

Hi there! 😊

Let's guide you through the Back Office system!

At First, we will show you how to update your Profile section.

Second, you will start uploading quickly and easily your tour packages.

Finally, there will be important guidelines in order for your trips to be visible on Ollami.com.

Are you ready?

Let's get started!

Go to this URL



LOGIN

Insert your Email address

Insert the Password given to you by me

[SHOW](#)

[Forgot your password?](#)

LOGIN

First Step:

Profile

- Notifications
- My trips
- Trip quotes
- Reports
- Booked trips
- Profile**
- Reviews
- Contact

PROFILE

- GENERAL**
- TEAM
- CHANGE PASSWORD
- AGES

Company Name 18 characters left

Catch Phrase or Title

Pick something nice like: "Mike the Shark" or CEO

Office Languages

Description 4 characters left

Write about your company, what is unique about you, what you offer and why the traveler should choose you

Text Under the Team 35 characters left

Write about your team, your experience and your benefits

Profile Picture

Add a profile picture of the contact person



Local Timezone

Currency

Don't forget to fill out everything under Profile tab

Change the Timezone to our Country!

After filling out everything, press SAVE, then go to TEAM.

SAVE

- Notifications
- My trips
- Trip quotes
- Reports
- Booked trips
- Profile**
- Reviews
- Contact

PROFILE

GENERAL TEAM CHANGE PASSWORD AGES

+ ADD TEAM

Press this button to insert information about your team

SAVE

- Notifications
- My trips
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PROFILE

GENERAL **TEAM** CHANGE PASSWORD AGES

Fill out the team member Name, Catch Phrase, and a profile picture.
Press ADD TEAM to add another team member, or SAVE in order to continue to the next page.

Team Member Name

28 characters left

Listing Image

ADD PHOTO

Catch Phrase



Pick something nice like: "Mike the Shark"

+ ADD TEAM

Upload a Profile picture with the following parameters: Visibility, Close-up on the face and frontal. No Sunglasses nor any object that may cover your face.

SAVE

- Notifications
- My trips
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PROFILE

- GENERAL
- TEAM
- CHANGE PASSWORD
- AGES**

Here you can change the ages category. Clients will use it on the Main Website, once they will ask a quote from your company.

Warning! Any changes here will affect all your trips, if you add a new age type, you also have to update its price in every trip, otherwise, the price will be calculated same as the first age type.

<input checked="" type="checkbox"/> Type 1	<input checked="" type="checkbox"/> Type 2	<input checked="" type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
<input type="text" value="Adult"/>	<input type="text" value="Child 3-12"/>	<input type="text" value="Baby 0-2"/>	

Wait 😊
Please double check that:

1. Your Profile picture is according to Ollami's parameters?
2. You uploaded for your *Team* Profile Pictures?
3. You Changed the *Timezone* to your Country?
4. You added your Office & Guide Languages

In case you accomplished these steps, continue to the next step! 😊

Second Step:

Trip Uploads

Remember to upload only Tours that are 5 days or longer!

- Notifications
- My trips**
- Trip quotes
- Reports
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- Profile
- Reviews
- Contact

TRIPS



This page will contain the trips that you'll upload



+ ADD TRIP



Press this button to add your first trip

- Notifications
- My trips**
- Trip quotes
- Reports
- Booked trips
- Profile
- Reviews
- Contact

TRIPS

Search CLEAR

+ ADD TRIP

Add the Trip's Title, for example "7 Days hiking in Alaska". Then press SUBMIT.

Always add the number of days to the trip's name.

