Ollami.com

Hi there! ☺

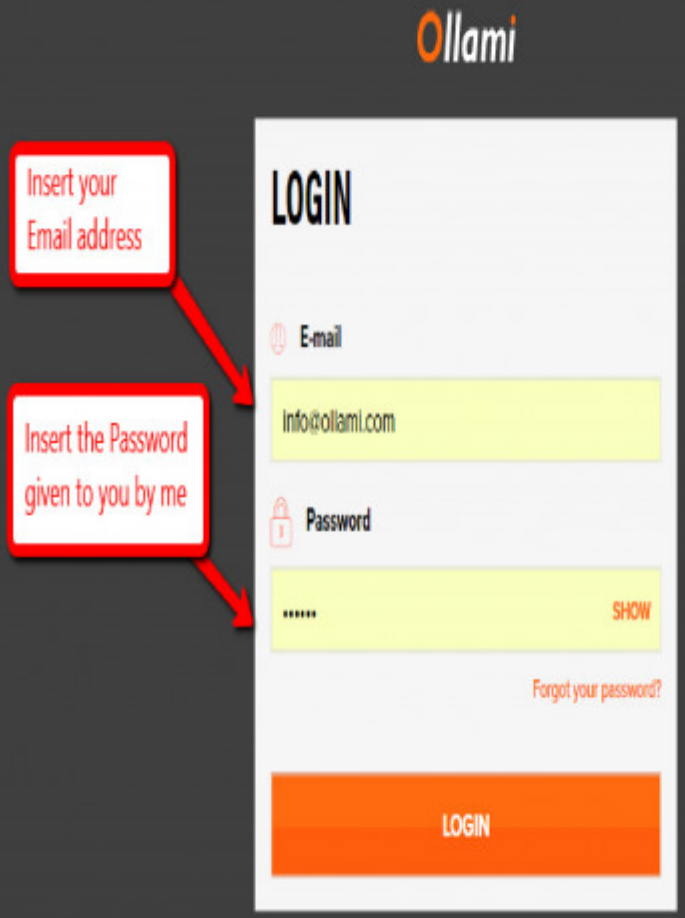
Let's guide you through the Back Office system!

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



First Step:

Profile

Ollami.com

HI MORI (Sign Out)

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

PROFILE

GENERAL | TEAM | CHANGE PASSWORD | AGES CATEGORIES

Company Name 15 characters left

Ollami.com

Profile Picture

Select Picture

ADD PHOTO

Add a profile picture of the contact person

Contact Person

Mori

please add the name who will be in contact with the clients

Pick something nice

Office Languages

×German ×English ×Spanish ×Hebrew

Guide Languages

×German ×English ×Spanish ×Hebrew

Local Timezone

Choose your Timezone

Currency

US Dollar

Description 6 characters left

Ollami.com is an awesome high-tech start-up company, working with the best DMC's in the world!

