



# Arts & Leisure

The trip of a lifetime, everytime.

## Advisor Lounge Tutorial

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# A&L Advisor Lounge Introduction

Welcome to the newly revamped Arts & Leisure Advisor Lounge — a dedicated portal designed exclusively for our valued travel advisor partners. Created to simplify your workflow and enhance your booking experience, the Advisor Lounge brings together essential tools, resources, promotions, and organizational features in one convenient place.

Inside, you'll find:

- Exclusive advisor announcements and updates
- Direct booking tools for select services
- The new Atlas Society by A&L recognition program
- Personalized dashboards and inspiration boards
- Booking organization and account management tools

This guide will walk you through each section of the platform, helping you make the most of everything available to you as an Arts & Leisure partner. We're excited to welcome you to this new experience and continue supporting your success.



# Arts & Leisure

The trip of a lifetime, everytime.

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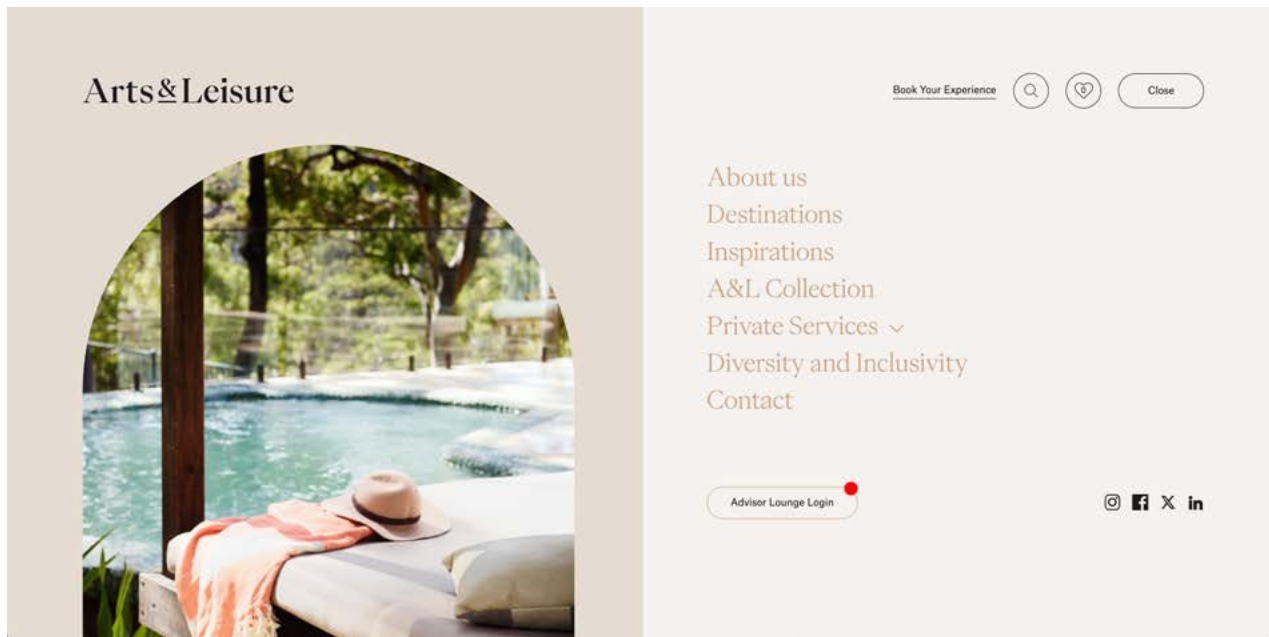
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## Accessing the Advisor Lounge

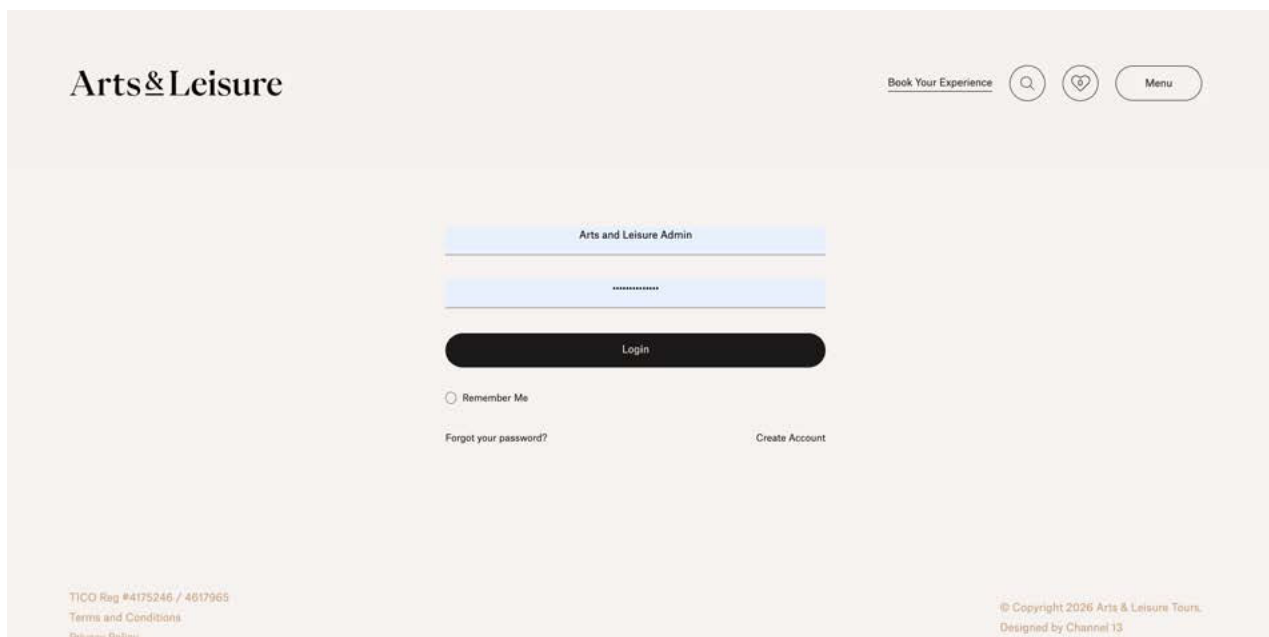
### Accessing the Advisor Lounge - Step 1:

Navigate to the Advisor Lounge login page through the main menu.



