



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
- Simple Single Services (Triple S) - direct booking tools for selected services.
- The New Atlas Society by A&L recognition loyalty 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.



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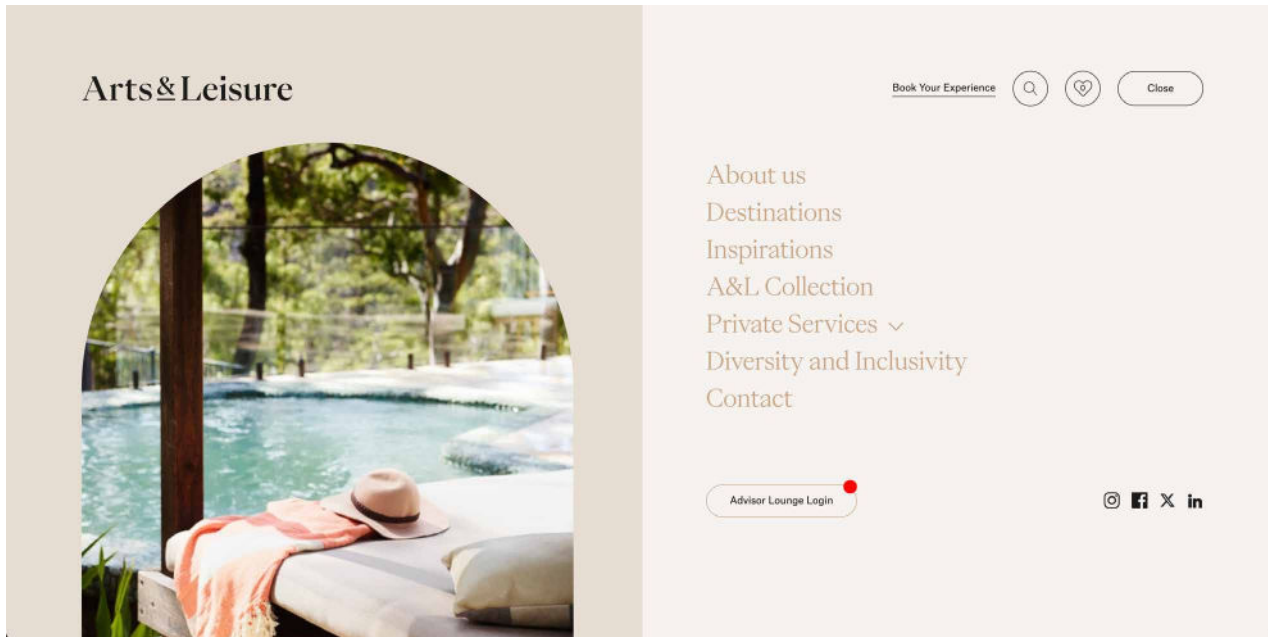
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Accessing the Advisor Lounge

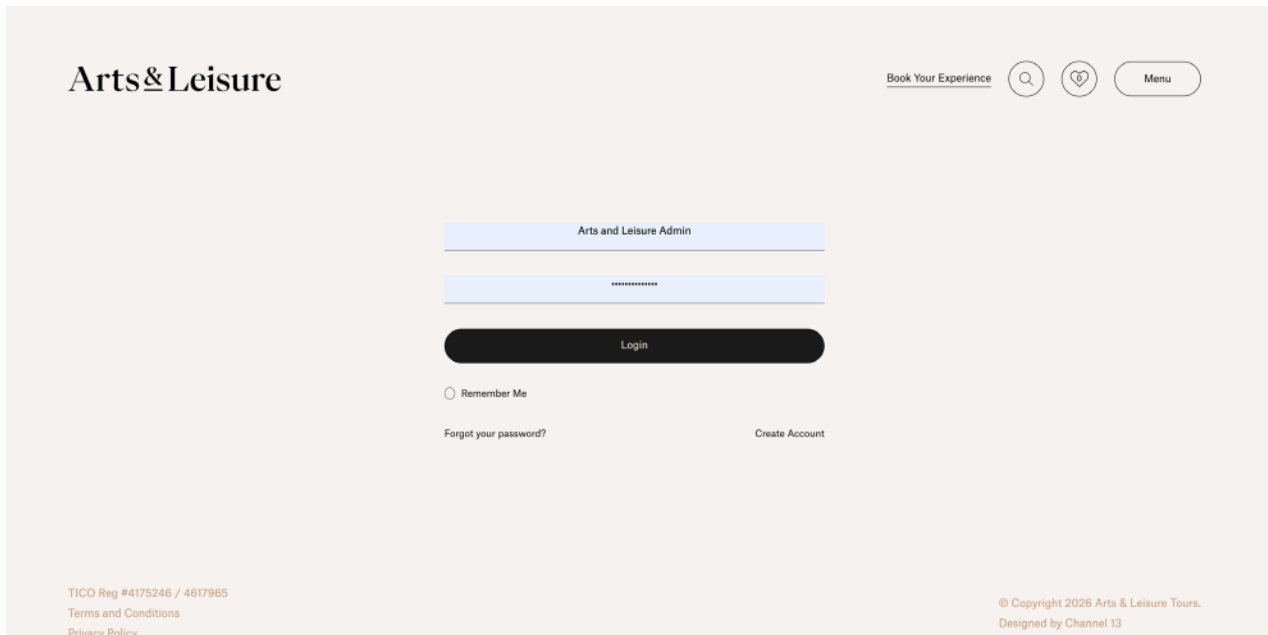
Accessing the Advisor Lounge - Step 1:

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



Accessing the Advisor Lounge - Step 2:

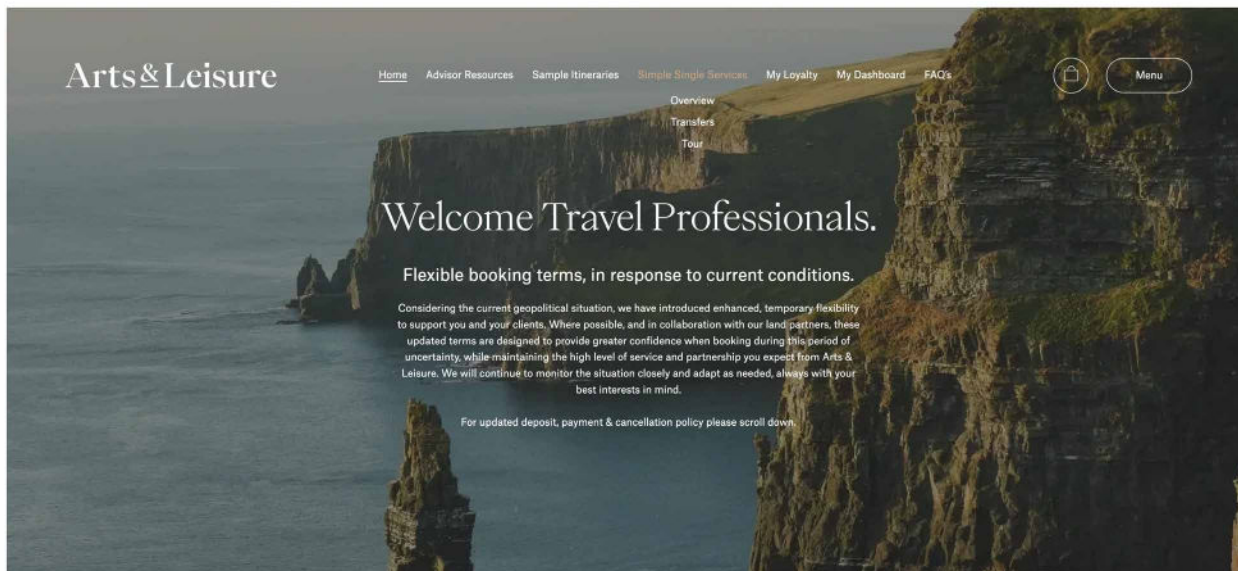
Enter your registered email address and password.



Booking Simple Single Services (Triple S)

How to book Transfers & Walking 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).

The image shows a screenshot of the Arts & Leisure website's booking interface. The header includes the logo 'A & L' and navigation links: Home, Advisor Resources, Sample Itineraries, Simple Single Services, My Loyalty, My Dashboard, and FAQs. A dropdown menu is open under 'Simple Single Services', showing options for Overview, Transfers, and Tour. The main content area features a large background image of a coastal cliffside. The text reads: 'Welcome Travel Professionals. Flexible booking terms, in response to current conditions. Considering the current geopolitical situation, we have introduced enhanced, temporary flexibility to support you and your clients. Where possible, and in collaboration with our land partners, these updated terms are designed to provide greater confidence when booking during this period of uncertainty, while maintaining the high level of service and partnership you expect from Arts & Leisure. We will continue to monitor the situation closely and adapt as needed, always with your best interests in mind. For updated deposit, payment & cancellation policy please scroll down.'

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 Simple Single Services (Triple S)

How to book Transfers & Walking Tours - Step 3:

Review your cart and booking details.

