



Travel Entrepreneur's Companion

### Introducing TEC – the Travel Entrepreneur's Companion.

TEC is a comprehensive resource centre designed specifically for FCTG Independent retail agents, with everything you need to succeed and thrive, all in one place. Whether you're starting out, branching out, looking to refresh or enhance your knowledge, or simply wanting to make your day-to-day work easier, this is a truly fantastic opportunity to access a wealth of information that's been accumulated over years. Among the 7 individual notebooks you'll find an abundance of content, including:

#### Product and Suppliers:

Easy to navigate categories for tour operators, wholesalers and suppliers, including car rental, transfers, rail, ferries, travel insurance and more. Clear outlines of each operator's specialty, for example, search for tour operators by touring style or wholesalers by destination

#### Destinations:

Itinerary ideas and inspiration, specialty supplier notes and expert tips, highlights and top attractions, seasons and weather, tipping guidelines, links to supplier content and more.

#### Accommodation:

A collection of favourites and recommendations, providing inspiration ranging from glamping to absolute luxury. Options that have been worked on over the years, saving you time. For example, search for canal views in Venice or quad family share options in Florence.

#### Cruise:

Detailed and categorised ocean and river cruise line information at your fingertips, making it easy to match your client with the right cruise line, and provide them with a wealth of information. Content includes agent booking portals, beverage policies and packages, dress codes, gratuities, online check-in, on-board currency, referral & loyalty programs and more.

#### Marketing:

A collection of webinars and notes to assist with all things marketing, such as Facebook business pages and groups, Instagram, LinkedIn, branding, landing pages and more.

#### Tramada:

Notes and video tutorials to assist with day-to-day entries. For example, commission release, costings, payments, receipts, refunds, reporting and ticketing.

#### General:

A collection of assorted notes including Prohub shortcuts, how to avoid ADMS, Finance procedures, HELiO tips, Umapped/Trips notes, where to find fares & ticketing info and how to get help, online training programs and more.

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#### How to purchase TEC:

Contact Tara de Andrade:

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Note: TEC is accessible through your Microsoft Business account via OneNote