### Accessing the Advisor Lounge - Step 2:

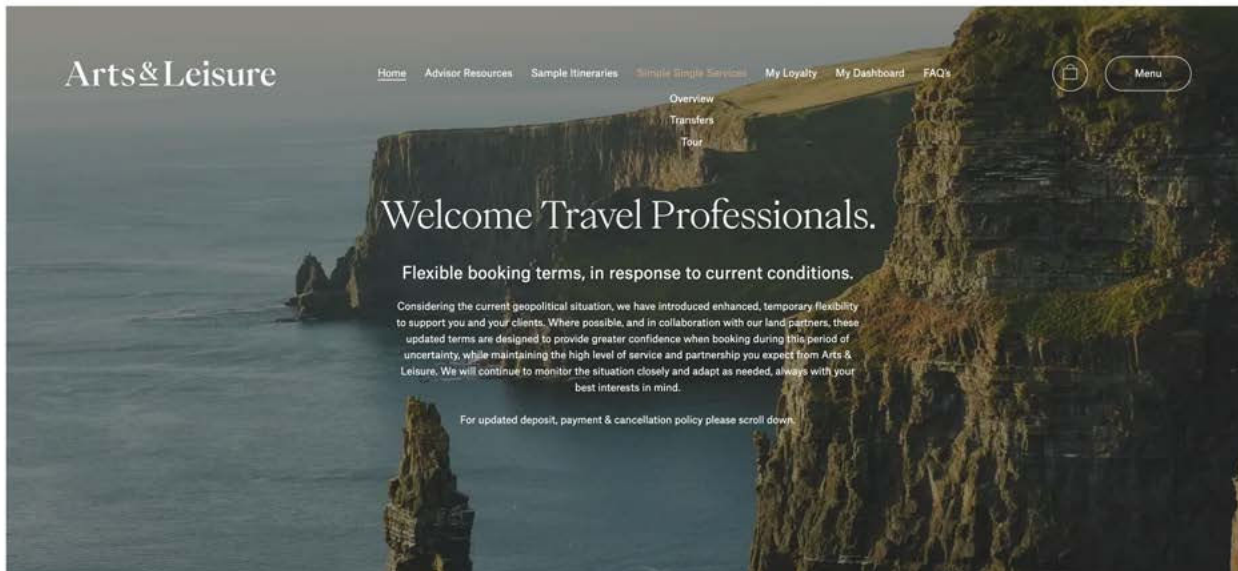
Enter your registered email address and password.



# Booking Single Services

## How to Book Transfers & Half-Day Tours - Step 1:

Go to the Simple Single Services dropdown menu and choose the service type you want to book.



## How to Book Transfers & Half-Day Tours - Step 2:

Select the country, city/area, service(s).

These are offered as Simple Single Services (Triple S), designed for ease of confirmation and booking. Curated transfers and tours are available upon request, as they are tailored to individual preferences and require a bespoke design process.

Select a Country

ITALY FRANCE SPAIN PORTUGAL GREECE SWITZERLAND NETHERLANDS  
BELGIUM UK SCANDINAVIA

Select a City / Area

ROME FLORENCE MILAN NAPLES SICILY

Transfer Services	#PAX	Vehicle Size	Special Fees	Net Cost	
Private Transfer from Civitavecchia Pier to Rome FCO Airport	1	Sedan	Night Supplement	EUR 261	Booked
Private Transfer from Civitavecchia Pier to Rome FCO Airport	2-4	Minivan	Night Supplement	EUR 307	Book Now



## Booking Single Services

### How to Book Transfers & Half-Day Tours - Step 3:

Review your cart and booking details.

The screenshot shows the 'Your Bookings' page on the Arts & Leisure website. The navigation bar includes 'Home', 'Advisor Resources', 'Sample Itineraries', 'Simple Single Services', 'My Loyalty', 'My Dashboard', and 'FAQ's'. A shopping cart icon and a 'Menu' button are in the top right. The main heading is 'Your Bookings'. Below it, there are two sections: 'Transfer Services' and 'Tour Services'. Each section has a table with columns for 'Departure Date', '#PAX', 'Vehicle Size', 'Special Fees', 'Net Cost', and 'Qty'. Under 'Transfer Services', there is one entry: 'Private Transfer from Civitavecchia Pier to Rome FCO Airport' with a 'Select date' dropdown, '1' pax, 'Sedan' vehicle size, 'Night Supplement' fee, and a net cost of 'EUR 261'. Under 'Tour Services', there is one entry: 'Private Walking Tour of Rome' with a 'Select date' dropdown, '1-4' pax, '3 hours' duration, 'Bank Holiday / Special Event / Dates May Apply' fee, and a net cost of 'EUR 443'. Both sections have an 'Add More' link below them.

### How to Book Transfers & Half-Day Tours - Step 4:

Carefully review all booking information and click submit.

