and longitude appear in the pop up box. Copy these details and paste them into the geo location fields on your WTT profile page.
- e. When finished, click 'save' OR, if you want to add another location, choose 'Save and add another location like this one'.

## You have finished the registration.

You will now be taken to your account dashboard where you can add and edit more staff and more locations whenever you want.

If you logout and come back another time, you can find your dashboard by selecting 'my account' in the top menu.

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World Train Travel (WTT) is a trading name of The Train Chartering Company Ltd.  
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