ADD

Trip Title

SUBMIT

7 Days hiking in Alaska

DELETE DUPLICATE PREVIEW UNPUBLISHED

GENERAL ITINERARY BANNERS GOOD TO KNOW ACCOMMODATIONS PRICE PACKAGE NOTES

Trip Name 57 characters left **Short Description** This will appers under the Trip's title 50 characters left **Location** Trip's Location (can be multiple)

7 Days hiking in Alaska

Select a state

Enter a name that will help users understand what it includes, e.g., Diving in Thailand

Guaranteed Departure If the trip is a Guaranteed Departure, choose Yes, then choose the dates. **Activities** Choose Activities **Type of Trip** Tailor made **Good For** Companions

No

Select activities

Tailor made

Companions

Category Choose Category

Family Tours	Active Tours	Cultural Tours	Marin / Sea / Beach	Highlights / Must-See Tours	Nature & Adventure Travel
Honeymoon Adventure	Top VIP Tours	Ollami Specials	Wildlife Tours	Food & Winery Tours	Self Drive

Recommended Months Choose Recommended Months for this trip

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Trip Description

Elaborate about the trip's information, sites visited, what is expected to see and what makes this trip great

- Notifications
- My trips**
- Trip quotes
- Reports
- Booked trips
- Profile
- Reviews
- Contact

7 Days hiking in Alaska

DELETE DUPLICATE PREVIEW UNPUBLISHED

- GENERAL**
- ITINERARY
- BANNERS
- GOOD TO KNOW
- ACCOMMODATIONS
- PRICE
- PACKAGE NOTES

Trip Name 57 characters left **Short Description** 8 characters left **Location**

Hiking and Camping in Alaska's wild nature

Alaska

If this trip is a Guaranteed Departure, then press YES and add the dates. To delete dates, just press them again.

Guaranteed Departure

Activities

Type of Trip

Good For

Departure Dates

Desired Standards

February 2017

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

- Active Tours ✓
- Cultural Tours
- Marin / Sea / Beach
- Highlights / Must-See Tours
- Nature & Adventure Travel ✓
- Top VI... Tours
- Ollami Specials ✓
- Wildlife Tours
- Food & Winery Tours
- Self Drive

Recommended Months

CANCEL

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7 Days hiking in Alaska

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- PACKAGE NOTES

Trip Name 57 characters left **Short Description** 8 characters left **Location**

7 Days hiking in Alaska Hiking and Camping in Alaska's wild nature Alaska

Enter a name that will help users understand what it includes, e.g., Diving in Thailand

Guaranteed Departure **Activities** **Type of Trip** **Good For**

No Fishing Mountain climbing Hiking Guaranteed Departure Companions

Category

Family Tours	Active Tours	Cultural Tours	Marin / Sea / Beach	Highlights / Must-See Tours	Nature & Adventure Travel
Honeymoon Adventure	Top VIP Tours	Ollami Specials	Wildlife Tours	Food & Winery Tours	Self Drive

Recommended Months

Jan
 Feb
 Mar
 Apr
 May
 Jun
 Jul
 Aug
 Sep
 Oct
 Nov
 Dec

Trip Description

Explore the wonderful nature of North Alaska, while Camping under the start, Fishing and Hiking along this beautiful area.

Elaborate about the trip's information, sites visited, what is expected to see and what makes this trip great

Don't forget to press SAVE after each change

SAVE

CANCEL

7 Days hiking in Alaska

DELETE DUPLICATE PREVIEW UNPUBLISHED

GENERAL ITINERARY BANNERS GOOD TO KNOW ACCOMMODATIONS PRICE PACKAGE NOTES

DAY 1

After Saving, Press the PLUS icon to add another Day

Title
Arrival at Alaska

Place & Nights
Hotel North Pole, 1 Night
Where will the traveler stay (city/site), and how many nights

Day 1 Description
Pick up from Healy River Airport to Hotel North Pole, where you will check-in and leave your baggage. We will go to a short walk along the river, then have a great dinner, and go back to the Hotel for a good night sleep.

Day 1 Photos

Press here to UPLOAD an image



Add images that you own and have copyrights on them. You can add one or more images a day. You MUST add an image in order to SAVE this Day and move on to the next Day. Check our more details on the next page.

Press SAVE in order to save this day, and add another day.

SAVE

CANCEL

Remember to SAVE each day separatly,
once you uploaded the information & pictures!

