



ParkSavers

Welcome to the Park Savers Team!

We're glad you've chosen to join one of the biggest and fastest growing travel agencies on the internet! Park Savers prides itself on providing the best vacations a person could ask for and it starts with an agent like you!

This packet contains all the information you'll need to get started as a new Disney Travel Agent*. Please reference this packet frequently and be sure to complete all your online training. This is very important in helping you provide the very best experience to your clients.

Booking your clients Disney Vacations should be as exciting as going on it! You can exemplify this through your customer service and knowledge of the destination.

Through-out the year Disney offers trainings and

We look forward to working with you and know this is going to be one of your greatest adventures!

1. Create your Disneytravelagent.com agent log-in

The Disneytravelagent.com website is going to be your #1 source for booking your clients packages, cruises, and resort stays.

1. Start by visiting www.disneytravelagents.com
2. Click on the “Register” button.
3. Fill out the form using 00365415 as the Industry ID.
4. Click “Submit” to complete your registration.

2. Disney Travel Agent Training

Now that you’re registered you can begin your training. From the home page click in “Training and Benefits” then “College of Disney Knowledge.” This is where you will complete your training.

Make sure to complete ALL your training before you book for a client. The training is going to cover everything about each Disney Destination. You’ll quickly become an expert! You’ll also learn how to sell to your clients. This is key to moving forward.

Lastly, you’ll learn how to navigate the Disneytravelagent.com website. The more you cruise around the more you’ll discover all the valuable assets the website has to offer.

3. Commissions

This is the 2nd best part about about booking Disney travel! Your commissions are paid AFTER travel has been completed. Park Savers pays 70% on all booked traveled by you.

It's vital that you keep a record of ALL your booking to make sure you're paid correctly and on time. We would suggest making an excel spreadsheet and keep track of the following information:

- Clients First and Last Name
- Reservation Number
- Total cost of package/cruise
- Commission amount
- Travel dates

Be sure to submit the following information at agents.parksavers.com -> Get Paid

Upon booking your clients package/cruise you must request that the documents be sent to the client. Disney by standard procedure sends the documents to the travel agency. It's important that you request they go to the client, not the travel agency. You can do so by calling the following numbers and giving them your reservation number:

Disneyland: 1-800-854-3104

Walt Disney World: 1-800-327-2996
Disney Cruise Line: 1-800-511-1333

Any packages sent to the travel agency can be forwarded to the client for a flat \$10 fee.

Commission will be paid by check or PayPal if requested. If you would like the check made out to a company, we can do this.

4. Benefits**

This is the 3rd best part about being a Disney Travel Agent. Agents must complete all their College of Disney Knowledge before being eligible for benefits.

You will need to apply for your CLIA Card at www.cruising.org. Join as a new agent and make sure you associate yourself with Mission Visits (use the CLIA number above). After creating your account, you still need to apply for membership. It costs \$115* (charged by CLIA not Park Savers).

You will need to wait for approval of your CLIA card and then it will be mailed out to you.

Upon receiving your CLIA card you may book any of the available Disney benefits currently available and being offered.

Training and your CLIA card are done by calendar year so you will need to renew both each year.

We encourage you to take advantage of these discounts as they will help you become an expert on all the things you sell.

5. Client Care

It's super important that you take care of your clients every need. Be there for them. Learn as much as you can about them as they will become clients for life. Keep in touch with special offers and a hello now and then.

Protect your client's personal information. Never write down a credit card number or payment information. You may only take a card payment over the phone or in person. If your client decides they don't want to keep their booking, as hard as it can be, you must cancel. Be sure your client understands all the policies and procedures BEFORE you complete their booking. Never book without them having heard/read these and agreed to them.

6. We're here for you!

If you ever have any questions or concerns or need help with a booking, please reach out to us. We're happy to help you! Contact us at agents.parksavers.com -> Contact Us

Be sure to take advantage of agents.parksavers.com. It was built with you in mind! You can read FAQ's, submit commissions, read about special offers and news and access resources like park photos!

*Park Savers in connection with Chapman Group LLC.

**All benefits and costs are subject to change by the respective companies.