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

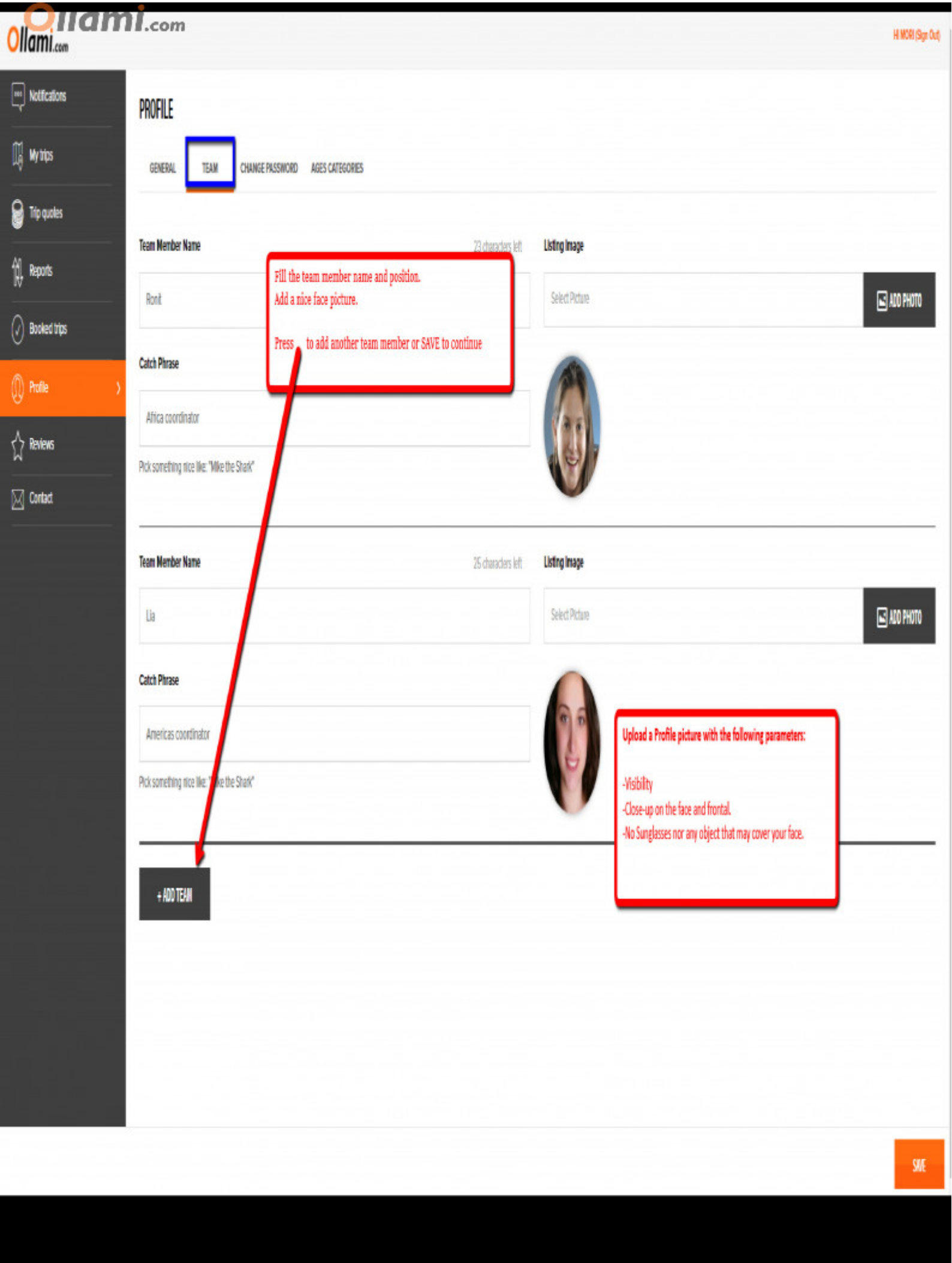
Text Under the Team 3 characters left

Our professional team is always here to assist!

Write about your team, your experience and your benefits

After filling everything out please SAVE and go to team tab

SAVE


Ollami.com
Hi MORI (Sign Out)
Notifications
My trips
Trip quotes
Reports
Booked trips
Profile
Reviews
Contact
PROFILE
GENERAL
TEAM
CHANGE PASSWORD
AGES CATEGORIES
Team Member Name
23 characters left
Rorit
Listing Image
Select Picture
ADD PHOTO
Catch Phrase
Africa coordinator
Pick something nice like: "Mike the Shark"
Fill the team member name and position.
Add a nice face picture.
Press to add another team member or SAVE to continue
Team Member Name
25 characters left
Lia
Listing Image
Select Picture
ADD PHOTO
Catch Phrase
Americas coordinator
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

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?