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7 Days hiking in Alaska

DELETE DUPLICATE PREVIEW UNPUBLISHED

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PRICE

PACKAGE NOTES

- DAY 1
- DAY 2
- DAY 3
- DAY 4
- DAY 5
- DAY 6
- DAY 7
- DAY 8
- DAY 9
- DAY 10**
- +

Title 5 characters left

Place & Nights 17 characters left

Where will the traveler stay (city/site), and how many nights

Day 10 Description

We will visit the breath taking Chugach National Forest, learn how to catch fish and camp under the start.

Day 10 Photos

Images must be at least 800x600 pixels and max 5MB

UPLOAD



CANCEL

SAVE



Ollami.com

IMAGES BEST PRACTICES

This is a short guide to help you create visually attractive trip pages

✗ DONT'S

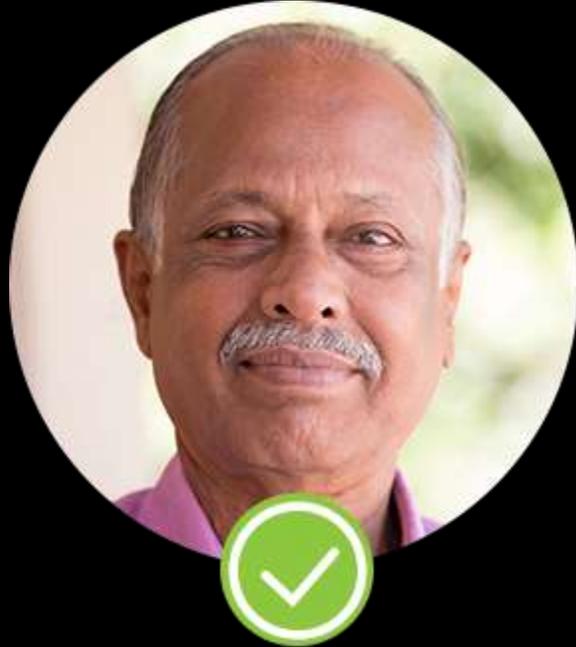
✓ DO'S



PROFILE IMAGE

PERSONAL

Use a good profile picture of yourself. Avoid using your company logo or scenery alone.



ZOOM

It's best to use medium zoom (shoulders up) or closer.



BANNER AND LISTING IMAGE

ORIGIN OF PHOTO

Use original photos taken by you or your colleagues. Don't use stock photos.



PEOPLE

Photos of people are always better than still landscapes.



SUBJECT

Pick a representing photo of the trip's location, depicting natural phenomena, unique animals or local people and their costumes when possible.



FOCUS OF INTEREST

Centered subjects are preferable so they won't be hidden by the right info-bar



VISIBILITY

Choose vibrant color photos, high quality and focused. Image must be PNG/JPG, banner image- less than 3MB and at least 1080x1920 pixels. Listing image- less than 3MB and at least 450x215 pixels.



