



**Welcome to your Portal**  
**USER MANUAL**

**TABLE OF CONTENTS**

About Portals

Step 1: Choose Your Portal  
Search Bar or Trip Listing  
Inline or Pop up

Step 2: Customize Your Portal  
2.1) How to Login  
2.2) Edit my Portal  
2.3) Edit Search Constraints  
2.4) Edit Search Constraints: Locations  
2.5) Edit Search Fields

Step 3: Loading Your Portal to Your Site

[www.adventureengine.com](http://www.adventureengine.com)

## ABOUT PORTALS

Creating your portal is a simple process that takes minutes to complete! A distributor can use their portal to sell a variety of trips on behalf of other suppliers through their website. Sales are tracked and commissions owing are automatically calculated and forwarded.

You can type instructions and other text within your portal page

Reseller website

All navigation links function as they do throughout the rest of your website.

The screenshot shows the 'Go World Travel Magazine' website. The header includes the title 'Go World Travel Magazine' and navigation links: 'Print | E-mail | Forum | Subscribe'. A left sidebar contains a menu with items like 'Contents', 'Features', 'Departments', 'Contests', 'Contact Us', 'Plan Your Trip', 'Advertise', 'Contributors', and 'Past Issues'. Below the menu is a 'Subscribe!' section with a 'Click here for your FREE online subscription' link and a 'Search Articles by Location' or 'Search Articles by Interest' section listing countries like Albania (1), Antigua (1), Argentina (2), Australia (18), and Austria (4). The main content area features a 'SEARCH FOR AN ADVENTURE TRIP' section with a currency dropdown set to 'Canadian Dollars' and a note: 'For best results use FireFox or Internet Explorer (Safari is NOT supported). You must have Cookies enabled to use this booking system.' Below this are 'Simple Search' and 'Advanced Search' options. The 'Advanced Search' form includes dropdowns for 'Country', 'Province/State', 'City', 'Activity', and 'Availability' (with 'to' and '2007' dropdowns), and a text input for '(or) Keyword Search'. A 'Search Now' button is at the bottom of the form.

You choose the background, button and text colours and font

AE portal inset into web page within 600x800 cell

## STEP 1: CHOOSE YOUR PORTAL

There are 4 portal options to choose from depending on your type of website (supplier, airline, chamber of commerce, organization, etc) and the number of trips you wish to display in your portal. Please review the options below.

### Search Bar

- This option is recommended for distributors or large suppliers that are displaying 25 or more trips in their portal
- Your customers can search trips by availability, keyword, location, activity, group size, duration, hot seat, price or specialty. You can choose up to five search options
- Search results will appear in list form with the trip name, a photo, the price, the duration, the difficulty level, the availability and a brief trip description
- Customers can click to a detailed itinerary page, and to the shopping cart and check-out page
- You can customize the link button, the portal font, the portal colours, the search constraints and the search fields that appear
- Please visit [www.goworldtravel.com](http://www.goworldtravel.com) to view sample

### Trip Listing

- This option returns a listing of search results as programmed by your Examples include a list of paddling trips or a list of all trips in Canada
- Your customer will see a list of trips with the trip name, a photo, the price, the duration, the difficulty level, the availability and a brief trip description
- Customers can click 'more info' and go to a detailed itinerary page, and have to option to check availability and book online now
- You can customize the link button, the portal font and the portal colours and the search constraints
- Please visit [www.canadaphotosafaris.com](http://www.canadaphotosafaris.com) for an example

***\*\*Note: if you choose this option, please contact [clientcare@adventureengine.com](mailto:clientcare@adventureengine.com) for customized code***

### Inline or Pop Up

Your Adventure Engine portal can be 'inset' and open inside your existing website template (recommended), or pop-up as a new website screen. Your portal will provide a seamless buying experience that looks just like your current website. Your portal can have full navigation from your host site (customers can click all the links and buttons and move around your website). When conducting a search, the customer will not leave your website. Please see below for a portal example.

# STEP 2: CUSTOMIZE YOUR PORTAL

## 2.1 Login

Choose <login> from the top navigation bar in the [www.adventureengine.com](http://www.adventureengine.com) home page.

The screenshot shows a login form titled "Existing Users:". It includes a "User Type" dropdown menu with "Resellers" selected, a "Username:" text input field, a "Password:" text input field, a "Forgot your password?" link, and a "Submit" button. A "Login" button is visible in the top right corner. Three callout boxes provide instructions: "Make sure you login as type <Resellers>" points to the dropdown menu; "Type your user name & password" points to the username and password input fields; and "Click the <Submit> button" points to the Submit button.

Reseller Administration Panel	
<a href="#">View My Portal</a>	View Portal site
<a href="#">Edit My Portal</a>	View/Edit Portal site
<a href="#">Edit Search Constraints</a>	Add/Edit Search Constraints for portal
<a href="#">Edit Search Constraints- Locations</a>	Add/Edit Search Location Constraints for portal
<a href="#">Edit Search Fields</a>	Edit Search Fields for portal
<a href="#">Order Details</a>	View order details
<a href="#">Payment Details</a>	Payment Details
<a href="#">Edit My Profile</a>	Reseller account details
<a href="#">Change Password</a>	Change Password

You will always be directed to your reseller administration panel when you log in. Please follow the links found on the left to complete the next steps.