The screenshot shows the Arts&Leisure website's 'Your Bookings' page. The header includes the logo and navigation links: Home, Advisor Resources, Sample Itineraries, Simple Single Services, My Loyalty, My Dashboard, and FAQ's. A shopping cart icon and a 'Menu' button are also present. The main content is divided into two sections: 'Transfer Services' and 'Tour Services'. Each section contains 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 passenger, a 'Sedan' vehicle, and a 'Night Supplement' fee. The net cost is EUR 261. Under 'Tour Services', there is one entry: 'Private Walking Tour of Rome' with a 'Select date' dropdown, 1-4 passengers, a 3-hour duration, and a note that 'Bank Holiday / Special Event / Dates May Apply'. The net cost is EUR 443. Both sections have an 'Add More' link below the table.

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

Carefully review all booking information and click submit.

The screenshot shows the 'Travel Agency Information' and 'Traveller Information' sections of the booking form. The 'Travel Agency Information' section includes fields for: Travel Agency Name, Travel Agency IATA, Travel Advisor Contact Email, Travel Advisor Name, Travel Advisor Contact Telephone Number, and Agency Head Office Address (if applicable). The 'Traveller Information' section includes fields for: Traveller Names (as appear on passport) & Dates of Birth, Hotel Name, Client Mobile Phone Number to be used while travelling, Arrival / Departure Details, Departure date from home country (with a placeholder 'mm/dd/yyyy'), and Total Number of Checked Bags (with a note 'Please enter a number from 0 to 50').

Helpful Tip:

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

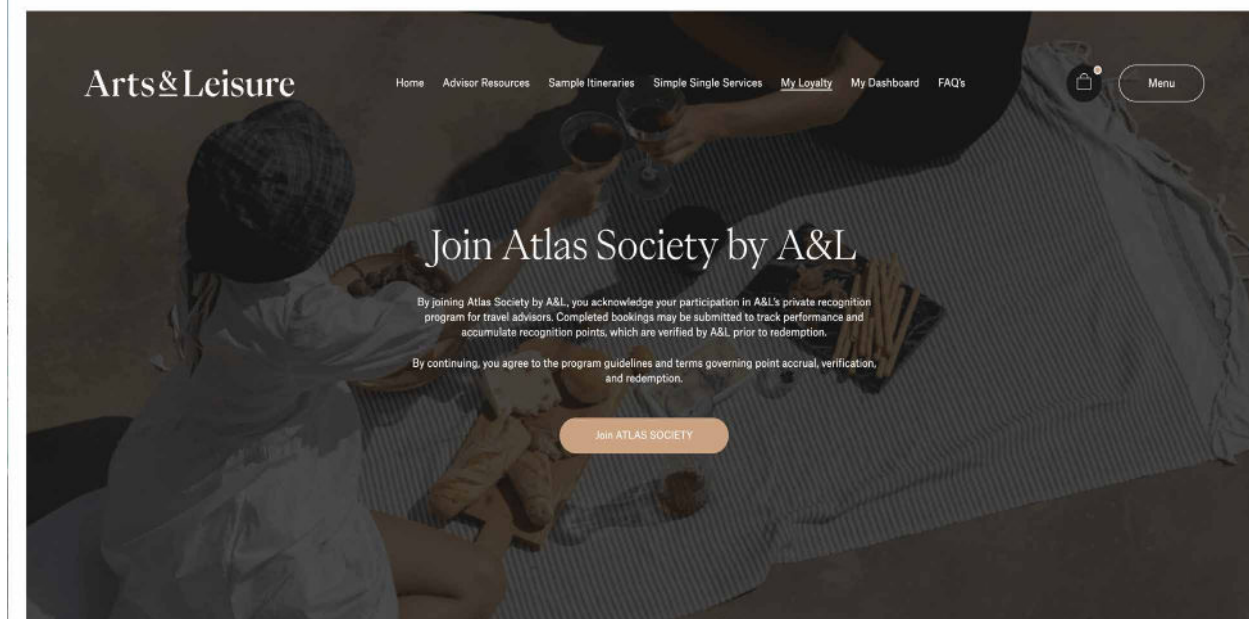


My Loyalty (Atlas Society by A&L)

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.