The screenshot shows the booking confirmation form on the Arts & Leisure website. The navigation bar is the same as in the previous screenshot. The form is titled 'Travel Agency Information' and 'Traveller Information:'. Under 'Travel Agency Information', there are five input fields: 'Travel Agency Name & IATA:', 'Travel Advisor Contact Email:', 'Travel Advisor Name:', 'Travel Advisor Contact Telephone Number:', and 'Agency Head Office Address (if applicable):'. Under 'Traveller Information:', there are five input fields: 'Traveller Names (as appear on passport) & Dates of Birth:', 'Hotel Name:', 'Client Mobile Phone Number to be used while travelling:', 'Arrival / Departure Details:', and 'Departure date from home country:'. The 'Departure date' field has a placeholder 'mm/dd/yyyy'. There is also a 'Total Number of Checked Bags:' field with a note 'Please enter a number from 0 to 50.'. A 'SUBMIT' button is at the bottom of the form.

### Helpful Tip:

Double-check service availability and booking details before confirming your reservation.

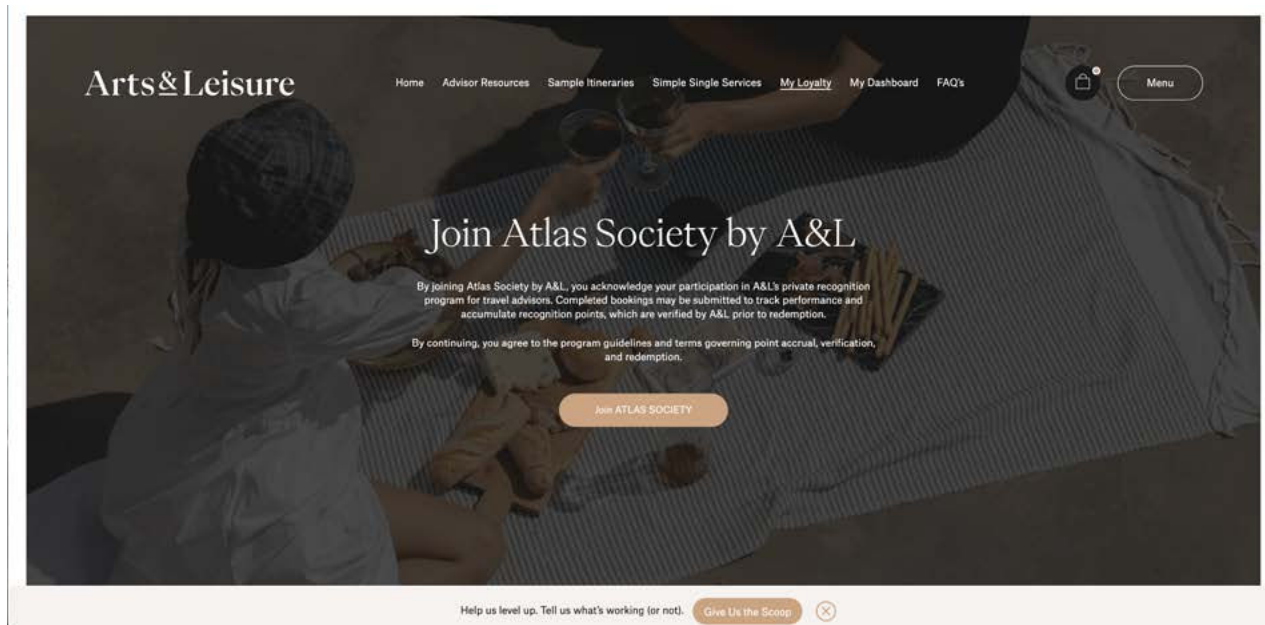


## My Loyalty (Atlas Society by A&L)

Atlas Society by A&L is the exclusive Arts & Leisure advisor recognition program designed to reward performance, partnership, and continued support. As a valued Arts & Leisure partner, you are automatically part of Atlas Society.

### How to Join Atlas Society by A&L - Step 1:

Click "Join ATLAS SOCIETY" once you have clicked this you won't be asked this again.

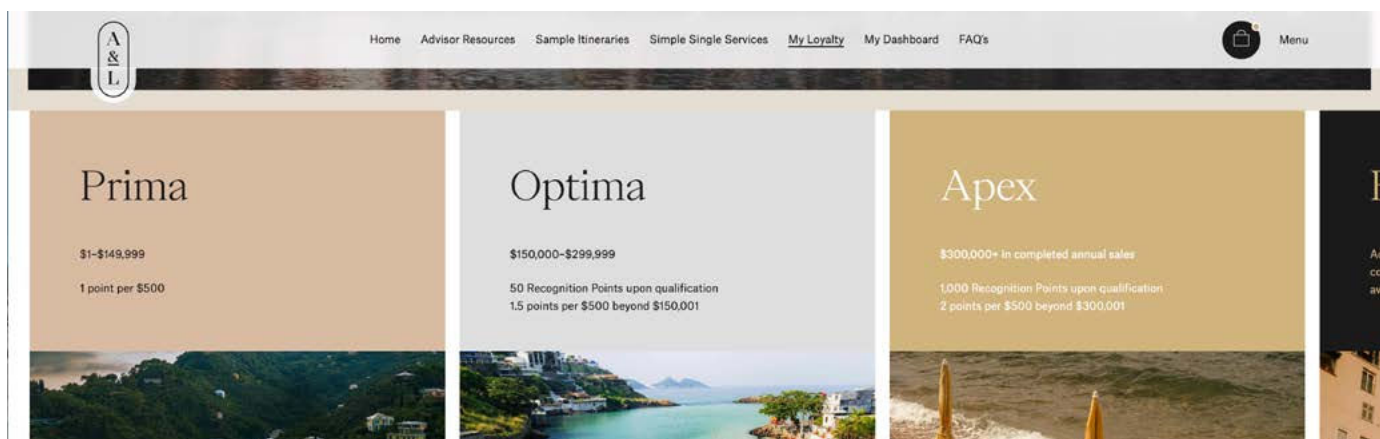


### Recognition Levels:

Depending on eligible bookings and participation, advisors may qualify for one of four recognition levels:

- Prima
- Optima
- Apex
- Excellentia

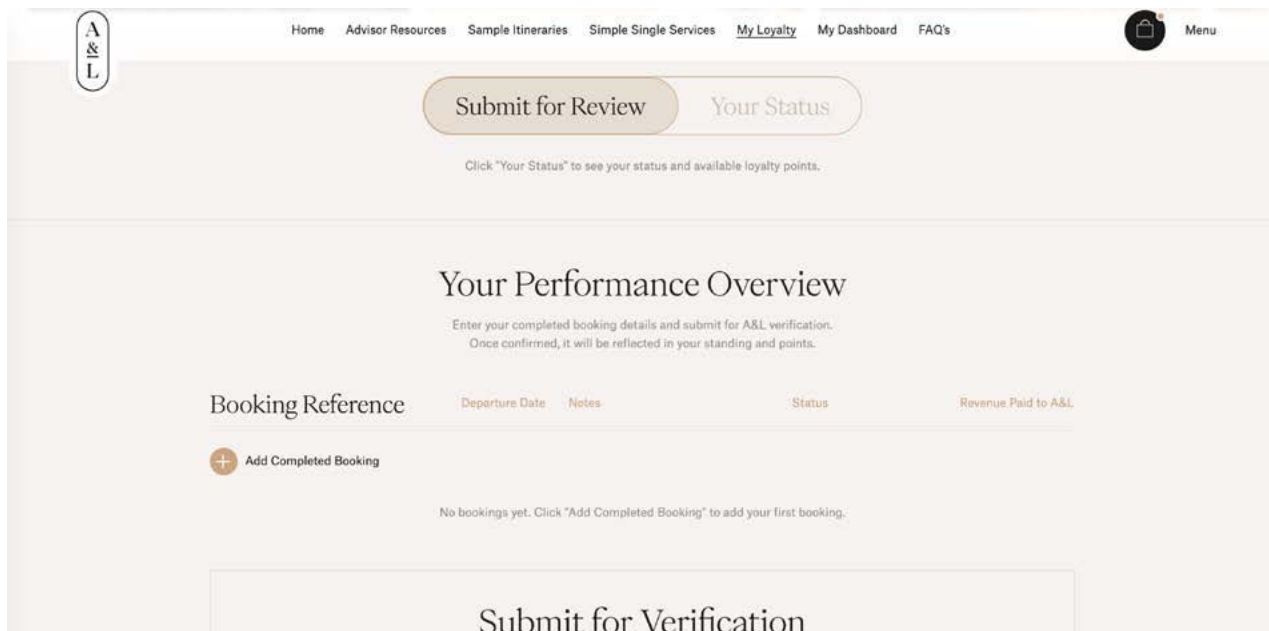
Recognition levels are reviewed and confirmed by an Arts & Leisure representative.



# Adding Bookings to Your Atlas Society by A&L Account

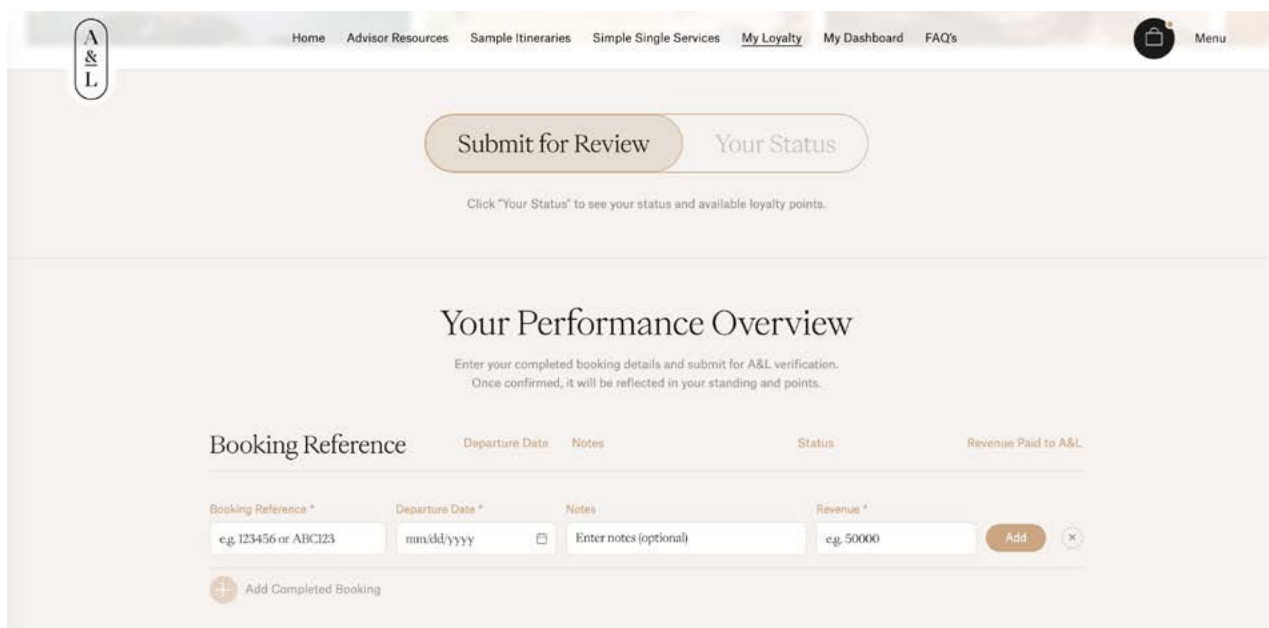
## Adding Bookings to Your Atlas Society by A&L Account - Step 1:

Scroll down to “Your Performance Overview” and click on “Add Completed Booking”.