[FAQ](#) | [User Agreements](#) | [Adventure Insurance](#) | [Privacy Policy](#) | [About Us](#) | [Pricing](#) | [How it Works](#)

## 2.2 Edit My Portal

Resellers --->Edit Portal

[click here to view my portal](#)

Please use this form to make edit your portal.

1. Choose White/Non white background for your portal
2. Choose color for background in your portal pages
3. Choose color for Links and Buttons in portal pages
4. Choose color for Text in portal pages

Choose colours that match your current website. You can choose from the palette, or type the colour code for an exact match

**NOTE:** It is best to choose a white or light background colour to ensure the text is visible

## 2.3 Edit Search Constraints

Resellers --->Edit Search Constraints

Please use the form given below to make changes to your constrains for search results page.

**Note: For Multiple selection, Please Press CTRL button**

Show only results for these Activities  
(This is for activity specific organizations)

Show only results Commission  
( This is for travel agents , reseller sites )

Show only results Suppliers  
( This is for supplier sites / tour operator sites )

Accommodation  
Airplane Tours  
ATV/Jeep/Dirtbikes  
Biking

Admiral Houseboats at Sicamous Creek Marina  
Adrenaline Adventures  
Adventure Holidays & Tours  
Adventure Yoga Retreats

Choose the activities you wish to offer in your portal search bar

Choose the minimum commission offered by operators that you wish to sell for (distributors only)

Choose specific operators that match your search criteria (i.e. your members only)

## 2.3 Edit Search Constraints: Locations

### Resellers --->Edit Search Location

Please use the form given below to make changes to your location constrains for search results page.

Note: Use the ADD button to add multiple selections to the selected areas. This list can include cities from multiple locations.  
It should be noted that if you select a Country/Region and a City in that Country/Region, the search will be restricted by the Country/Region NOT City.

Country

Region

Cities   ?

Selected Areas:

Select only the cities you want to sell and click <ADD> after each choice

Click the <Update> button

## 2.4 Edit Search Fields

### Search Customization

Choose the 5 (five) fields you want on your simple search page of your portal

<input type="checkbox"/> Country	<input type="checkbox"/> Region	<input type="checkbox"/> City
<input type="checkbox"/> Activity	<input type="checkbox"/> Availability	<input type="checkbox"/> Group Size
<input type="checkbox"/> Duration	<input type="checkbox"/> Price	<input type="checkbox"/> Speciality
<input type="checkbox"/> Hot Seat		

Choose up to five options. If you choose country, then you must choose region and city

Click the <Next> button

## STEP 3: LOADING YOUR PORTAL TO YOUR SITE

- 3.1 Open or create a blank template page on your website.
- 3.2 Place a single cell (one row x one column table) onto the blank page.
- 3.3 Size the cell on the page - ideally 600 wide x 800 high. This helps reduce the amount of scrolling required by customers; however you can edit the cell size to your needs.
- 3.4 Copy your portal code into your table while in CODE view, not design view.  
PASTING THE CODE WHILE IN DESIGN VIEW WILL DISPLAY THE CODE AND NOT THE PORTAL
- 3.5 Type any text, comments or instructions outside the cell. Include any additional navigation links.
- 3.6 Place a link on your home page that will redirect your customer to your new portal page.

If you are using portal option #1, please follow the step below to find your portal code. If you are using portal option #2, please call 1 800 993 6648 to request the necessary customized portal code.

The image shows a screenshot of the 'Reseller Administration Panel'. On the left side, there is a list of menu items, each with a blue underlined link: 'View My Portal', 'Edit My Portal', 'Edit Search Constraints', 'Edit Search Constraints- Locations', 'Edit Search Fields', 'Order Details', 'Payment Details', 'Edit My Profile', and 'Change Password'. On the right side, there is a list of corresponding actions: 'View Portal site', 'View/Edit Portal site', 'Add/Edit Search Constraints for portal', 'Add/Edit Search Location Constraints for portal', 'Edit Search Fields for portal', 'View order details', 'Payment Details', 'Reseller account details', and 'Change Password'. A blue arrow points from a callout box on the right to the 'View Portal site' action. The callout box contains the text: 'From your administration panel, click <view my portal> And copy the code to the URL of your new portal template page'.

Reseller Administration Panel	
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<a href="#">Edit Search Constraints- Locations</a>	Add/Edit Search Location Constraints for portal
<a href="#">Edit Search Fields</a>	Edit Search Fields for portal
<a href="#">Order Details</a>	View order details
<a href="#">Payment Details</a>	Payment Details
<a href="#">Edit My Profile</a>	Reseller account details
<a href="#">Change Password</a>	Change Password

**It is very easy to get your portal up and running on your site. Please call 1 800 993 6648 to request the necessary customized portal code. Our Client Care Specialists are available 7 days a week to assist you.**