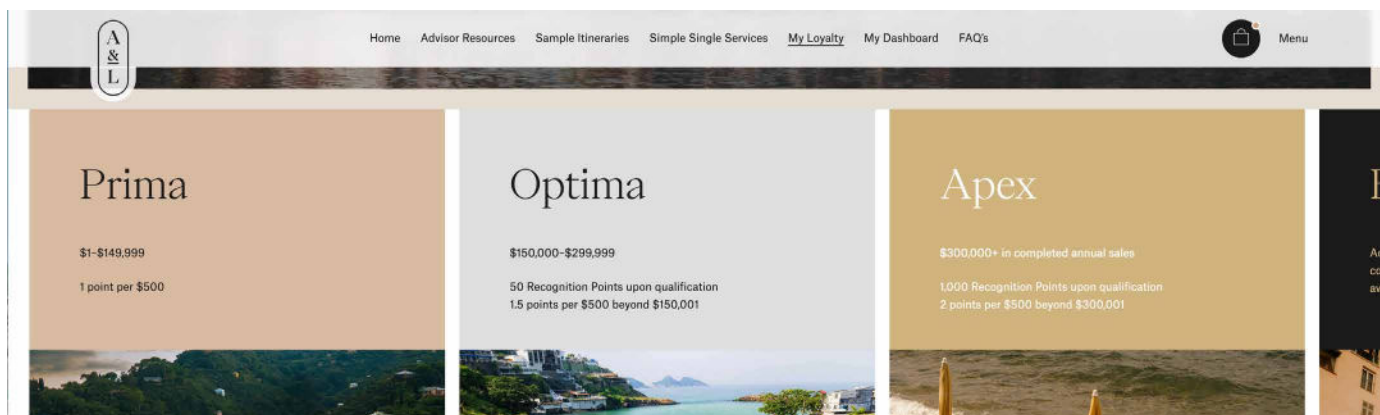


Recognition Levels:

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

- Prima
- Optima
- Apex
- Excellentia

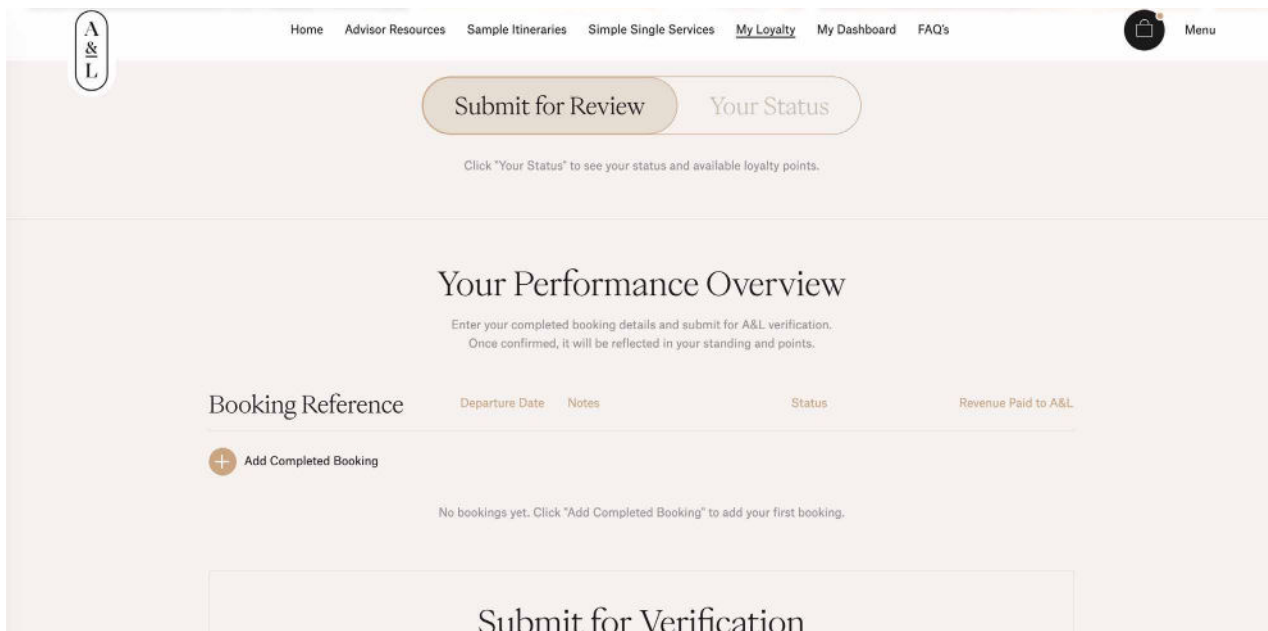
Recognition levels are reviewed and confirmed by an Arts & Leisure representative.