## Adding Bookings to Your Atlas Society by A&L Account - Step 2:

Enter the details and click “Add”.



# Adding Bookings to Your Atlas Society by A&L Account

## **Status Glossery:**

### **In Review**

Your booking submission is currently being reviewed by an Arts & Leisure representative.

### **Rejected**

An issue or error was identified during the review process. Please review the submission details and make any necessary corrections.

### **Accepted**

Your booking has been approved and the associated points are now eligible for redemption.

### **Pending Submission**

Your booking has been saved but has not yet been submitted for review. Select Submit Bookings to complete the submission process.

### **Redeemed**

These points have already been redeemed.

### **Redeemable**

These points are currently available for redemption.



# Your Status

The “Your Status” section provides an overview of your Atlas Society activity and recognition progress.

- Here, you can view:
- Your current recognition level
- Total points collected overall
- Redeemable points available
- Redeemed points history
- Your overall program status and progress

This section allows you to easily track your performance and monitor your progress within the ATLAS SOCIETY recognition program.



## Your Recognized Performance

Verified bookings and confirmed points are reflected here, along with your current level of recognition within ATLAS SOCIETY.

Booking Reference	Departure Date	Notes	Status	Revenue Paid to A&L
12345678	05 / 07 / 2026		Redeemed	160,000

Your Status <b>Optima</b>	Total: 0 <b>0 Points</b>	Redemptions start at 250 points.
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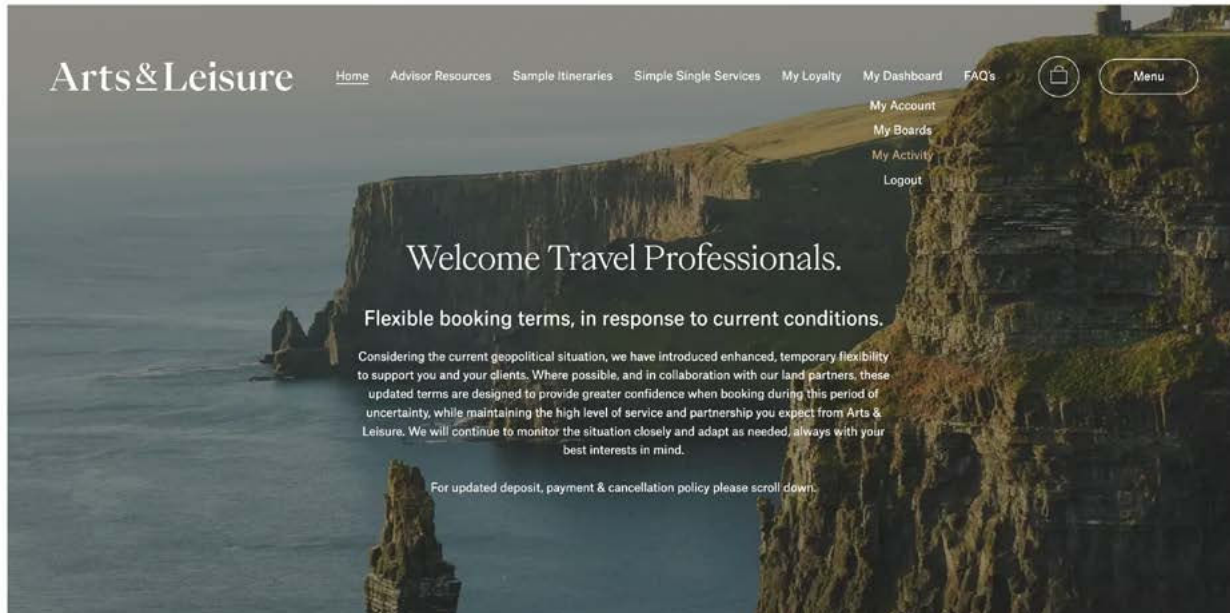


## Managing & Organizing Your Bookings

The **My Activity** section is a personal tool that helps advisors track bookings and client activities. Please note that this section is separate from the ATLAS SOCIETY recognition program and is intended for self-organization only.

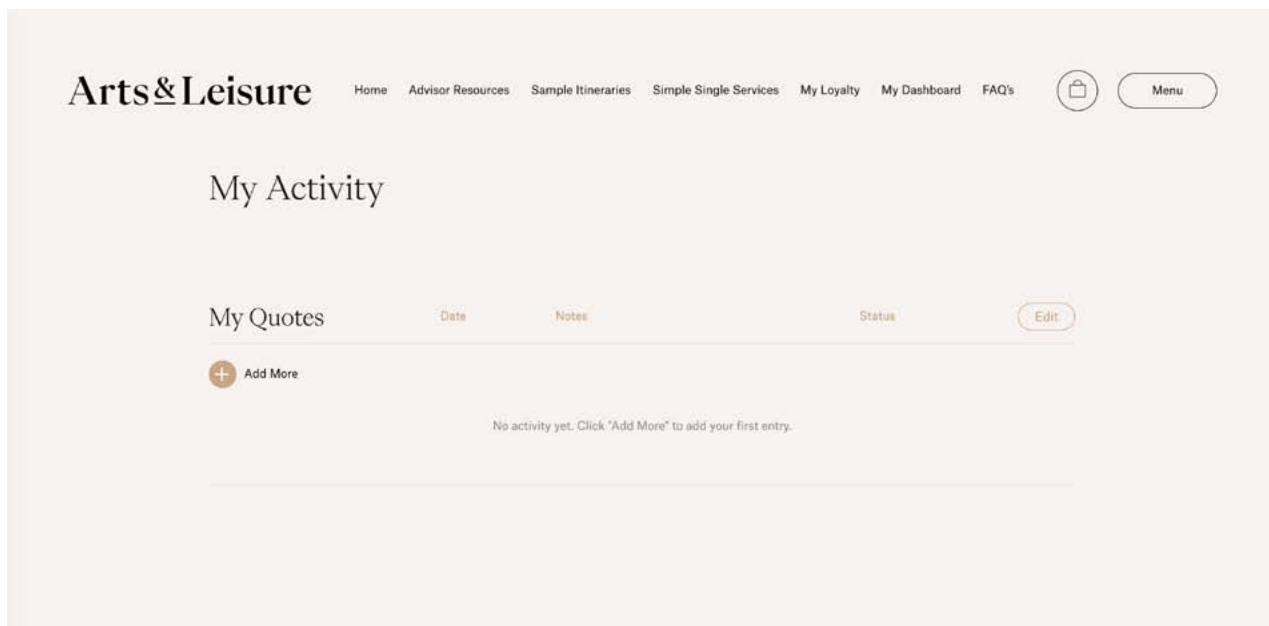
### Managing & Organizing Your Bookings - Step 1:

