

USER ROLE REQUESTS

(M) Mandatory

(O) Optional

(O*) All Optional but one is mandatory

R1: AGENCY ADMIN ACCOUNT / CORPORATION ACCOUNT

GENERAL

Agency Name (M)

Agency Logo Upload(O)

Salutation (M)

Responsible First Name (M)

Responsible Last Name (M)

Office Email (M)

Office Phone (M)

Accounting Contact First Name (O)

Accounting Contact Last Name (O)

Accounting Email (M)

Emergency Contact Name (M)

Emergency Contact Phone (M)

HOME ADDRESS

Address (M)

Postal Code (M)

City (M)

Country (M)

BILLING ADDRESS

Address (M)

Postal Code (M)

City (M)

Country (M)

Tax ID (M)

Register No. (M)

HOW MANY

How many agency members? (M)

How many can book with company payment options? (M)

How many travellers? (M)

Send invite Email

Fill in info?

AGENCY PREFERENCES (O)

no low-cost carries (O)

only 4 star or better (O)

only 5 star or better (O)

DO-IT YOURSELF PAYMENT (O*)

slice agency can't book anything for you (O)

PAYMENT INFO CREDIT CARD (REDIRECTION) (O*)

Company (M)

Card Holders Name (M)

Address (M)

Card No. (M)

Expiration Date (M)

CVC (M)

PAYMENT INFO SEPA PAYMENT(REDIRECTION)/ DEBIT ORDER (O*)

Country (M)

Bank Code (M)

Online Banking User No. (M)

Password (M)

SPECIAL REQUESTS (O)

About our Agency (O)

tell us about your agency & what we should know about your agency! (Special needs, Do's, Don'ts)

Agency Motto (O)

Agency birthday (O)

REPORTING OF

(x) all bookings/transaction

(x) all company tasks done

(x) all company tasks pending

(x) all associates tasks done

(x) all associates tasks pending

(x) assigned tasks done

(x) assigned tasks pending

REPORTING via email

(x) daily reports

(x) weekly reports

(x) monthly reports

(x) no reports

R2: AGENCY MEMBER BOOKING ACCOUNT / CREW BOOKER / TEAM BOOKER

General

Salutation (M)

Titel (O)

First Name (M)

Last Name (M)

Email Address (M)

Phone Number (M)

Agency (M)

Role in Company (M)
Responsible for which travellers (O)
Profile Foto Upload (O)

POSTPONED.... (20000€)

REPORTING OF (O) or preset

☐ all company tasks done
☐ all company tasks pending
☐ assigned tasks done
☒ assigned tasks pending
☐ my tasks done
☒ my tasks pending
☐ my to do's done
☒ my to do's pending

REPORTING via email (O) or preset

☐ daily reports
☒ weekly reports
☐ monthly reports
☐ no reports

!! AGENCY INFO AND PAYMENT INFO IS DETERMINED BY BEING ASSIGNED TO AN AGENCY!!

R3: AGENCY TRAVELLER ACCOUNT /
GENERAL

Salutation (M)
Titel (O)
First Name (as stated on passport) (M)
Last Name (as stated on passport) (M)
Agency (M)
Profile Foto Upload (O)
Performance Type (M) (DJ, Live Solo Artist, Visual Artist, Employee, Band,....)
Solo Traveler (O*)
Group members (O*)

PERSONAL

Date Of Birth (M)
Nationality (M)

Passport No. I (M)
Country Of Issue (M)
Date Of Issue (M)
Expiration Date (M)

(+)
Passport No II (O)
Country Of Issue (O)

Date Of Issue (M)
Expiration Date (O)

Passport Foto Upload (M)

HOME ADDRESS

Home Address (M)
Postal Code (M)
City Of Residence (M)
Country Of Residence (M)

TECH & CATERING RIDER

Document upload tech (pdf, jpeg)

TRAVEL (Flight)

Airport closest to Home (M)
Preferred Booking Class (M)
Hand Luggage pieces/kg (usual setup) (M)
Checked bag y/no pieces/kg (usual setup) (M)
Special Luggage y/n (sport, musical instrument)
Seat Preferences (W/M/A) (O)
Dietary Restrictions (O)
Preferred Airlines (O)
No/Go Airlines (O)
Special Requests (O)
Low cost carriers (M)

Frequent Traveller Status (M)
Bonus Program I (O)
Bonus Program No. (O)
Bonus Program Login? (O)

(+)

Bonus Program II (O)
Bonus Program No. (O)
Bonus Program Login? (O)

TRAVEL (Hotel)

(x) close to point of interest
(x) Minimum___Hotel
(x) 24h check-in
(x) Pool
(x) Spa
(x) Sauna
(x) Gym
(x) Laundry service
(x) King/Queen size bed

- (x) Room Service
- (x) Far from elevator
- (x) no street view
- (x) Boutique Hotels only
- (x) Airport Hotels only
- (x) Driver Service
- (x) late check-out
- (x) mini bar