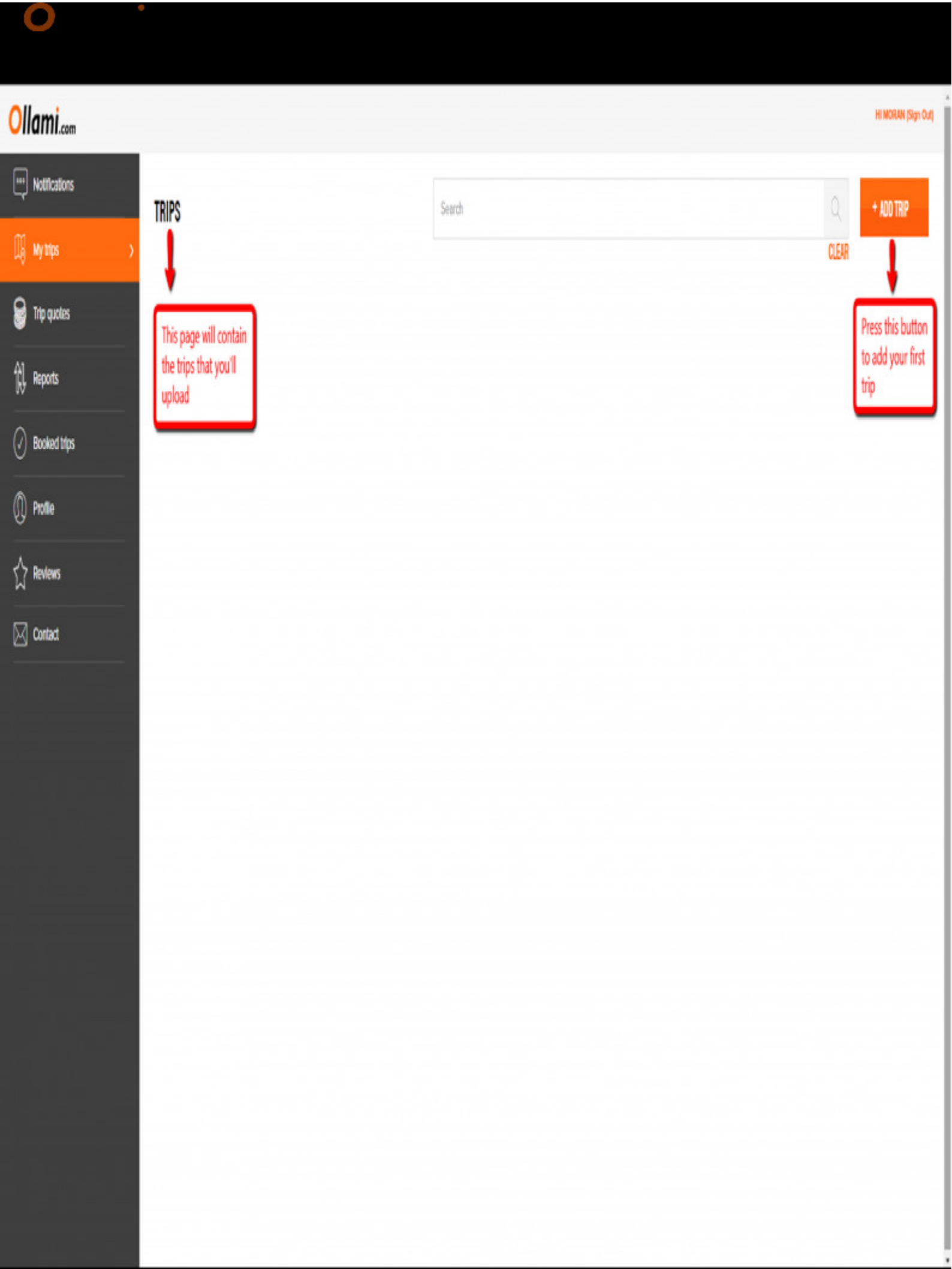
4. You added your Office & Guide Languages