Navigate to “My Activity” from the main menu.



### Managing & Organizing Your Bookings - Step 2:

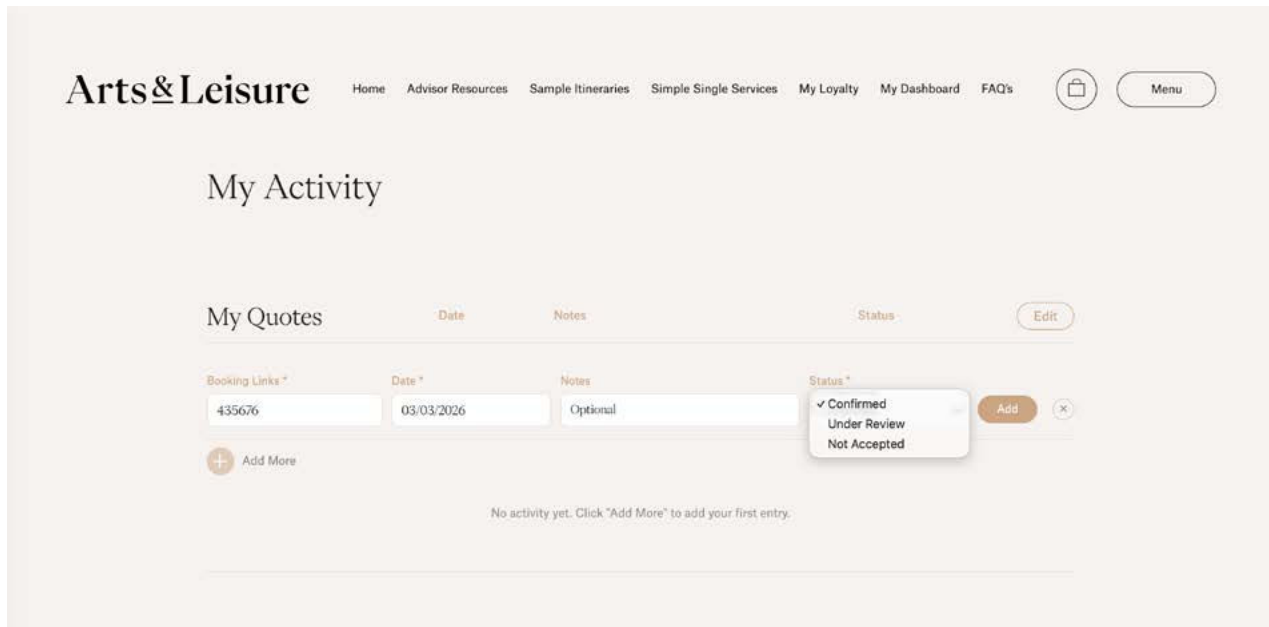
Select “Add More” to add a booking.



# Managing & Organizing Your Bookings

## Managing & Organizing Your Bookings - Step 3:

Enter the booking details you would like to track and choose the booking status from the dropdown menu. Click "Add" to save the booking.



### Helpful Tip:

Use this section to keep all your booking history and client planning notes in one convenient place.



## My Boards

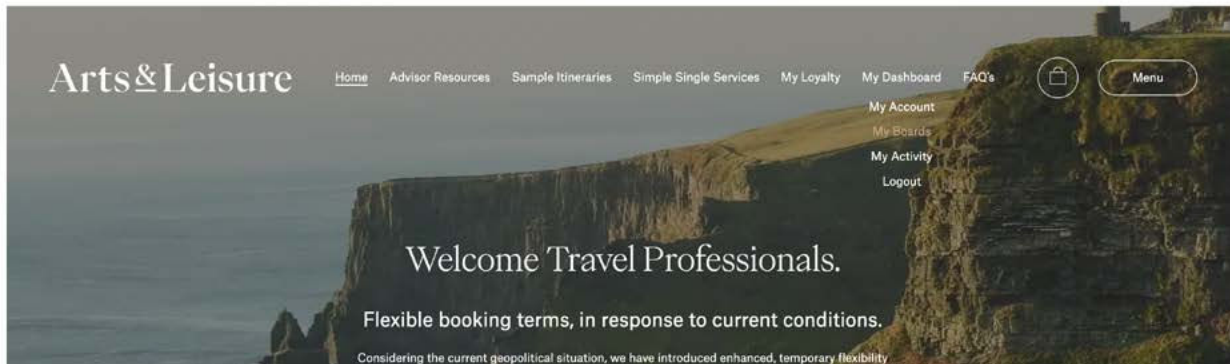
The My Boards feature allows advisors to create personalized boards where they can save and organize travel inspiration and resources.

