



Original Adventures since '72

Welcome to the The Travelopia online booking agent portal.

Our online portal enables you to check availability on all **TrekAmerica, Grand American Adventures, Exodus and Headwater** tours.

You can make a **reservation for up to 8 passengers**, as well as **hold a tour (option) for up to 4 days** whilst you collect payment and details from client.

Additionally, you can confirm options directly through the booking engine, **add pre/post accommodation at our gateway hotels up to 35 days before departure**. You will need the following information to book/hold an option via our portal: clients full name, date of birth, nationality

The following procedure should help guide you through the online booking process. If you have any difficulty or have any questions, please get in touch with your relevant Business Development Manager of local sales representative.

Enter agent portal @ <https://portal.ukadventuretravel.com/res>

Enter your username (email address) and password (case sensitive):



Welcome to Travelopia's adventure travel agent portal, our innovative online reservation system for **TrekAmerica, Grand American Adventures, Headwater & Exodus**.

- Access our most accurate and up-to-date tour information 24/7
- Check live availability and current tour/accommodation prices
- Hold options, confirm & amend bookings with email confirmation
- Access additional product information and training materials

LOGIN

Email Address:

Password:

[Reset Password](#)
Enter your email address above and click the above link

[Don't have an account?](#)



BEST HOLIDAY COMPANY TO THE USA
Grand American Adventures



BEST HOLIDAY COMPANY TO THE USA
TrekAmerica



BEST HOLIDAY COMPANY TO CANADA
TrekAmerica

TrekAmerica Travel Limited
16-17 Grange Mills, Weir Road,
London SW12 ONE United Kingdom

Registered Company Number 4803471

TEL +44 (0)20 8682 8920 FAX +44 (0)20 8675 0551
EMAIL info@trekamerica.co.uk
trekamerica.com



Accredited Agent
91-2 74330





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Choose your selected brand to book or review past bookings

Select a brand to check availability, make or amend a booking

 <ul style="list-style-type: none"> • 18-38s Adventure Specialists • Camping & Budget Lodging • Multi-active Road Trips <p>Click here</p>	 <ul style="list-style-type: none"> • North & South America • Wildlife & Walking Tours • Iconic Cultural Experiences <p>Click here</p>	 <ul style="list-style-type: none"> • Worldwide Adventures • Trekking & Cycling Tours • Wildlife & Discovery <p>Click here</p>	 <ul style="list-style-type: none"> • Self-Guided Holidays • Cycling & Walking Tours • Flexible Tailor-made <p>Click here</p>
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TABLE TOP
 TREK'S TEST AGENCY (192837465)
 1 HAPPY STREET
 HAPPYVILLE, HAPPYSHIRE HA7 7YS GB
[Edit Contact Info](#)

Phone:
 Mobile Phone:
 Fax:
 Account ID: 5407200
 Email: table.top@tester.com

In this case we have chosen TrekAmerica, (red). This screen will allow you to look up reservations for your branch or your own reservations.

Select a brand to check availability, make or amend a booking





 <p>Click here</p>	 <p>Click here</p>	 <p>Click here</p>	 <p>Click here</p>
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Phone:
 Mobile Phone:
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 Account ID: 5407200
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[New Reservations](#)

Only My Reservations Show Reservations Per Page Open Res. # [Go](#)
 All TREK'S TEST AGENCY Reservations Show Past Departures

[My Reservations](#)

You may look up past bookings by reference numbers at this stage.

You may add or amend accommodation before and after the tour, and confirm an existing option. This can be done up to 40 days before departure. Within 40 days you will need to contact us to make any changes/alterations to bookings.



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You can also create a **New Reservation** from this page.

Search – Basic

This option allows you to search by: tour name, tour code, or phrase, date range of departure, and brand

TREK Welcome TOP, TABLE Logout HOME HOME (NEW TAB) NEW RESERVATION

Product Search

Basic Advanced

Trip Code/Name:

Date of 1st Travel:

Return By:

Land Only

Brands: Current View

Currency: LO: GBP £

Include Past Departures

Search – Advanced

This option allows you to search by: tour name, tour code or phrase, date range of departure, start/end city

TREK Welcome TOP, TABLE Logout HOME HOME (NEW TAB) NEW RESERVATION

Product Search

Basic Advanced

Trip Code/Name:

Date of 1st Travel:

Return By:

Land Only

Brands: Current View

Currency: LO: GBP £

Include Past Departures

Programme:

Continent:

Start City:

Spec. Dep:

Sub-Prog:

Subcontinent:

End City:

Type:

Country:

You can choose your tour by typing a tour name, tour code, or a start city.



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If your agency has an agreement across other Travelopia brands, at this stage you may change the brand on the right-hand side.

