

Partners User Guide - Agent Portal

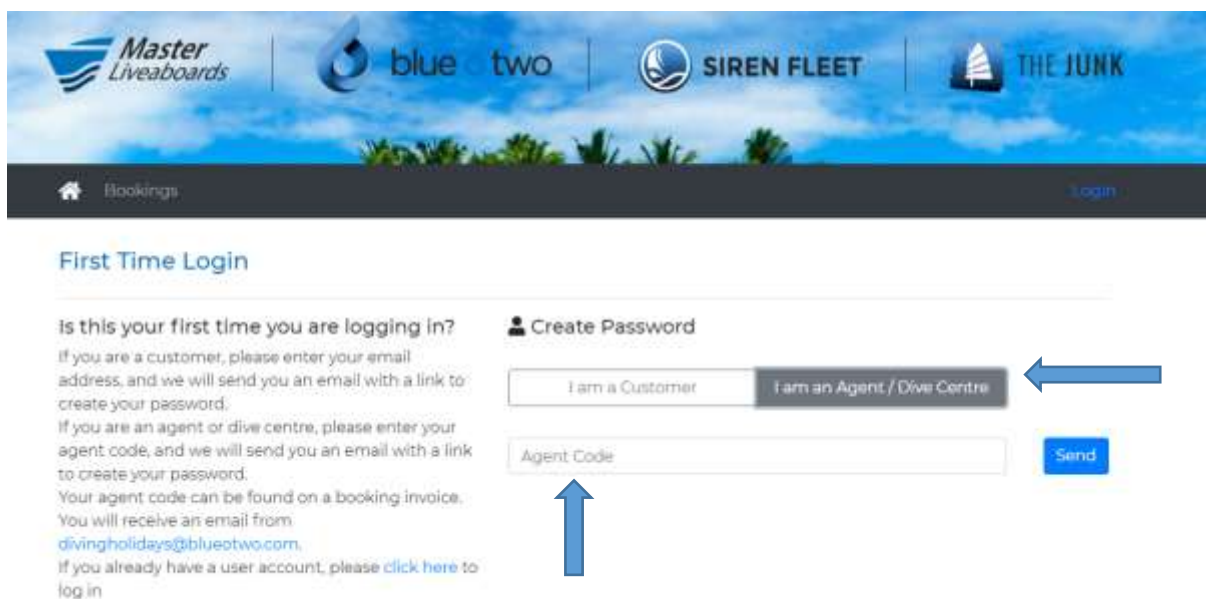
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1 Register for the first time

Visit: <https://divingportal.anteo.co.uk/Home/FirstTimeLogin> to access the First Time Login Screen.

Select **I am an Agent/Dive Centre** and enter your unique **Agent Code** to register for your account. Your Agent Code can now be found on any new invoices you receive from us, or contact our team for assistance.

You will receive an email from divingholidays@blueotwo.com to the email address associated with your agent profile in our systems. Create your password and activate your user account.



Master Liveaboards | blue two | SIREN FLEET | THE JUNK

Bookings Login

First Time Login

is this your first time you are logging in?
If you are a customer, please enter your email address, and we will send you an email with a link to create your password.
If you are an agent or dive centre, please enter your agent code, and we will send you an email with a link to create your password.
Your agent code can be found on a booking invoice.
You will receive an email from divingholidays@blueotwo.com.
If you already have a user account, please [click here](#) to log in