### You can save:

- Sample itineraries
- Hotels
- Announcements

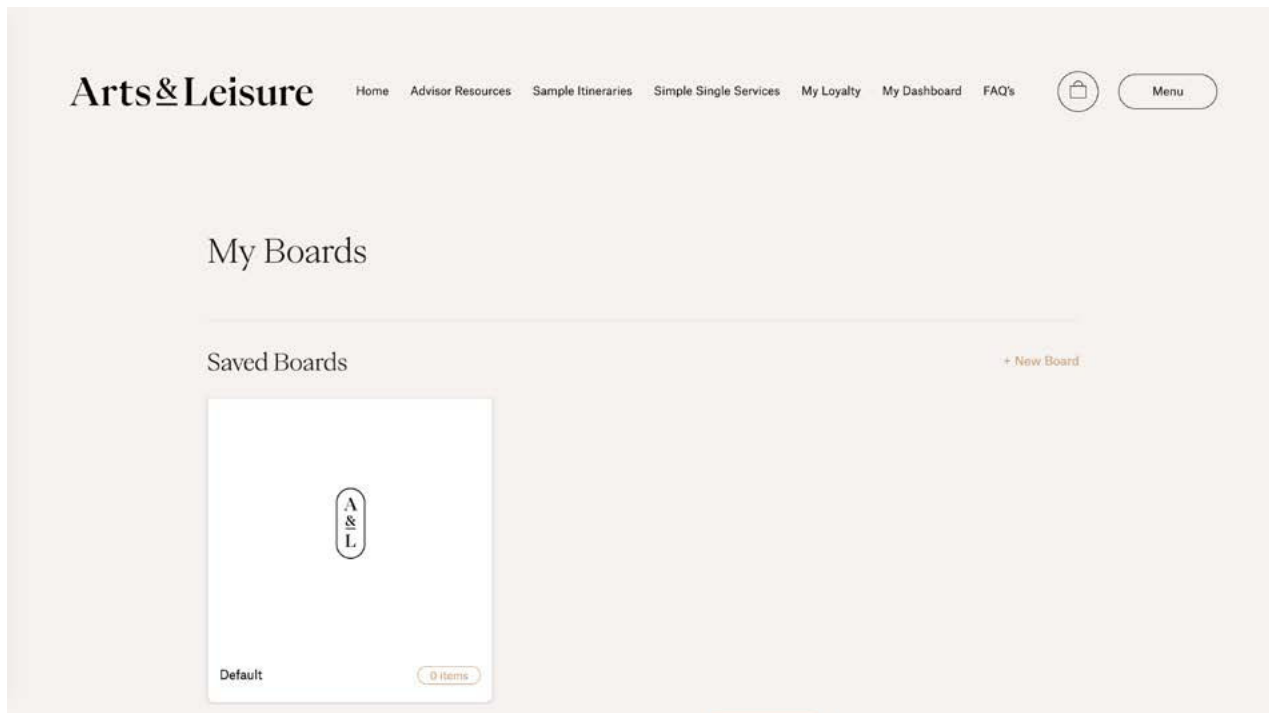
### My Boards - Step 1:

Navigate to “My Boards” from the main menu.



### My Boards - Step 2:

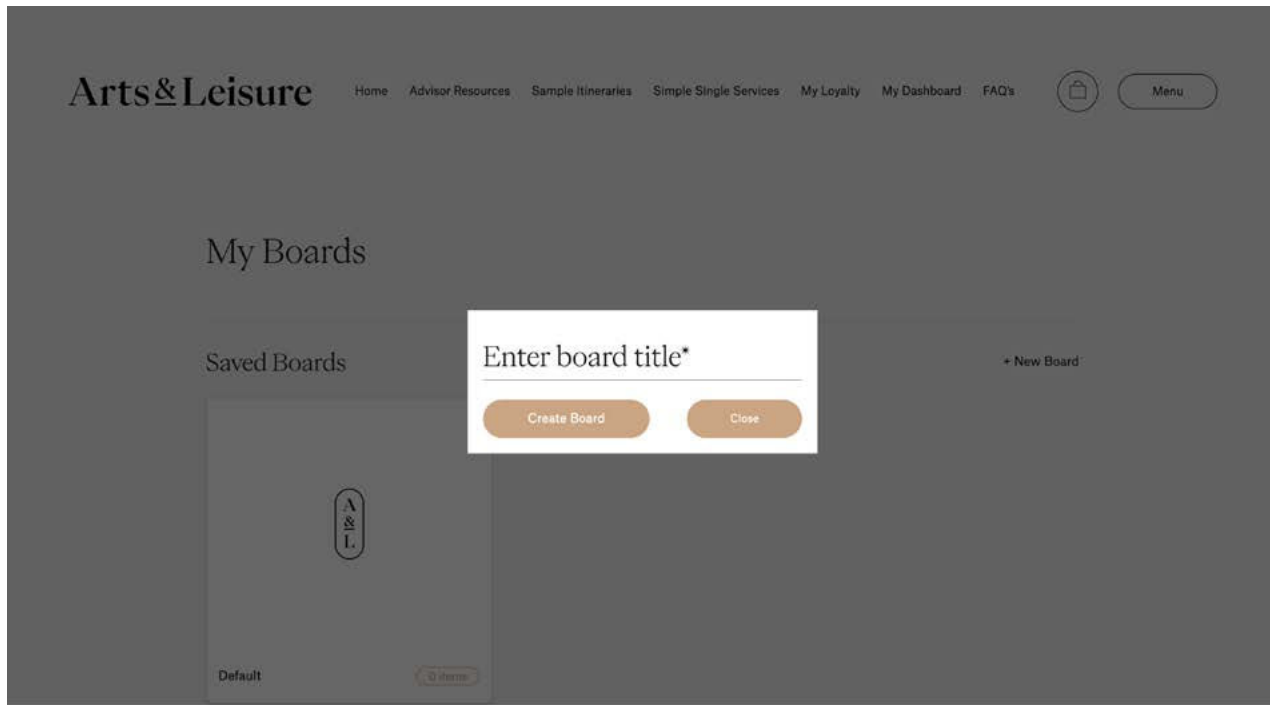
Click “New Board” to create a new board.