Search or select

Once you have selected your chosen tour by using one of the above methods, you can now hold an “option” on the selected tour. An option may then be confirmed into a booking. To hold, simply click anywhere on the line of your selected date and click “BOOK”.

Product Search

Basic | Advanced

Trip Code/Name: SL - Southern Sun

Date of 1st Travel: DD MMM YYYY

Return By: DD MMM YYYY

Land Only

Brands: Trek Ame

Currency: GBP

Current View: LO: GBP £

Include Past Departures

Search Clear Filters

Total Results: 23

Show Hidden Columns

Details Book

Trip Code	Trip Name	Sale Status	G'teed	Avail. Space	Opt. Pax	Dur.	Dep Date	Ret Date	Price	Sing. Supp. Price	Continent	Country	Sub-Prog	Type
<input checked="" type="checkbox"/>	SL Southern Sun	Book Now	<input checked="" type="checkbox"/>	>4	1	21	27 Mar 2019	16 Apr 2019	2099	0	NA	US	ORIGINAL	GROUP
<input type="checkbox"/>	SL Southern Sun	Book Now	<input type="checkbox"/>	>4	0	21	01 May 2019	21 May 2019	2179	0	NA	US	ORIGINAL	GROUP

The majority of TrekAmerica trips require a minimum of 4-5 people. Most Grand American Adventures trips are guaranteed with a minimum of 1 passenger.

You can see clearly what is guaranteed or not under column labelled “G’teed”.

Select TrekAmerica tours are also guaranteed which are also clearly displayed. As other treks reach a minimum booking requirement, we will add more guaranteed departures.

To hold an option, we will require your customers basic details: first name, surname, title, DOB and nationality, which will be added later.



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Adding pre and post

You may add pre and post accommodation, whilst selecting the room type required. You can choose from single (solo supplement required), Twin Share – F (Female), Twin Share – M (Male)

HOME | HOME (NEW TAB) | NEW RESERVATION | DEFINITIONS/HELP

Departure Name: Southern Sun Departure Date: 17 Jul 2019 Currency: GBP LAND ONLY

Adults: Children:

Pax No.	Pax Type	Room Type	Room Status
Adult 1	Adult	Twin Share-F	OK

Pre-Accommodations Options

None

Fairfield Inn and Suites LA Nights

Start Date of Pre:

Post-Accommodations Options

None

Hilton Newark Airport Nights

Start Date of Post:

[Continue](#)

You may add pre and/or post accommodation. The dates will auto-populate with the correct dates to match the tour.

Summary Screen

HOME | HOME (NEW TAB) | NEW RESERVATION | DEFINITIONS/HELP | LOGOUT

Package Details
Customize your Vacation Package below.
After making your selection from available items, click "Book" to add this Vacation Package to your Cart.

27 Jun 2019 To 16 Jul 2019 - (21 Days) - 1 Adult

Description	Quantity	Availability	Duration	Price	Total
Total Price: 2,219.00		Avg Price per Person: 2,219.00		Book →	
<input type="checkbox"/> Fairfield Inn and Suites LA, UNITED STATES Additional accommodation: Fairfield Inn & Suites Southern Sun	1	Twin Room Shared Available	1 Night	97.50	97.50
<input type="checkbox"/> Hilton Newark Airport, UNITED STATES Additional accommodation: Hilton Newark	1	Twin Room Shared Available	1 Night	66.00	66.00
Total Price: 2,219.00		Avg Price per Person: 2,219.00		Book →	

Place the mouse over the underlined links for details.

This screen presents a "booking" screen. If there are multiple pre/post options, this screen is where you will be able to select your chosen accommodation.

In this case, we already selected the Fairfield Inn and Suites for pre-tour and the Hilton Newark Airport for post-tour. Next hit "BOOK".



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Check out screen

If you have a discount code, apply it here. Otherwise, this will be your final "basket." Click "continue to contact and billing information".

Southern Sun - SL:2019-06-27 £2,382.50

Contact	TABLE TOP	Passengers	1 Adult	Deposit Amount	GBP £221.90
Agent	TREK'S TEST AGENCY	Departure Date	26 Jun 2019	Final Payment Due	01 May 2019
Agency Reference		Return Date	18 Jul 2019		

Services					
Date	Description	Quantity	Duration	Price	Total
Wed, 26 Jun 2019	Fairfield Inn and Suites LA, UNITED STATES <small>Additional accommodation: Fairfield Inn & Suites</small>	1 Twin Room Shared	1 Night	97.50	97.50
Thu, 27 Jun 2019	Southern Sun	1 Adult	21 Days	2,219.00	2,219.00
Wed, 17 Jul 2019	Hilton Newark Airport, UNITED STATES <small>Additional accommodation: Hilton Newark</small>	1 Twin Room Shared	1 Night	66.00	66.00

This is not an Invoice.

Move the mouse over the underlined links for details.