ACCOMMODATION IMAGES

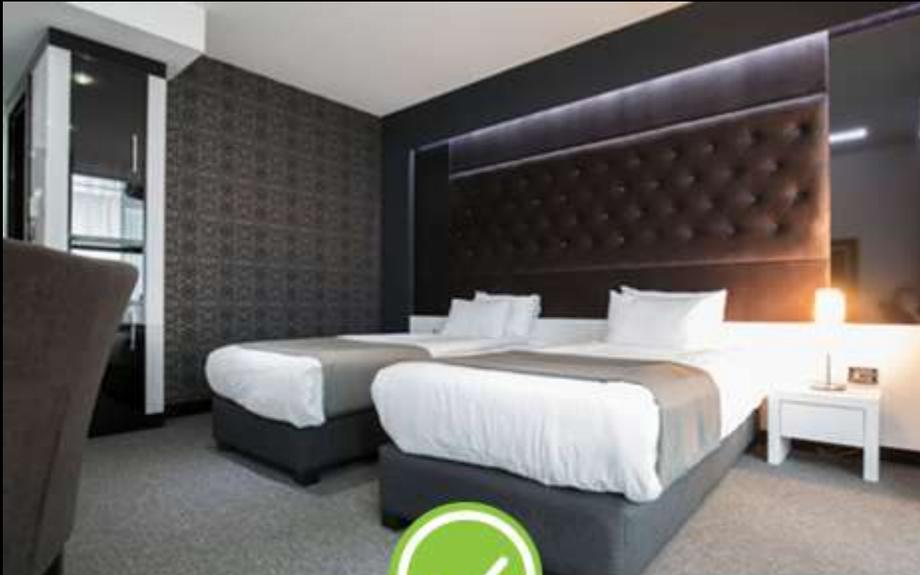
OUTER IMAGE OF THE HOTEL

Add an image of the relevant hotel in every day of the itinerary (even if it means showing the image two or more days in a row).



ROOMS FROM EACH STANDARD

Your customers put a lot of emphasis on accommodation standards. Provide a clear image of the hotel room for each accommodation standard you offer.



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7 Days hiking in Alaska

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- BANNERS**
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Trip Page Banner Image

Add a photo that grabs the users attention.
 Image must be PNG/JPG, less than 5MB and at least 1080x1920 pixels.
 *This image will appear at the header of the trip's page



Select Picture

ADD PHOTO

Add a beautiful image that describes this trip and draw attention

Listing Image

This trip's main picture will appear in the search results



← CANCEL

SAVE

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7 Days hiking in Alaska

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- BANNERS
- GOOD TO KNOW**
- ACCOMMODATIONS
- PRICE
- PACKAGE NOTES

Good To Know

Add some usefull tips and information such as tip etiquette and weather information.

+ ADD

Press ADD button to insert usefull tips.

← CANCEL

SAVE

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- Contact

7 Days hiking in Alaska

DELETE DUPLICATE PREVIEW UNPUBLISHED

- GENERAL
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- BANNERS
- GOOD TO KNOW**
- ACCOMMODATIONS
- PRICE
- PACKAGE NOTES

Good To Know

Add some usefull tips and information such as tip etiquette and weather information.

Tip title 28 characters left

Currency used In Alaska

Give a title to the tip

Tip icon

Finance

Add a small picture next to the tip

Write the tip

If you're not sure which currency is being used In Alaska, then let me remind you it's a US Dollar of course \$\$\$

500 characters left

Write a title that will help users understand the trip, ex, Diving in Thailand

Attach documents

This can be a list of recommended equipment or a map.

+ ADD

You can add another tip

UPLOAD

You can upload a file

CANCEL

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Proposed Trip Accommodations

Enter the accommodation available on this trip.

- STANDARD**
- COMFORT
- LUXURY

+ ADD

Press here to add this trip's accommodations

- Notifications
- My trips
- Trip quotes
- Reports
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- Profile
- Reviews
- Contact

7 Days hiking in Alaska

DELETE
DUPLICATE
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Proposed Trip Accommodations

Enter the accommodation available on this trip.

STANDARD
COMFORT
LUXURY

The day in the trip you will arrive to this accommodation.

Check In Day

Accommodation Name	Location	Check In Day	No. of Nights	Website
Hotel North Pole	North Pole	Day 1	1	http://www.hotelnorthpole.com/Rooms/guest-rooms-2.html Add a link to the hotel's homepage or to the hotel's picture gallery
Teddy's Inn	Seward	Day 2	5	http://www.seward.net/teddys/ Add a link to the hotel's homepage or to the hotel's picture gallery
Inn on the Lake	Yukon	Day 7	4	http://www.innonthelake.ca/ Add a link to the hotel's homepage or to the hotel's picture gallery

+ ADD

Fill out the details according to the level of accommodation.
Now it's under STANDARD, see white line mark.

CANCEL

SAVE

Notice that the Standart Accommodation refers to *Economy* prices!