Create Password

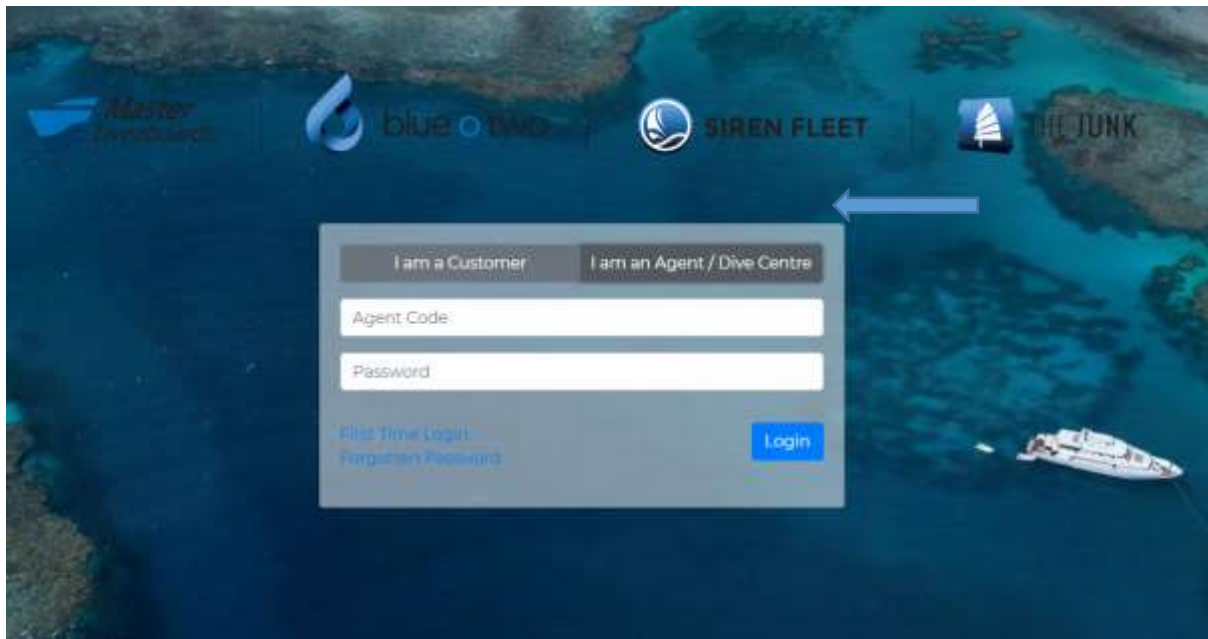
I am a Customer I am an Agent / Dive Centre

Agent Code

Send

Once registered, access <https://divingportal.anteo.co.uk/> to login in the future.





2 Access your bookings

Access any quotes, options and bookings you have with us. When you first log in, the portal will default to a summary screen.

Navigate back to this screen at any time by either clicking **Bookings** or the **Home** symbol.



Your Bookings

Show 10 entries

Search:

Departure Date	Ref. No.	Destination	Accommodation	Itinerary	Price	Status	
07/06/2019	45281	Bahamas	M/V Bahamas Master	Tiger Beach Experience (7 nights)	£5800.00	Quote	View
08/04/2019	45594	Palau	S/Y Palau Siren	Spawning Special - Full Moon (10 nights)	£5410.00	Quote	View

To view a booking, quote or option, open it by either clicking the **reference number** or **View**.

Departure Date	Ref. No.	Destination	Accommodation	Itinerary	Price	Status	
07/08/2019	45251	Bahamas	M/V Bahamas Master	Tiger Beach Experience (7 nights)	£5800.00	Quote	View

View the summary or download the invoice(s) associated with your quote, option or booking.

The screenshot shows a web interface for viewing booking details. At the top, there are logos for Master Liveboards, blue two, SIREN FLEET, and THE JUNK. Below the logos is a navigation bar with 'Bookings', 'Liveboard Availability', and 'Downloads'. The main content area is titled 'View Your Booking Details' and includes a 'Back to bookings' link. Under 'Main Details', there is a table with the following information:

Booking Reference	45251
Status	Quote
Start Date	07/08/2019
Passengers	2 Adults
Duration	7 nights
Price	£5800.00

To the right of this table is a box with the text 'View / Download your booking related documents here.' and a button labeled 'Quotation' with a PDF icon. Below this is an 'Accommodation' section with a table:

Room No.	Hotel	Unit Name	Board Type
1	M/V Bahamas Master	Standard Twin Share Cabin	Full Board

At the bottom left, there is a 'Download' button with a PDF icon.

Invoices will download automatically to your computer by clicking on the **Adobe PDF Icon** on the right hand side, shown above.

3 Submit pre-departure Advanced Passenger Information

If you have all pre-departure **Advanced Passenger Information** for customers on one of your trips, then you can now populate this information on the portal. Open your booking and scroll down to the bottom of the summary screen to the Passengers section. You will find a list of all guests booked onto your trip.

Accommodation

Room No	Hotel	Unit Name	Board Type
1	M/V Bahamas Master	Standard Twin Share Cabin	Full Board

Passengers

i Do you already have API information for your customers?
If so, you can populate this against each customer by clicking VIEW next to their name. Please complete all fields and ensure you save their details when you are finished.

Do you need to collect API information for your customers?
Why not let us help you?
Simply populate the customer's email address in the field next to their name, and click SEND EMAIL. An email template will be generated, which you can forward from your own inbox, prompting them to create their own account.

#	Name	Login Details
1	Mr TBA TBA	Email address <input type="text"/> Send Email <input type="button"/> View <input type="button"/>
2	Mr TBA TBA	Email address <input type="text"/> Send Email <input type="button"/> View <input type="button"/>

Against each passenger that you have details for, click **View** next to their name. The API form will appear. Please complete all fields and ensure you click **Save Details** when you are finished at the bottom of the screen.

