

Welcome to the Archer Evolution Travel Agent Program!

Important Information - Please Save this and reference it as needed

5 Main Travel Agent Guidelines

1) Golden Guideline

Use a **Desktop or Laptop Computer** for all Travel Purposes. Use the web browsers **Google Chrome** or **Mozilla Firefox**.

DO NOT use Tablets or a Mobile device.

***Note:** If you use a mobile device for supplier websites you might be booking on the consumer website & will NOT receive Commission if so! **PLEASE MAKE SURE YOU SPECIFICALLY USE THE VENDOR'S TRAVEL AGENT BOOKINGPORTAL APP/WEBSITE TO BOOK AND EARN COMMISSIONS!**

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2) Safety

NEVER give your clients or anyone **Sensitive Information**.

Never share the Archer Travel IATA/CLIA #, login information for Travel Agent websites, logins for your Backoffice, supplier websites or the Cruise line reference number. You are paying to be an independent travel agent and receive this information as a part of your membership, **never give this information away to anyone else.**

3) Commission

Always Book **Gross** Prices and **Not NET** prices when booking for a client!

Note: The NET rate is the wholesale price for the individual Travel Agent to use for their own booking without commission. The Gross rate includes the commission you receive as a Travel Agent.

4) Booking

All Bookings require a Credit Card Authorization Form to be completed and kept on File in a secure place. Bookings within 21 days need to be approved by archer travel. See the travel cafe for more info.

You **do not always need to be signed up for a supplier to book with them**. You can always call in a booking to Carnival Cruise Line or other suppliers if you are waiting for a login to their website. You can always transfer that booking to your account later when you sign up. When calling in a

Booking, please use the **IATA #05824840** and please say your Host Agency is **Archer Travel Service**. The main office number for Archer Travel is **818-248-1511**.

When booking **All Cruise Lines** the number you give to suppliers for Archer Travel is **818 248 9141**. This is called the **Cruise Line Reference number** and **only used for Cruise Lines**.

5) Suppliers

Use the **Archer Travel Preferred Supplier Page** to find Suppliers (Vendors) that have the highest commission rates, work with us closely and give us the best agent rates. Sometimes, we even receive specific deals just for the Archer Evolution Agent Team. Also, Archers Staff is there to better assist you if an incident occurs with your booking.

International Agents please check your specific suppliers tab next to your dedicated page in the Travel Café Website. 'Mexico Agents' Tab and 'Australia Agents' Tab.

IMPORTANT As an Independent Contractor, you have full liberty to book with other vendors that are not preferred suppliers to Archer Travel. However, if you use a NON-Preferred supplier or supplier outside of the suppliers page, Archer Travel will not be able to assist if something goes wrong or if you do not receive commission on that booking. It would be **your responsibility** as an independent agent to call the supplier, look for your commission and anything else with that supplier.

DO NOT Call or Email a Supplier BDM directly unless otherwise given the okay by an Archer Travel Staff Member or Evo Platinum Leader

Booking/Registering with Suppliers

State that you are an **Archer Travel Agent**.

You will need Archer Travel's IATAN #/ARC #/CLIA # **05824840**

Archer Travel Phone # **818-248-1511**

Cruise Line Reference # **818-248-9141**

VAX Vacation Access

VAX gives you the ability to easily research, market and sell custom vacations with flexible and intuitive booking tools. **You can book All inclusive, flights, hotels, theme parks and more on here. This is always a great place to start your search when booking for a client. We suggest using Apple Leisure Group and Funjet Vacations when booking on VAX.**

How to Register:

Please go to **BackOffice**, Click on **Travel Café** tab. Click on the **'Forms'** tab.
Click on the **'Supplier Request Form'** and fill in all your personal information.
When asked to **'Select Supplier Name'**, please select only **'VAX: Vacation Access'**

Archer Travel will sign you up as an agent. It may take up to 4 business days. Please expect an email from an Archer Travel Agent with your Login information. (Check your spam and junk folders)

The screenshot shows the Archer Travel BackOffice interface. A red arrow points from a red box labeled "Click 'Forms' tab" to the "Forms" menu item in the left sidebar. Another red arrow points from a red box labeled "Click on 'Supplier Request Form'" to the "Supplier Request Form" tab in the top navigation bar. Below the navigation bar, the "Supplier Request Form" page is displayed, featuring a sidebar with various menu items and a main content area with instructions and form fields.

The screenshot shows the "Supplier Request Form" page. A red callout box on the right side contains the following text: "Fill out the form appropriately. Make sure to enter the email address you used to sign up. Enter the Agent ID you use to login into your backoffice. Enter YOUR phone number." The form fields are partially filled out with example data: Agent First Name: John, Agent Last Name: Smith, Evolution ID Number (5 Digits): 12345, Agent Email (Same as Profile): johnsmith@gmail.com, Confirm Agent Email: johnsmith@gmail.com, Agent Phone: 000-000-0000, and Today's Date: 20/11/2020.

