TRAVEL AGENT FUNCTIONALITY

1. In order to access Travel Agent permissions in RezMagic first you must be registered with Leadership League as an agent. From your registration information Leadership League will then create you as a contact in the RezMagic system.

2. Once you have been created as an agent, we will send you an email directing you to the Forgot User Name tab on our booking engine.

Sign in or Create a New Account

Create a New Account or sign into your existing Reservation below.

Account Information

User Name

Password

Sign In

If you don't have an account, please CREATE AN ACCOUNT HERE.

If you have already created an account or are returning to make changes to an existing reservation, please enter your username and password to sign in.
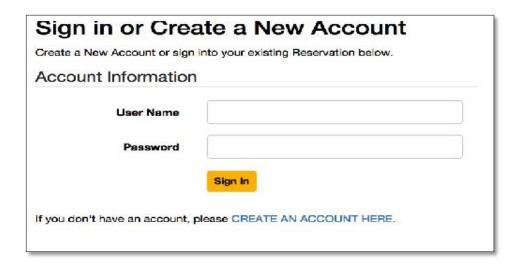
Forgot your User Name or Password?

This is the URL:

https://leadershipleague.rezmagic.com/Booking/Account/LogOn?ReturnUrl=%2fBooking%2fAccount%2fStatus

You must enter the First Name, Last Name and Email Address (IDENTICAL to the information given to Leadership League when registering as an agent) and you'll receive a verification code allowing you to login and create a user name and password to access the booking engine.
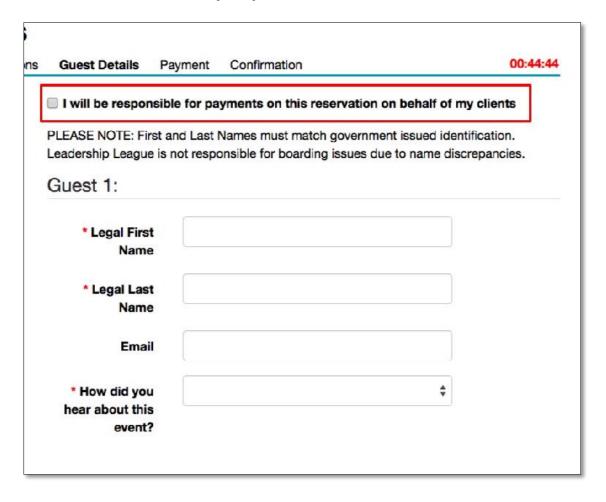
Web Bookings

The reservation process is the same as a customer until you get to the "CHECK OUT" step where you're prompted to login. LOGIN AS YOURSELF, and the system presents functionality that is specific to Travel Agents.
If your contact type is not set to "TRAVEL AGENT" the system will treat you as a customer.

Sign in or Create a New Account

Create a New Account or sign into your existing Reservation below.

Account Information

User Name	
Password	

Sign In

If you don't have an account, please CREATE AN ACCOUNT HERE.

TWO OPTIONS FOR TRAVEL AGENT FINANCIAL RESPONSIBILITY:

At the top of the Guest Details page there is specific functionality that is only visible to Travel Agents. The TRAVEL AGENT can be financially responsible or the travel agent can choose to make the GUEST financially responsible.

ns   **Guest Details**   Payment   Confirmation   00:44:44

☐ **I will be responsible for payments on this reservation on behalf of my clients**

PLEASE NOTE: First and Last Names must match government issued identification.
Leadership League is not responsible for boarding issues due to name discrepancies.

Guest 1:

* Legal First Name	
* Legal Last Name	
Email	
* How did you hear about this event?	