General Details

Passenger No: 1 Name: Mr TBA TBA Date of Birth:

Contact us ASAP if this doesn't match the first and last names as shown on the passport.

Passport Details

Nationality: Passport Number: Issue Date: Expiration Date:

- Select Nationality - Passport Number Passport Issue Date Passport Expiration Date

Diving information

Experience Level: Qualification: Number of Logged Dives: Date of Last Dive:

- Select Experience - Diving Qualification Number of Logged Dives Date of Last Dive

Are You Bringing an Underwater Camera? Are you nitrox certified? Yes No

Dive Insurance Provider: Insurance Policy Number: Insurance Phone:

Dive Insurance Provider Dive Insurance Policy Numbr Dive Insurance Phone

Do you have any hotel accommodation booked along to your liveboard or dive resort holiday?
- Please Select -

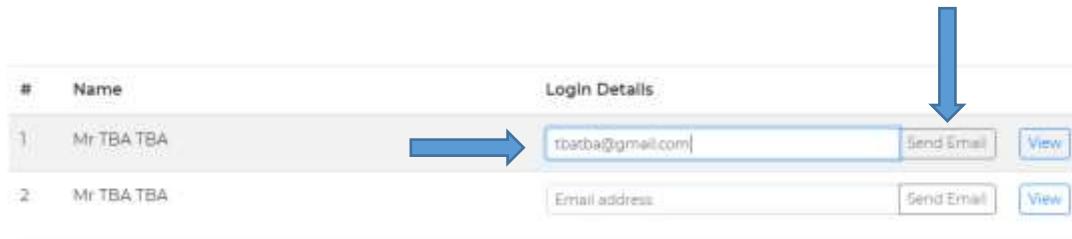
Do you have any hotel accommodation booked along your liveboard or dive resort holiday?
- Please Select -

Save Details



If you still need to collect pre-departure **Advanced Passenger Information** for customers on one of your trips and wish to save time, then why not let our system help you?

Simply populate the customer's **email address** in the field next to their name, and click **Send Email**.



The screenshot shows a table with columns for '#', 'Name', and 'Login Details'. The first row contains '1', 'Mr TBA TBA', and an email input field with 'tbarba@gmail.com' and a 'Send Email' button. The second row contains '2', 'Mr TBA TBA', and an empty email input field with a 'Send Email' button. Blue arrows point to the email input field and the 'Send Email' button in the first row.

#	Name	Login Details
1	Mr TBA TBA	<input type="text" value="tbarba@gmail.com"/> <input type="button" value="Send Email"/> <input type="button" value="View"/>
2	Mr TBA TBA	<input type="text" value="Email address"/> <input type="button" value="Send Email"/> <input type="button" value="View"/>

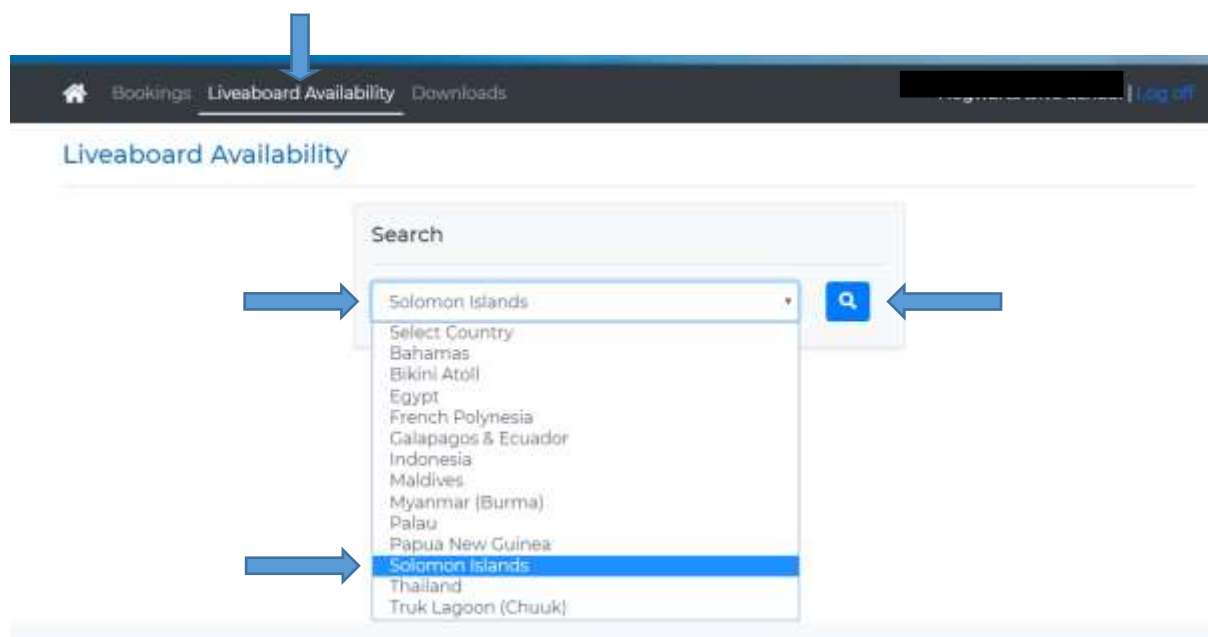
An **email template** will be automatically generated, which you can then send from your own inbox, prompting your customer to create **their own account**.