Adding Bookings to Your Atlas Society by A&L Account

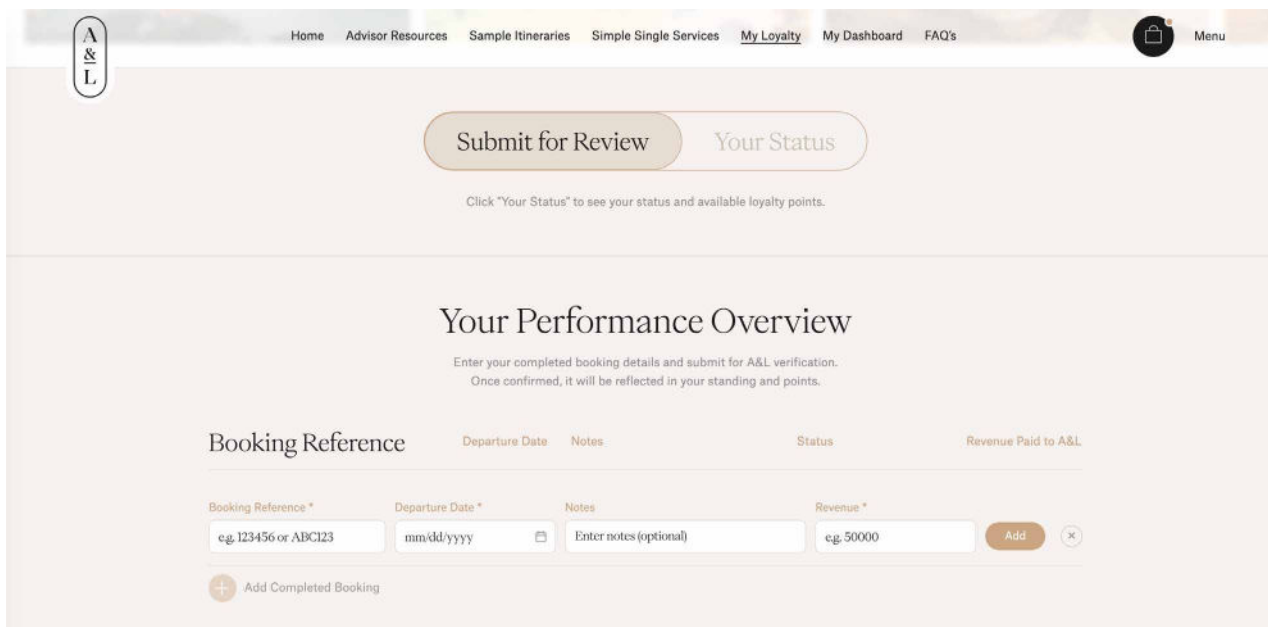
Adding Bookings to Your Atlas Society by A&L Account - Step 1:

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 Glossary:

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.

The screenshot shows the top navigation bar of the A&L website. On the left is the A&L logo. The navigation menu includes: Home, Advisor Resources, Sample Itineraries, Simple Single Services, My Loyalty, My Dashboard, and FAQs. On the right is a user profile icon and a Menu button. Below the navigation bar, there are two buttons: "Submit for Review" and "Your Status". Below these buttons is a small text instruction: "Click 'Request Redemption' and A&L will handle the next steps."

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

A summary box showing the current recognition status. It is divided into three sections: "Your Status" which is "Optima", "Total: 0" points, and "Redemptions start at 250 points."

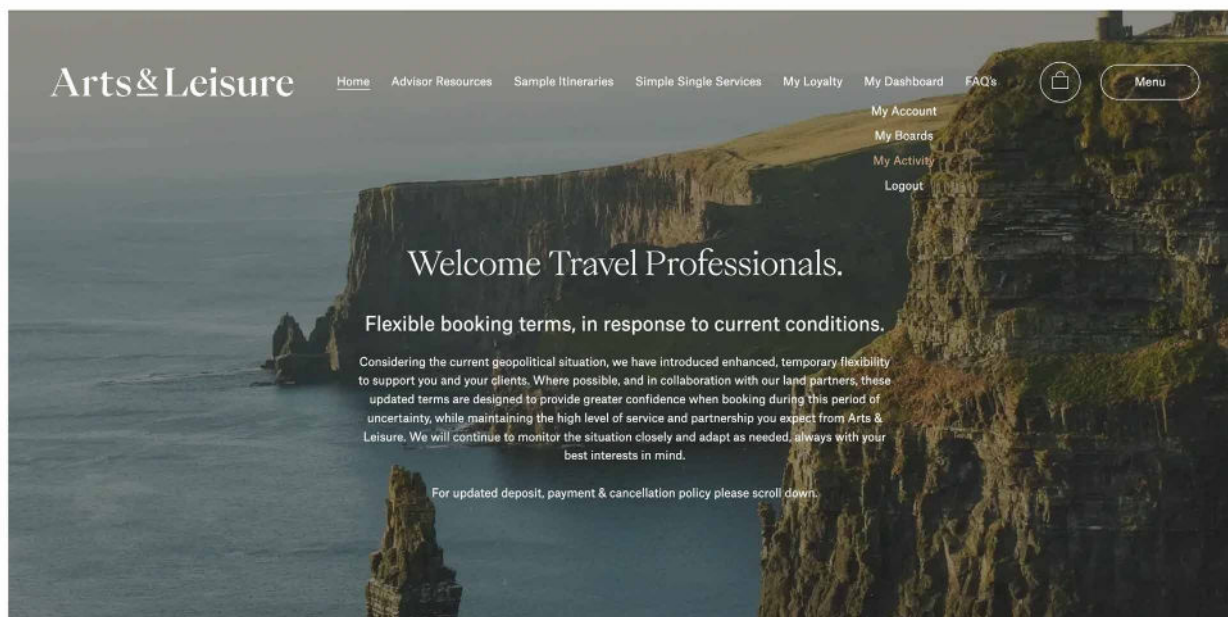


Managing & Organizing Your Bookings

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.