Enter Promotion Code:

[Continue to Contact & Billing Information](#)



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Passenger page – enter your pax data. You MUST accept terms and conditions on behalf of your client. To continue, click “confirm order”.

HOME | HOME (NEW TAB) | NEW RESERVATION | DEFINITIONS/HELP | LOGOUT

Passenger Page

1 Shopping Cart | 2 Contact/Billing Information | 3 Final Confirmation

Southern Sun - SL:2019-06-27 £2,382.50

Contact	TABLE TOP	Passengers	1 Adult	Deposit Amount	GBP £221.90
Agent	TREK'S TEST AGENCY	Departure Date	26 Jun 2019	Final Payment Due	01 May 2019
Agency Reference		Return Date	18 Jul 2019		

Passenger Information

Passenger names must EXACTLY match the passport or valid government-issued ID that will be used when travelling Collapse All Expand All

[View Contact](#) [Change Passenger](#)

Passport First Name * Last Name * Title * Gender * Male Female

Known as Name No Middle Name Middle Name

Passenger Information

Date of Birth * Day Mor Year Emergency Contact

Nationality Emergency Phone

Passport # Emergency Relationship

Passport Issue Date Day Mor Year Send to Lead

Passport Expiration Date Day Mor Year Passenger Type Ad

Special Requests & Service Options Collapse All Expand All

Who Will Be Sharing Hotel Services?

Are There Any Dietary Restrictions That We Should Know About?

Medical Issues

Personal Details

Special Requests

Accommodation Notes

Document Preferences

Terms and Conditions

My client has read and accepts the terms and conditions

Click [HERE](#) to access the terms and conditions for Trek America.

Passenger(s) Agreement

Confirm Order

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Reservation Summary – You have made a booking (option!)

If you have not selected pre/post tour accommodation, you may also do so now.

SUMMARY TRANSFER DETAILS ADD PRE/POST DOCUMENTS MEMOS STATUS

Reservation Summary
#123155 Option

Southern Sun - SL:2019-06-27 £2,382.50

Land Only

Contact	TABLE TOP	Passengers	1 Adult	Deposit Amount	GBP £221.90
Agent	TREK'S TEST AGENCY	Deposit Due Date	17 Sep 2018	Total Received	GBP £0.00
Agency Reference		Final Payment Date	01 May 2019	Total Net Due	GBP £1,963.46
Documents		Departure Date	26 Jun 2019	Total Commission	GBP £349.20
Created	17 Sep 2018 / table.top@tester.com	Return Date	18 Jul 2019	VAT On Commission	GBP £69.84

Refresh Data

Your reservation #123155 is complete. Thank you for choosing Trek America.

Services

Date	Description	Quantity	Duration	Price	Total
Wed, 26 Jun 2019	Fairfield Inn and Suites LA, UNITED STATES Additional accommodation: Fairfield Inn & Suites TEST TEST;	1 Twin Room Shared	1 Night	97.50	97.50
Thu, 27 Jun 2019	Southern Sun	1 Adult	21 Days	2,219.00	2,219.00
Wed, 17 Jul 2019	Hilton Newark Airport, UNITED STATES Additional accommodation: Hilton Newark TEST TEST;	1 Twin Room Shared	1 Night	66.00	66.00

To confirm OR cancel your option, simply click the “status” drop down.

SUMMARY TRANSFER DETAILS ADD PRE/POST DOCUMENTS MEMOS STATUS

> Confirm Booking
> Cancel Booking

Reservation Summary
#123155 Option

Southern Sun - SL:2019-06-27 £2,382.50

Options will not auto-cancel in the system, so they must be cancelled manually. If you do cancel, the system requests a reason at the base of the page.



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If cancelled, the status will change from yellow "option" to red "cancelled".
If confirmed, the status will change from yellow "option" to green "confirmed".

HOME | HOME (NEW TAB) | NEW RESERVATION | DEFINITIONS/HELP | LOGOUT

SUMMARY TRANSFER DETAILS ADD PRE/POST DOCUMENTS ▾ MEMOS

Reservation Summary
#123155 ✔ Confirmed

Southern Sun - SL:2019-06-27 £2,382.50

Please note: Once the option has been confirmed, you are responsible for collecting payment and all standard booking conditions apply. Please ensure all clients have comprehensive travel insurance, including medical, baggage, cancellation and adventurous activity cover.

On all confirmed bookings, you can view and print invoices. Vouchers will be emailed direct from our system to your individual email and the branch.

These can then be passed onto the clients when they have paid in full for a trip. Ideally this shouldn't be done more than 6 weeks before the departure date in case of any trip alterations.

These will be emailed for the final time 6 weeks out. For pre-departure information and details of our gateway hotels please see our Trek tips.

If you have any difficult or questions, please email us at info@trekamerica.co.uk or call **+44 (0) 208 682 8920**



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