The customer is then able to submit their own API details and this will be stored against the booking automatically.

4 Access live schedules and availability

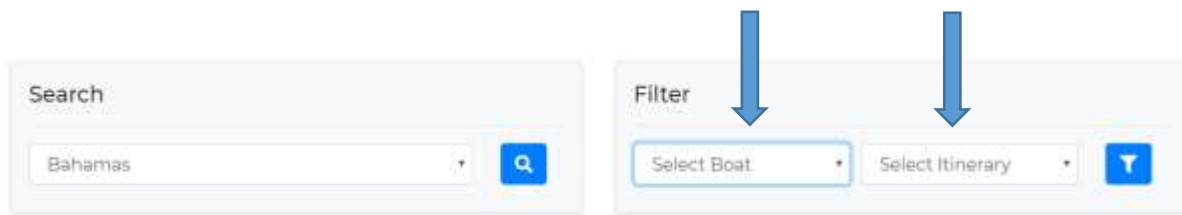
Our live schedules and availability for all vessels within the brand alliance is now available to view from within the portal.

To access the availability, click on **Liveboard Availability** from the homepage navigation bar. Using the dropdown menu, select the destination you wish to view availability for and run your search.



The screenshot shows the 'Liveboard Availability' page. The navigation bar includes 'Bookings', 'Liveboard Availability', and 'Downloads'. Below the navigation bar, there is a 'Search' section with a dropdown menu showing a list of countries: 'Solomon Islands', 'Select Country', 'Bahamas', 'Bikini Atoll', 'Egypt', 'French Polynesia', 'Galapagos & Ecuador', 'Indonesia', 'Maldives', 'Myanmar (Burma)', 'Palau', 'Papua New Guinea', 'Solomon Islands', 'Thailand', and 'Truk Lagoon (Chuuk)'. A search button with a magnifying glass icon is next to the dropdown. Blue arrows point to the 'Liveboard Availability' link in the navigation bar, the search button, and the 'Solomon Islands' option in the dropdown menu.

You have the option to further filter your search results by **vessel** or by **itinerary**.



The data will be presented in the following manner for each liveaboard vessel:

Boat	Itinerary	Date	Dur	Cabin Type	Price	Total	Avail	Non Spec	Fem	Male	Opt
M/V Bahamas Master	The Ultimate Bahamas Experience (14 nights)	04/05/19	14	Standard Twin Share Cabin	£4,428.00	8	0	0	0	0	0
				Classic Twin Share Cabin	£4,859.00	4	0	0	0	0	0
				Premium Double Cabin	£5,172.00	4	0	0	0	0	0
				Total		16	0	0	0	0	0
M/V Bahamas Master	The Ultimate Bahamas Experience (14 nights)	19/05/19	14	Standard Twin Share Cabin	£4,428.00 £3,985.00	8	6	4	1	1	0
				Classic Twin Share Cabin	£4,859.00 £4,373.00	4	2	2	0	0	0
				Premium Double Cabin	£5,172.00 £4,655.00	4	4	4	0	0	0
				Total		16	12	10	1	1	0

The data should be interpreted with the following key. All occupancy displayed is by **number of pax** available.

Boat	The vessel that the trip will be held upon.
Itinerary	The itinerary of the trip. Departure ports also often displayed here
Date	The date that trip departs on board the vessel.
Dur (Duration)	The number of nights of the trip on board the vessel.
Cabin Type	The availability displayed is split into the various cabin classifications available on board the vessel.
Price	The total price of the trip (inclusions vary by destination, marine park and port fees not included).
Total (Vertical Column)	The total capacity for the trip.
Total (Horizontal Row)	The total capacity of all cabin types.
Avail (Available)	The total available occupancy available to book at present.
Non Spec (Non Specified)	The total available occupancy available to book where the gender of the space has not yet been defined.
Fem (Female)	The total available occupancy available to book where the gender of the space must be female.
Male	The total available occupancy available to book where the gender of the space must be male.
Opt (Option)	The number of spaces that are on option (they are not otherwise showing as available).