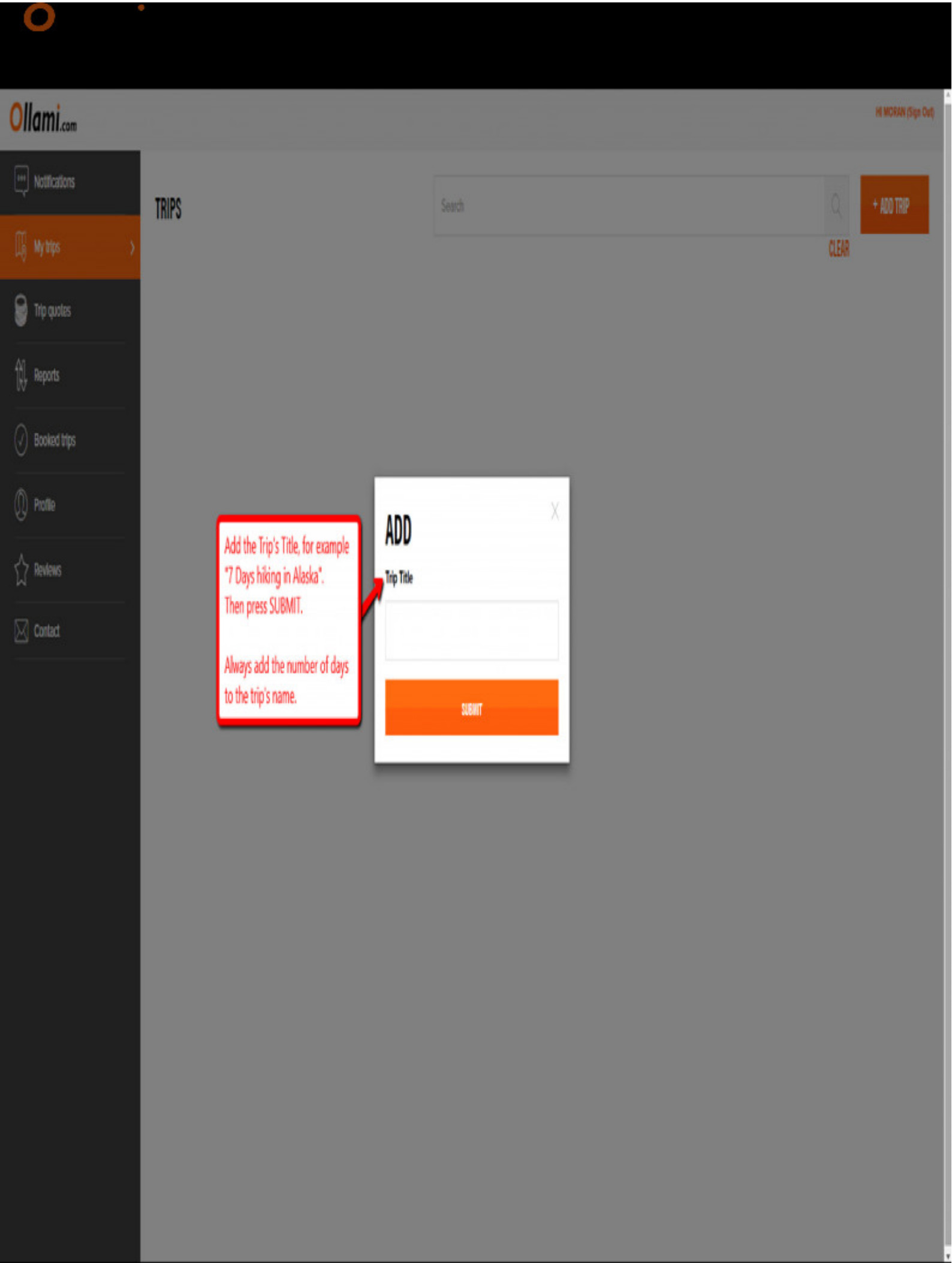
In case you accomplished these steps, continue to the next step! ☺