When the financial responsibility box **IS CHECKED** the travel agent is 100% responsible for the booking and will pay with THEIR credit card.
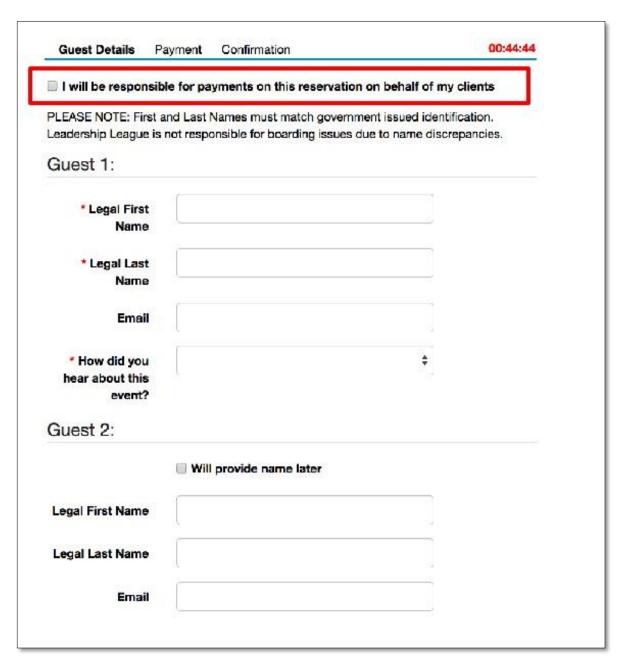
The standard model in the travel agency world will be leave this box **UNCHECKED** – making the reservation guests financially responsible for the booking.

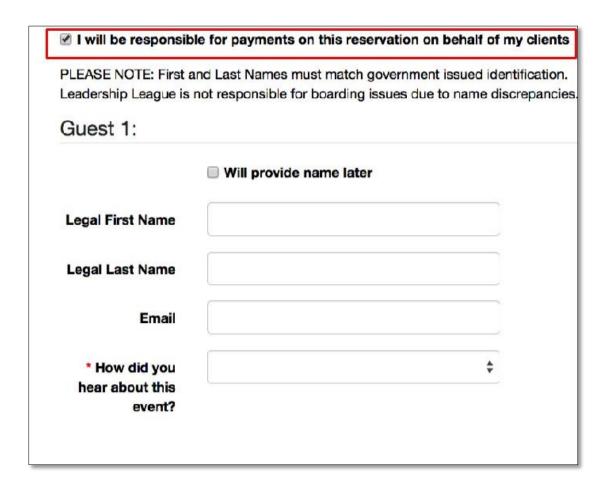**The default setting in the system will leave the box UNCHECKED.*

When the box is left **UNCHECKED** the travel agent will need to have each financially responsible party's credit card information for every field listed in order to complete the booking.

When the **GUEST(s) is responsible**, the system will support the standard "SPLIT" payment option for the reservation parties – one person can pay or the money can be split 50/50.

*Both guests must be contacts if the payment is split

Guest Details   Payment   Confirmation   00:44:44

☐ I will be responsible for payments on this reservation on behalf of my clients

PLEASE NOTE: First and Last Names must match government issued identification. Leadership League is not responsible for boarding issues due to name discrepancies.

Guest 1:

* Legal First Name

* Legal Last Name

Email

* How did you hear about this event?

Guest 2:

☐ Will provide name later

Legal First Name

Legal Last Name

Email

When the TRAVEL AGENT is responsible, the system automatically applies 100% financial responsible to the travel agent.

☑ **I will be responsible for payments on this reservation on behalf of my clients**

PLEASE NOTE: First and Last Names must match government issued identification. Leadership League is not responsible for boarding issues due to name discrepancies.

Guest 1:

☐ **Will provide name later**

Legal First Name

Legal Last Name

Email

* How did you hear about this event?

RETURNING GUESTS:

If a party is in the system, RezMagic will attempt to match the name and email address to an existing contact, following the ConatctAppSetup system rules.

(Create Contact for Paying Guests/ Create contact for Non Paying Guests)

If no match is found a new contact must be created.

☐ I will be responsible for payments on this reservation on behalf of my clients

PLEASE NOTE: First and Last Names must match government issued identification. Leadership League is not responsible for boarding issues due to name discrepancies.

Guest 1:

* Legal First Name

* Legal Last Name

Email

* How did you hear about this event?

Guest 2:

* Legal First Name

* Legal Last Name

Email

In the example above a contact was matched so the profile data was populated.
If no match was found, the fields would be blank and the agent must fill in required fields.

PAYMENT:

In most cases, the travel agent would enter the customer's credit card and submit. If the travel agent is paying, they enter their credit card.

If there is a Travel agent present on a reservation, they are CC ON ALL EMAIL GENERATED to the passenger.