In the above departure on **19/05/2019**, then the data should be interpreted as follows for the **STANDARD TWIN SHARE CABIN** classification.

Boat	M/V Bahamas Master
Itinerary	The Ultimate Bahamas Experience (14 Nights)
Date	19/05/2019
Dur (Duration)	14 Nights
Cabin Type	For the purpose of this example, then we are looking at the row for Standard Twin Share Cabin
Price	£3985 per person, reduced from £4428 per person as a Special Offer (highlighted with the red strikethrough)
Total	16 pax total, 8 pax in a Standard Twin Share Cabin
Avail (Available)	12 pax total, 6 pax in a Standard Twin Share Cabin
Non Spec (Non Specified)	10 pax total, 4 pax in a Standard Twin Share Cabin
Fem (Female)	1 pax in total, 1 pax in a Standard Twin Share Cabin
Male	1 pax in total, 1 pax in a Standard Twin Share Cabin
Opt (Option)	No spaces currently held on option

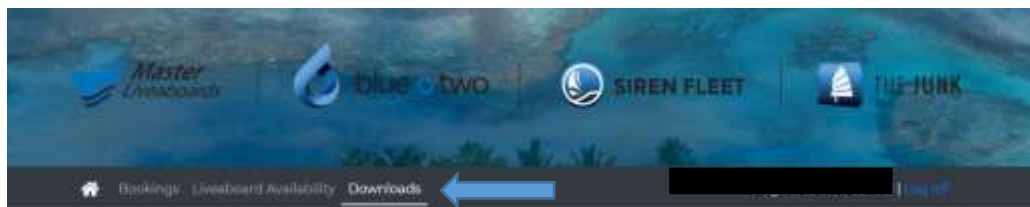
In this example, in total there are **4 x Standard Twin Share Cabins** on the vessel.

In one of these cabins, there is **1 x Female Share space** already booked, leaving **1 x Female Share space** available to book. In one of these cabins, there is **1 x Male Share space** already booked, leaving **1 x Male Share space** available to book.

In the other two cabins, there are currently **no bookings**, meaning that they are **Non Spec**, and can accommodate **4 pax** of any gender at this moment in time.

5 Access marketing images and collateral

We are currently in the process of populating the partner portal with **useful sales and marketing collateral**. More materials are due to be added to the portal but for now, you can access what is already available by navigating on the homepage menu bar to the **Downloads** section.



Downloads

Images	Trip Info	Itineraries
<ul style="list-style-type: none"> PT Master Images Galapagos Master Images Indo Siren Images Maldives Master Images Palau Siren Images Philippine Siren Images Red Sea Master Images Solomons PNO Master Images The Junk Images The Ultimate Experience 	<ul style="list-style-type: none"> Bahamas Information Bahamas Hotels and Tours Bahamas Information Bahamas Hotels and Tours Combo Trips Fi. Polynesia Information Fi. Polynesia Hotels and Tours Galapagos Information Galapagos Hotels and Tours Indonesia Information 	<ul style="list-style-type: none"> Bahamas Bahamas Fi. Polynesia Galapagos Indonesia Maldives Myanmar Palau Papua New Guinea Philippines



6 Data Protection

We kindly ask that you **DO NOT** share your unique agent code or password details with any individual outside of your organisation.

Due to the sensitive nature of the data held within your portal profile (including passport numbers and other personal information), you risk breaching Data Protection law by sharing your log in details.

If you share your details with anyone outside of your organisation, then **blue o two** and **Worldwide Dive and Sail** accept no liability for any breach or loss of data caused by disregarding this guidance.

7 Troubleshooting

I don't know my unique agent code. Where can I find it?

Your unique agent code will be included on any agent invoices issued from Wednesday 28th November 2018 onwards. You can also now find it in any email correspondence sent alongside an invoice.

I've forgotten my password. How can I reset it?

Our team cannot view your password from our system. It is encrypted so if you have lost or forgotten your password, you will need to reset it.

Visit: <https://divingportal.anteo.co.uk/Home/ForgotPassword>. This will take you to a screen to reset your password. You will need your agent code to do this.

I can't find your email with the link to the portal. How can I access it?

You can access the portal any time by visiting:
<https://divingportal.anteo.co.uk/>

You can also access the portal from the footer of our websites.

You can also access the link for the portal from any issued quotes, options and invoices issued to you.