Proposed Trip Accommodations

Enter the accommodation available on this trip

STANDARD COMFORT LUXURY

Accommodation Name	Location	Check In Day	No. of Nights	Website
Hotel North Pole	North Pole	Day 1	1	http://www.hotelnorthpole.com/Rooms/guest-rooms-2.html Add a link to the hotel's homepage or to the hotel's picture gallery
Teddy's Inn	Seward	Day 2	5	http://www.seward.net/teddys/ Add a link to the hotel's homepage or to the hotel's picture gallery
Inn on the Lake	Yukon	Day 6	4	http://www.innonthelake.ca/ Add a link to the hotel's homepage or to the hotel's picture gallery

+ ADD

SAVE

This is called Economy in the price section

- Notifications
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7 Days hiking in Alaska

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- PACKAGE NOTES

Trip Price

Enter the price on this trip.
* Insert prices per person

Months and Title	Class	1 Traveler	2 Traveler	3 Traveler	4 Traveler	5 Traveler	6 Traveler	7 Traveler
+ ADD		Press here to add the trip's prices						

Child 3-12

- Discount amount
- Discount percentage
- Fixed price

Baby 0-2

- Discount amount
- Discount percentage
- Fixed price

You can choose one of these options in each category

Reminder to SAVE each change :)

SAVE

← CANCEL

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7 Days hiking in Alaska

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Trip Price

Enter the price on this trip.
* Insert prices per person

The prices are PER PERSON!
Prices Per Person should go down with number of travelers.
You can change the currency on Profile tab.

In order to see a price on your trip in the website, you must add a price for 1 Traveler, at least under one accommodation level.

You can insert the prices according to High/Low Season, then make sure to choose the right months.

Months and Title	Class	1 Traveler	2 Traveler	3 Traveler	4 Traveler	5 Traveler	6 Traveler	7 Traveler
× February 2017 × March 2017 × April 2017 High Season	Economy	\$ 2000	\$ 1950	\$ 1900	\$ 1850	\$ 1800	\$ 1750	\$ 1700
	Comfort	\$ 2100	\$ 2050	\$ 2000	\$ 1950	\$ 1900	\$ 1850	\$ 1800
	Luxury	\$ 2400	\$ 2350	\$ 2300	\$ 2250	\$ 2200	\$ 2150	\$ 2100
× June 2017 × July 2017 × August 2017 Low Season	Economy	\$ 1500	\$ 1450	\$ 1400	\$ 1350	\$ 1300	\$ 1250	\$ 1200
	Comfort	\$ 1600	\$ 1550	\$ 1500	\$ 1450	\$ 1400	\$ 1350	\$ 1300
	Luxury	\$ 1900	\$ 1850	\$ 1800	\$ 1750	\$ 1700	\$ 1650	\$ 1600

+ ADD

Trip Price

Enter the price on this trip.
* Insert prices per person

Months and Title	Class	1 Traveler	2 Traveler	3 Traveler	4 Traveler	5 Traveler	6 Traveler	7 Traveler
× February 2017 × March 2017 × April 2017 High Season	Economy	\$ 2000	\$ 1950	\$ 1900	\$ 1850	\$ 1800	\$ 1750	\$ 1700
	Comfort	\$ 2100	\$ 2050	\$ 2000	\$ 1950	\$ 1900	\$ 1850	\$ 1800
	Luxury	\$ 2400	\$ 2350	\$ 2300	\$ 2250	\$ 2200	\$ 2150	\$ 2100
× June 2017 × July 2017 × August 2017 Low Season	Economy	\$ 1500	\$ 1450	\$ 1400	\$ 1350	\$ 1300	\$ 1250	\$ 1200
	Comfort	\$ 1600	\$ 1550	\$ 1500	\$ 1450	\$ 1400	\$ 1350	\$ 1300
	Luxury	\$ 1900	\$ 1850	\$ 1800	\$ 1750	\$ 1700	\$ 1650	\$ 1600

+ ADD

Child 3-12

Discount amount Discount percentage Fixed price

% 30

Baby 0-2

Discount amount Discount percentage Fixed price

Economy	\$	\$	\$	\$	\$	\$	\$
Comfort	\$	\$	\$	\$	\$	\$	\$
Luxury	\$	\$	\$	\$	\$	\$	\$

These ages categories are set on Profile tab.