Agent Phone *

000-000-0000

Today's Date

02/11/2021

Supplier Name *

✓ Please Select Supplier Name

OneSource: Princess Cruises/Cunard/Holland America

MSC

Norwegian Cruise Line

VAX Vacation Access

Instant Travel (Australian Agents Only)

Norwegian Cruise Line (Australian Agents Only)

Discover the World (Australian Agents Only)

World's Leading Cruise Line (Australian Agents Only)

Other Supplier

Incorrect Evolution ID Numbers will not be processed

You, the Evolution Agent, are responsible for full fiduciary responsibility to the suppliers including, but not limited to chargebacks on credit cards, debit memos from airlines and shortages on final payments.

**Click on this Drop Down button.
Choose "VAX Vacation Access"**



Room-Res

How to Register:

- All NEW Agents will Receive and Activation email from Room-Res **ONE WEEK** after they become an agent with Evolution Travel.
- Room-Res will send the email directly to the email address in your evolution profile (the one you used to enroll as an agent). Please check your inbox, spam and junk folders for an email from: @room-res.com
- If you have any troubles registering with Room-Res, please reach out directly to Room-Res at: us.support@room-res.com

Carnival Cruise Lines

How to Register: Please use the link below

Visit: <https://www.goccl.com/Login/Registration>

Please fill in the information as follows for these fields

First Name:	Evo ID#
Agency Name:	Archer Travel
Agent Email:	Email you used to sign up to Evo program.
Agency Phone number:	818-248-9141
Access Level:	Agent

Once we receive confirmation from Carnival that you have self-registered, we will grant you agent access within 24-48 business hours.

(Note: If you did not fill the fields as shown above, you may be declined access from the above supplier and will have to re-register. Please follow the instructions above for an easy fast registration process.)

IMPORTANT: ONCE YOU ARE REGISTERED

You have **FULL ACCESS** to Archer Travel's Carnival Website. You have the **ability** to look at **YOURS** and **OTHER AGENTS** bookings. **YOU MAY NOT CHANGE, LOOK OR REMOVE OTHER AGENTS BOOKINGS.** If you mess with any other agents bookings besides your own that can result in immediate dismissal or **SUSPENSION** from the travel agent program

If you do not have access to the travel agent portal. You can always call in a booking and use the Cruise line reference number 818-248-9141.

Cruising Power (Royal Caribbean International)

Registering with Cruising Power will give you access to the following cruise lines
Royal Caribbean, Celebrity and Azamara.

How to Register:

- Please use the link below to self-register.
secure.cruisingpower.com/login.do
- Click 'Create an Account' - Click under Agent Registration - 'Register for Cruising Power'
- Agency phone number is: **818-248-9141.**
- Username: **00+Evolution ID #** (For Example: 00111111)
- Select **YES** for 'Are you a home-based agent'
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If you choose to call in a booking for a cruise line and are asked for the agency phone number, please use **818 248 9141** or you will not be paid commission.

Additional Cruise Lines & Suppliers

Go to **BackOffice**

Click **Travel Café** Tab to go to new website

Click **Suppliers How to Register** Tab.

Please click on the supplier and follow specific instructions for registering. If you do not find a supplier in the How to Register Tab, please search for it in the 'Search' Box of the Travel Café Website.

LIVE Videos Weekly

Stay in the know!!! Save the **Travel Café Website** as a bookmark.

Watch our Weekly LIVE Trainings in the **Watch Live FB** tab of your **Travel Café**.

Each Week we pick a Supplier and do trainings specifically on that topic all week!

Follow our Social Medias



Facebook: Evolution Travel Café

<https://www.facebook.com/EvolutionTravelCafe/>



Instagram: Evolution Travel Café

<https://www.instagram.com/evolutiontravelcafe/>



YouTube: Evolution Travel & Archer Media Center

<https://www.youtube.com/c/EvolutionTravelYoutube>



Twitter: Evo Travel Café

<https://twitter.com/EvoTravelCafe>

Commissions

The **Commission Tracking Form** MUST be completed immediately after creating a booking!

To access this form:

- Register your **evotravelagent.com** website.
- Once there, Click 'Login.'
- Click on "**Commission Tracking Form**" Tab.
- Fill out the form and click Submit. (A separate Group Commission Tracking Form is required for groups) **You must fill out this form to receive your commissions after everybooking.**
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When are Commissions Paid Out? Commissions are paid out 60-90 days after the travel has been completed, not from when it's booked. (For example: My clients travel date is April 2023, you will not be paid out until June-July 2023.) **Commissions** are **paid** to agent's **Akimbo card twice a month**. The payout dates are usually the 15th and the last day of the month if we have received any commission for the agent. (These payouts are only done on business days and if the payout date falls on the weekend or a holiday, agents are paid the following business day.)