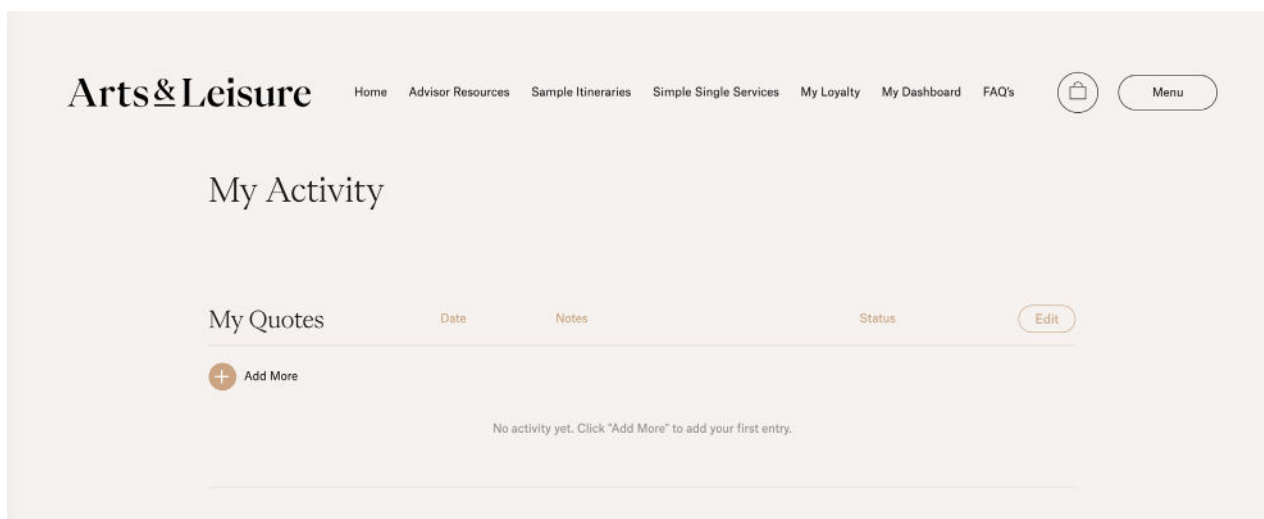
Managing & Organizing Your Bookings - Step 1:

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.

The screenshot shows the 'My Activity' page in the Arts & Leisure system. The page has a navigation bar at the top with the logo and links for Home, Advisor Resources, Sample Itineraries, Simple Single Services, My Loyalty, My Dashboard, and FAQ's. Below the navigation bar, the page title 'My Activity' is displayed, followed by a disclaimer: 'This section is for your records only and is not connected to Atlas Society by A&L point submissions. Use this page to track and manage your clients' bookings.' The main content area is titled 'My Quotes' and features a table with columns for Booking Reference, Itinerary Link, Departure Date, Notes, and Status. A 'Save' button is located at the top right of the table. A single entry is shown in the table with the following details: Booking Reference: 352725, Itinerary Link: A&L Link, Departure Date: 06/10/2026, Notes: Optional, and Status: Confirmed Booking. A dropdown menu is open for the Status field, showing options: Confirmed Booking (checked), Waiting Client Decision, Quoting Stage, and Not Accepted. An 'Add' button is next to the dropdown, and an 'Add More' button is at the bottom left of the table. A message at the bottom of the table reads: 'No activity yet. Click "Add More" to add your first entry.'

Booking Reference *	Itinerary Link *	Departure Date *	Notes	Status *
352725	A&L Link	06/10/2026	Optional	Confirmed 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