You can choose to give Child (ages 3-12) a discount - then add the amount.

You can give a discount by percentage.

You can choose a fixed price.

- Notifications
- My trips**
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Trip Price

Enter the price on this trip.
* Insert prices per person

If this is a guaranteed departure, only fill the prices under Guaranteed Departure.

Months and Title	Class	1 Traveler	2 Traveler	3 Traveler	4 Traveler	5 Traveler	6 Traveler	7 Traveler	Guaranteed Departure
<input type="checkbox"/> May 2017 <input type="checkbox"/> June 2017 <input type="checkbox"/> July 2017 High Season	Economy	\$	\$	\$	\$	\$	\$	\$	\$ 1500
	Comfort	\$	\$	\$	\$	\$	\$	\$	
	Luxury	\$	\$	\$	\$	\$	\$	\$	
<input type="checkbox"/> February 2017 <input type="checkbox"/> March 2017 <input type="checkbox"/> April 2017 Low Season	Economy	\$	\$	\$	\$	\$	\$	\$	\$ 1000
	Comfort	\$	\$	\$	\$	\$	\$	\$	
	Luxury	\$	\$	\$	\$	\$	\$	\$	

+ ADD

Child 3-12

Discount amount
 Discount percentage
 Fixed price

Economy	\$	\$	\$	\$	\$	\$	\$	\$
Comfort	\$	\$	\$	\$	\$	\$	\$	\$
Luxury	\$	\$	\$	\$	\$	\$	\$	\$

Baby 0-2

Discount amount
 Discount percentage
 Fixed price

- Notifications
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7 Days hiking in Alaska

DELETE DUPLICATE PREVIEW UNPUBLISHED

GENERAL ITINERARY BANNERS GOOD TO KNOW ACCOMMODATIONS PRICE PACKAGE NOTES

Package Notes

Package includes write what's include in this package

Transfer from/to the airport
 Transport during the tour
 Accommodation
 Local guides
 Information services

875 characters left

Package excludes Write what's excluded from this packages

Airfare
 Personal expenses
 Visa, consular 76fees or any other formalities.
 Tips
 Beverages

868 characters left

More information Here you can write important information about this trip, that you didn't find place to put.

The prices are per person in a double room.
 A single suppelment will give as required.

912 characters left

CANCEL

SAVE

Notifications

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7 Days hiking in Alaska

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You can Duplicate this trip if you have a similar one with less/more days etc.

Here you can preview your trip, exactly they way it will be shown on the website.

Finally, press UNPUBLISH button to switch it to PUBLISHED. Only once publish, your trip will be shown on the website.

DELETE DUPLICATE PREVIEW PUBLISHED

Package Notes

Package includes

Transfer from/to the airport
Transport during the tour
Accommodation
Local guides
Information services
875 characters left

Package excludes

Airfare
Personal expenses
Visa, consular 76fees or any other formalities.
Tips
Beverages
868 characters left

More information

1000 characters left

Hold it!

Before we finish:

1. Banner picture is good enough to attract clients?
2. The Accommodation section is filled out completely and matches the number of Nights on your Itinerary + includes the Hotel's website?
3. The Prices per Person are filled out for all the Travelers?
4. You've filled the Months in price tab?
** If Price & Months do not appear, the trip won't be visible on the website!*
5. Did you change the Package Notes? (the existing one is only for example)
6. You previewed the Trip before publishing it?



You uploaded your first tour 😊

Don't forget to **Publish the Trip**, and check
it out

@ www.Ollami.com/beta!

Thanks!

Ollami.com team.

Questions?

Contact us through www.Ollami.com