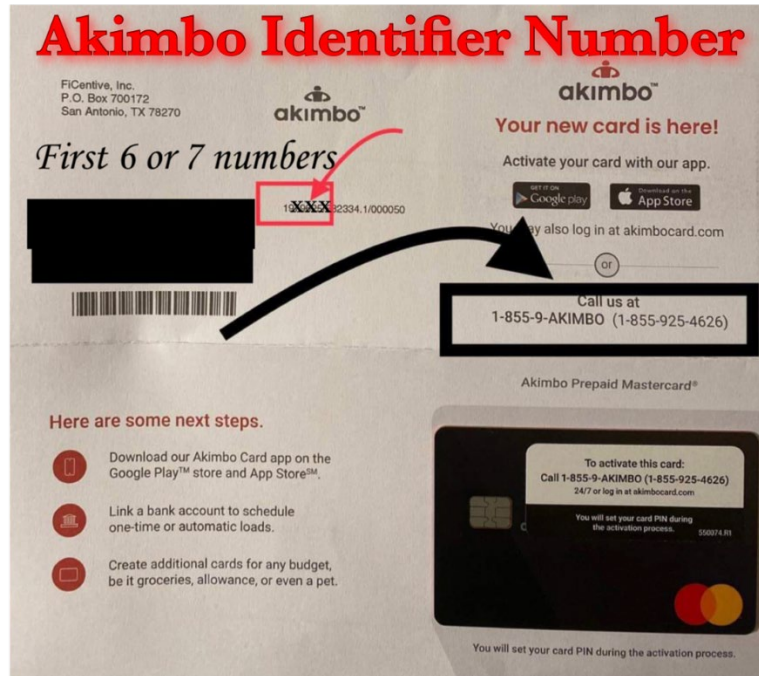
US Based Agents **NEED** an Akimbo Card to receive commissions!

Login to your **BackOffice**. Click on '**Pay card info**' tab. Register for your Akimbo Card using the special [CLICK HERE](#) link provided in the tab. You must use this special link to receive your commissions.

<https://app.akimbocard.com/app/#/enrollment?redeem=evolution>

Once you have registered your Akimbo Card, **KEEP THE PIECE OF PAPER THE AKIMBO CARD COMES WITH**. The Identifier number will be on the very top of this white piece of paper, and it will be the first 7 digits.

- Go to your **BackOffice**,
- Click on **Account**,
- Click on **Update Personal Info**, Enter your 6 or 7 digit Pay Card Identifier. (you may only enter it once, make sure to double check it is correct before hitting submit)



MEXICO AGENTS COMMISSIONS INFORMATION

All Mexico Agents will be paid Travel Commissions through TransferWise. To set you up for payment, please send an email to evocommissions@archertravel.com with following information:

- Full Name on Bank account (First and Last Name, Not Name of Bank)
- Full Home Address
- CLABE number (18 digit long account number)
- Email Address
- Evolution ID number

Mexican Agents will receive travel commissions in Pesos.

For more info on Commissions visit the **Commissions** Tab in the **Travel Café**.
<https://travelcafe.myevolutiontravel.com/commissions/>

Contact Info:

Monday- Friday 8:30am-5:00pm pacific time

Evolution Enterprises

For Membership/Residuals/Sponsors/Team Building / BackOffice Logins

702-569-5675 or Login into your back office and locate the chat box on the bottom right hand corner

Archer Travel Service

For all travel related questions

818-248-1511 or evocustomer@archertravel.com

Toll Free: **1-800-272-4377**

Specific Contact Information for your Needs!

Booking help – Contact Upline - 818-248-1511; evocustomer@archertravel.com

Cancel Membership – Login to your Backoffice and Click the Account Tab and Click Cancel Account

Cards

- Akimbo Card – Contact Akimbo for status of card or if it is lost or stolen
- CLIA card – Register at Cruising.org - EvoSupplierHelp@archertravel.com
- IATA card – Over \$5000 in Commissions in a 12 month period - evocustomer@archertravel.com

Commissions – <https://travelcafe.myevolutiontravel.com/commissions/>

If looking commission please go to evotravelagent.com dashboard and click the 'Where's my commission'

Other - evocommissions@archertravel.com

Credit Card Authorization Forms – Download in Travel Café Website

Cruises Booking Help - 818 236 4201; peggyh@archertravel.com

Evo Rewards - Blue chat bubble in the BackOffice. 702 569 5675

Group Contracts - groupcontracts@archertravel.com

Media and Merch Travel Café Website for Media & Merch on shop.archertravel.com

Corporate Travel Trainer - josel@archertravel.com 818-248-1511

Live **Trainings** Travel Café – Trainings and Webinars Tab facebook.com/EvolutionTravelCafe

Suppliers / Vendors - evosupplierhelp@archertravel.com; archertravel.com/evosuppliers

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