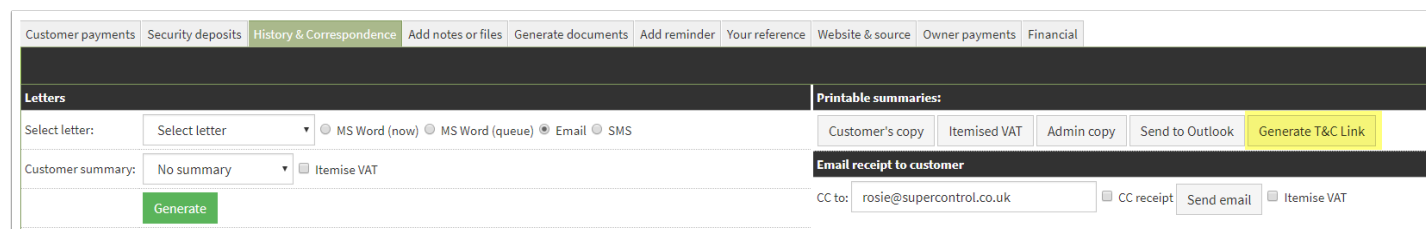


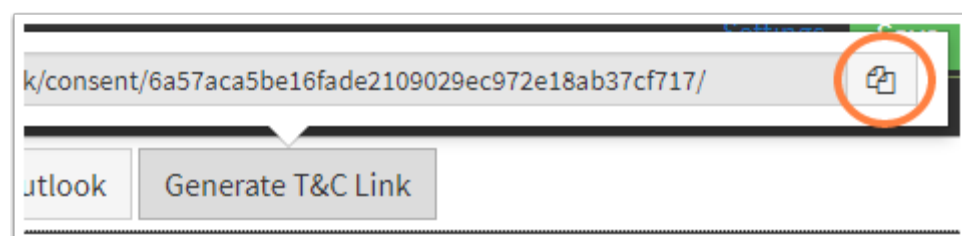
How do I allow guests to accept my terms and conditions for Admin bookings?

1. In your booking click on History & Correspondence and click "Generate T&C Link":



The screenshot shows the 'History & Correspondence' tab selected in a booking system. The 'Generate T&C Link' button is highlighted in yellow. Other visible buttons include 'Customer's copy', 'Itemised VAT', 'Admin copy', 'Send to Outlook', and 'Email receipt to customer'. The 'Generate' button is also visible in the 'Letters' section.

2. Click the copy icon. You can then paste this link into an email to your guest:



The screenshot shows the generated T&C link: k/consent/6a57aca5be16fade2109029ec972e18ab37cf717/. A red circle highlights the copy icon next to the link. Below the link is a button labeled 'Generate T&C Link'.

3. This will open a page where the guest can complete their contact details, subscription options and agree to your terms and conditions. The guest cannot submit this form without accepting your terms and conditions. The guest will then click Confirm.

4. Within the History & Correspondence tab of your booking, you can click the link "Terms and conditions were accepted" to view the results:

Customer payments
Security deposits
History & Correspondence
Add notes or files
Generate documents
Add reminder
Your refe

Letters

Select letter:
Select letter
MS Word (now)
MS Word (queue)
Email
SMS

Customer summary:
No summary
Itemise VAT

Generate

Auto form letters:
-- Select letter group --
Add letter group
Test le

Date	Type	Description
Filter history: By type By user Filter		
19/09/2012 12:46:42	Action	Booking placed
19/09/2012 12:46:45	Action	First opened
15/10/2018 09:25:54	Action	Terms and conditions were accepted

Consent Request

Consent Requested: 15/10/2018 09:25:18

Consent Completed / Terms and Conditions Accepted: 15/10/2018 09:25:54

New data supplied

Name: Miss Callum Summers

Email Address: rosie.georgeson@supercontrol.co.uk

Telephone Number: 07789998640

Please note, the contact details will not overwrite the details already placed in the booking. If you wish to update the email address you will need to copy and paste the email address from the link and save it within the booking.