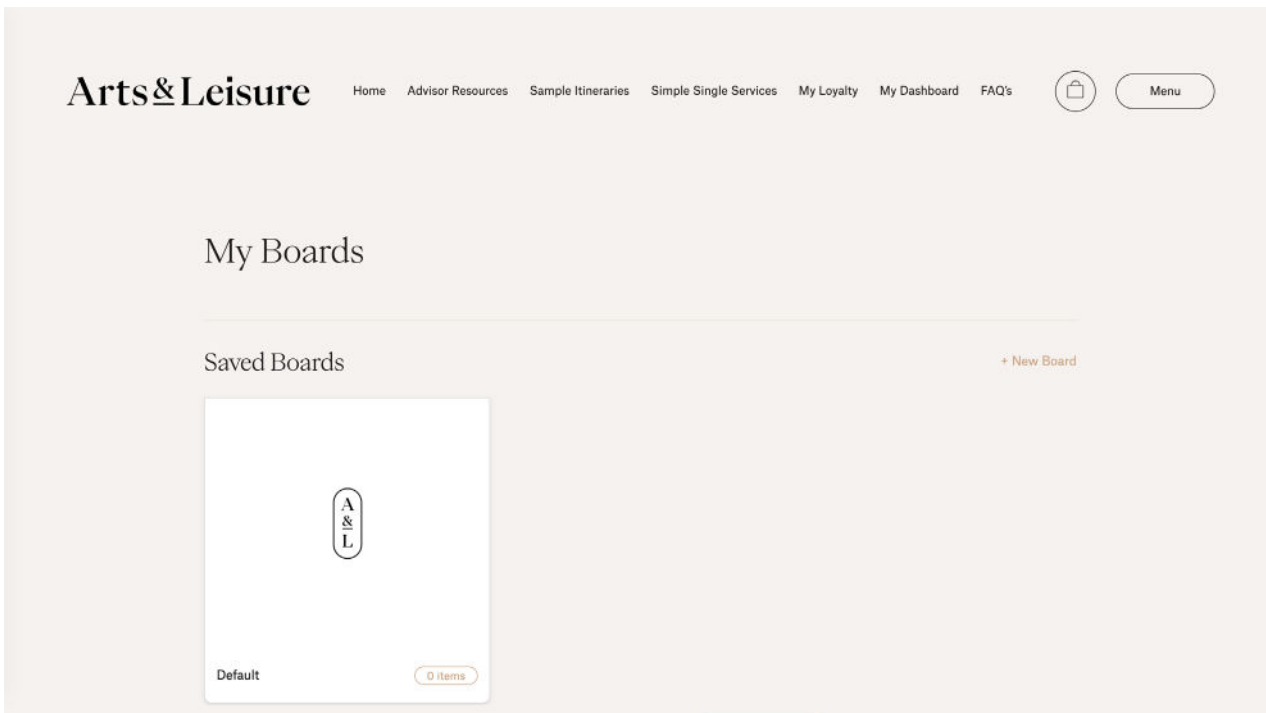
My Boards - Step 1:

Navigate to “My Boards” from the main menu.



My Boards - Step 2:

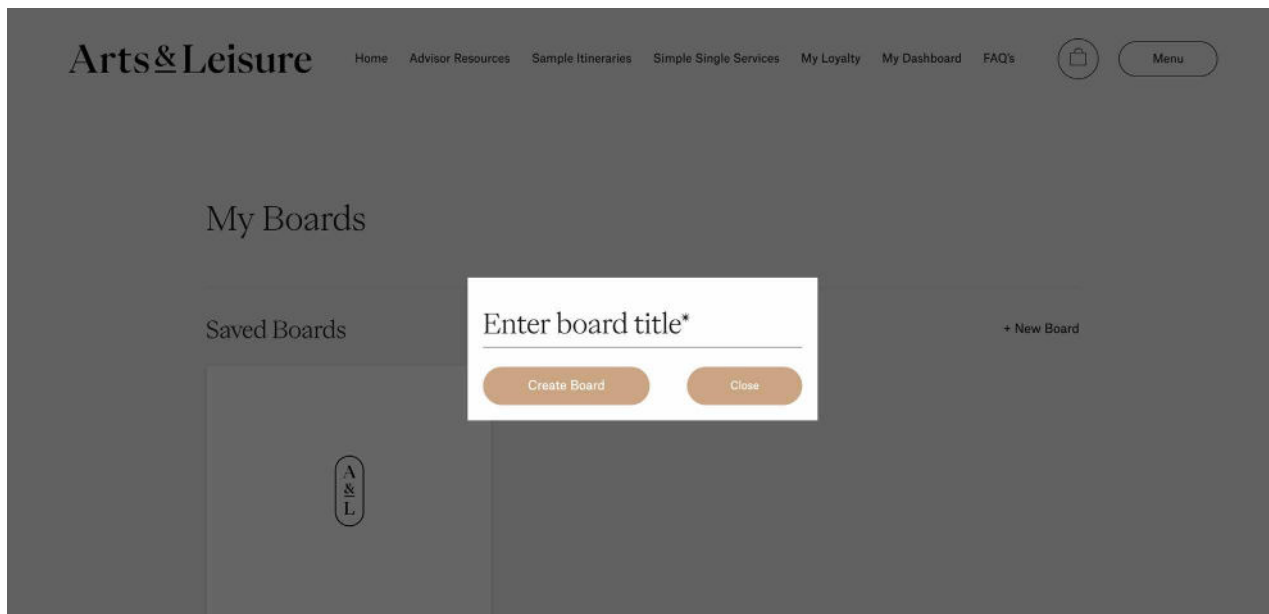
Click “New Board” to create a new board.