AIRBNB API - POSTPONED

TRAVEL (Car Rental) (O)

upload driver licence
driver licence no.
country of issue

driver over 21? y/n
car class (small, medium, large, estate, premium, people carrier, SUV, VAN)
min. ____ seats
(x) Unlimited mileage
Insurance Damage excess _____ (under 600€, under 1000€)
(x) Air-conditioning
(x) Navi
(x) Automatic Transmission
(x) Manual gearbox
Supplier Location (In Terminal or Car Rental Centre)
Fav suppliers only (List)

TRAVEL (Driver Service) (O)

Min. ____ seats
(x) Blacklane or similar
(x) Airport driver services
(x) Private pick-up
(x) Uber
(x) Uber Black
(x) Taxi

R4: LONE RANGER TRAVELLER ACCOUNT

GENERAL

Salutation (M)
Titel (O)
First Name (as stated on passport) (M)
Last Name (as stated on passport) (M)
Profile Foto Upload (O)

PERSONAL

Date Of Birth (M)

Nationality (M)

Passport No. I (M)

Country Of Issue (M)

Date Of Issue (M)

Expiration Date (M)

(+)

Passport No II (O)

Country Of Issue (O)

Date Of Issue (M)

Expiration Date (O)

Passport Foto Upload (M)

ADDRESS

Home Address (M)

Postal Code (M)

City Of Residence (M)

Country Of Residence (M)

BILLING ADDRESS

Address (M)

Postal Code (M)

City (M)

Country (M)

Tax ID (O)

Invite a crew member for group bookings (O)

Email Address (O)

DO-IT YOURSELF PAYMENT (O*)

slice agency can't book anything for you (O)

PAYMENT INFO CREDIT CARD (REDIRECTION) (O*)

Company (M)

Card Holders Name (M)

Address (M)

Card No. (M)

Expiration Date (M)

CVC (M)

PAYMENT INFO SEPA PAYMENT(REDIRECTION)/ DEBIT ORDER (O*)

Country (M)

Bank Code (M)

Online Banking User No. (M)

Password (M)

TRAVEL (Flight)

Airport closest to Home (M)

Preferred Booking Class (M)

Hand Luggage pieces/kg (usual setup) (M)

Checked bag y/no pieces/kg (usual setup) (M)

Special Luggage y/n (sport, musical instrument

Seat Preferences (W/M/A) (O)

Dietary Restrictions (O)

Preferred Airlines (O)

No/Go Airlines (O)

Other Requests (O)

Frequent Traveller Status (M)

Bonus Program I (O)

Bonus Program No. (O)

Bonus Program Login? (O)

(+)

Bonus Program II (O)

Bonus Program No. (O)

Bonus Program Login? (O)

TRAVEL (Hotel) (O)

(x) Minimum___Hotel

(x) 24h check-in

(x) Pool

(x) Spa

(x) Sauna

(x) Gym

(x) Laundry service

(x) King/Queen size bed

(x) Room Service

(x) Far from elevator

(x) no street view

(x) Boutique Hotels only

(x) Airport Hotels only

(x) Driver Service

TRAVEL (Car Rental) (O)

Min. ___ seats

(x) Unlimited mileage

Damage excess _____ (under 600€, under 1000€)

(x) Air-conditioning

(x) Automatic Transmission

(x) Manual gearbox

Supplier Location (In Terminal or Car Rental Centre)

(x) Supplier Rating Min. (8+)

Choose these suppliers only (List)

EVENTS:

Category (**Club Night, Open Air Festival, Concert**, Meeting, Conference, etc)

Title (M)

Venue (M)

Start DATE | TIME (M)

End DATE | TIME (M)

Responsible (M)

Event Manager (M)

Light (M)

Sound (M)

Artist Care (M)

Presstext (M)

Admission (M)

Social Media Link (O)

(x) Backstage

(x) Private Backstage

(x) Shower

Guestlist (request to artist) (O)

Category (Club Night, Open Air Festival, Concert, **Meeting, Conference**, etc)

Title (M)

Venue (M)

Info (M)

Start DATE | TIME (M)

End DATE | TIME (M)

Responsible (M)

Event Manager (O)

Attendees/Speaker (O)

VENUE:

Name (M)

Logo (O)

Address (M)

Zip Code (M)

City (M)

Country (M)

Captain account? (O)

Type of Venue (Club, Festival Site, Fair, Congress, Meeting point, private)

Venue main contact: (user) or manual (name, email, phone)

Venue emergency contact (user) or manual (name, email, phone)

IN PROJECTS?

Venue tech contact (user) or manual (name, email, phone)

Venue night manager (user) or manual (name, email, phone)

Venue artist care (user) or manual (name, email, phone)

event link 1

event 2

admission

ticket link

ticket link

BILLING ADDRESS (M)

Address (M)

Postal Code (M)

City (M)

Country (M)

Tax ID (O)

Venue capacity

Opening Hours

Doors

homepage