# My Boards

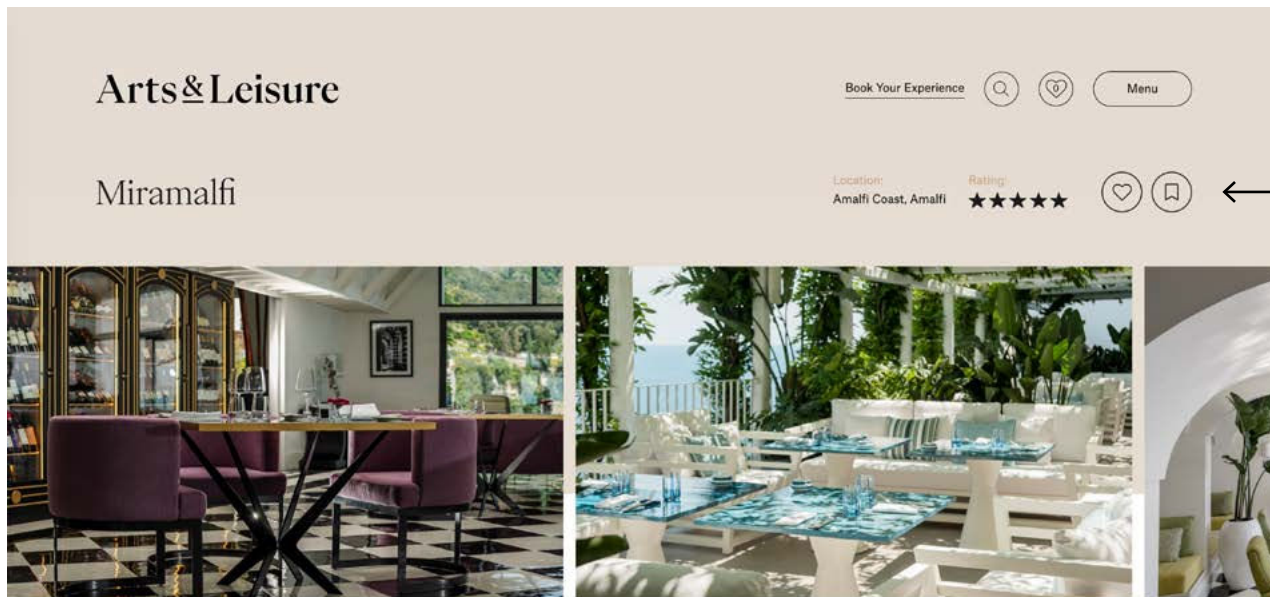
## My Boards - Step 3:

Enter a name for your board.



## My Boards - Step 4:

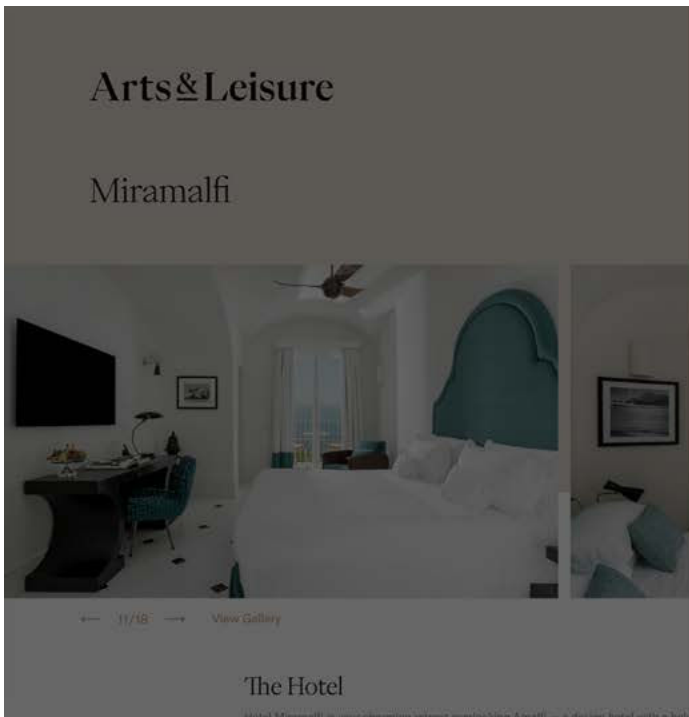
Save hotels, itineraries, or announcements directly to your selected board by clicking on the badge icon.



# My Boards

## My Boards - Step 5:

Select the board you'd like to save this to or create a new board directly from this selection.



## Select Board

Add New Board (+)

Default

**Italy**

(Notes about your selection)

Save

## Helpful Tip:

Create separate boards by destination, client type, or travel style to stay organized and simplify trip planning.



# Arts & Leisure

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## Need Assistance?

If you require additional support navigating the Advisor Lounge or have questions regarding bookings, Atlas Society, or your account, please contact the Arts & Leisure team.

[info@arts-leisure.com](mailto:info@arts-leisure.com)

Thank you for partnering with Arts & Leisure. We look forward to continuing to support your success.