My Boards

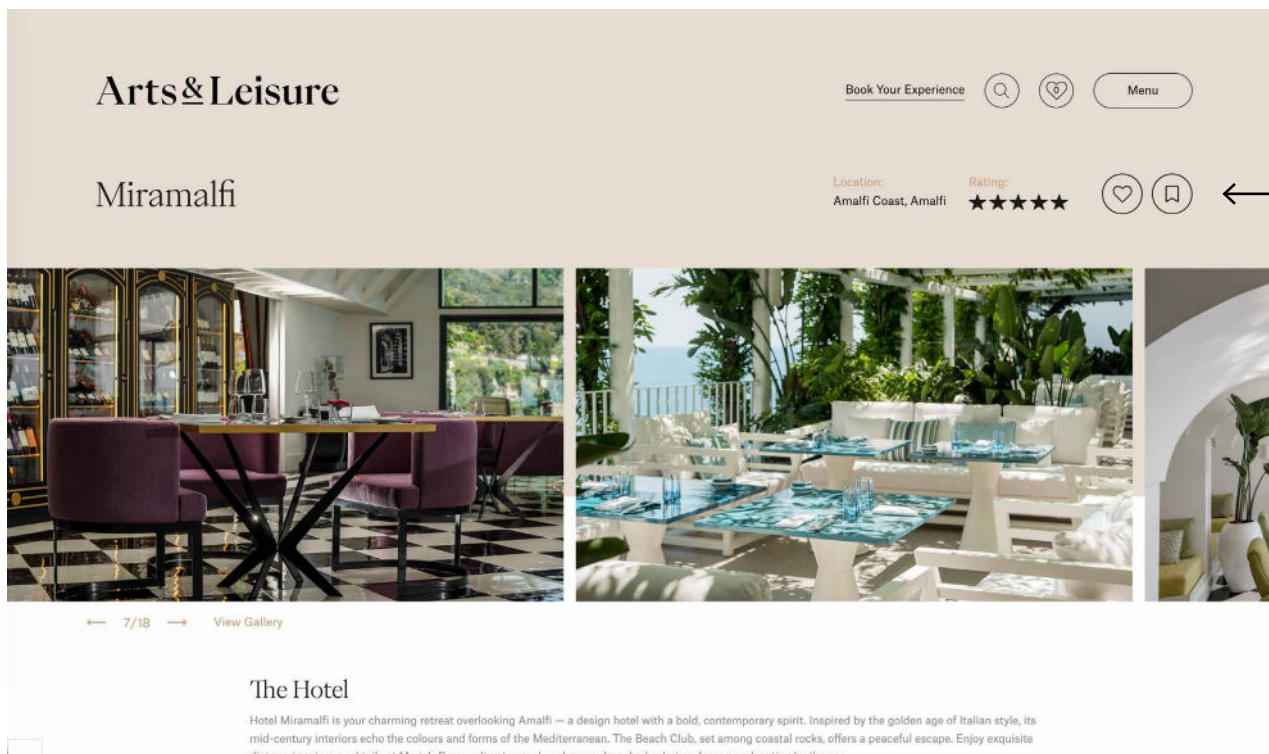
My Boards - Step 3:

Enter a name for your board.



My Boards - Step 4:

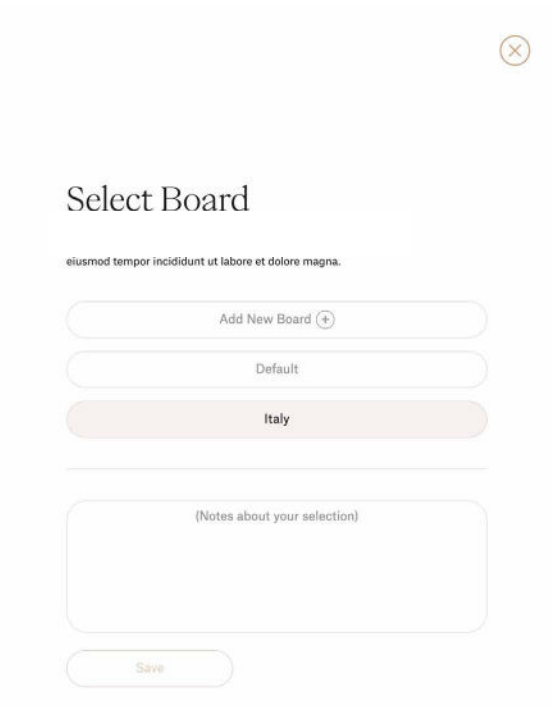
Save hotels, itineraries, or announcements directly to your selected board by clicking on the badge icon.



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.



Helpful Tip:

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



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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 or contact you're A&L Sales Manager.

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