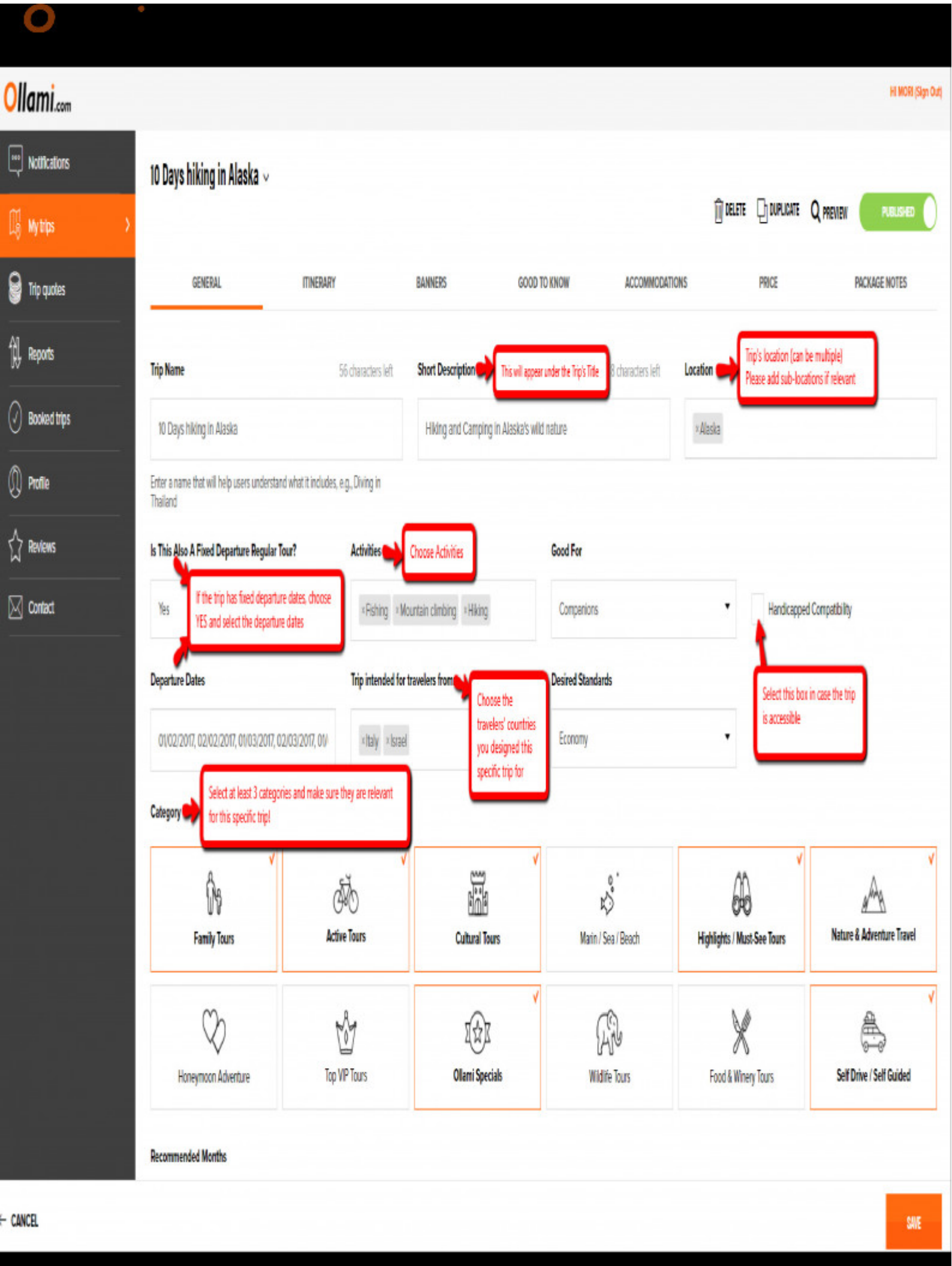
Second Step:

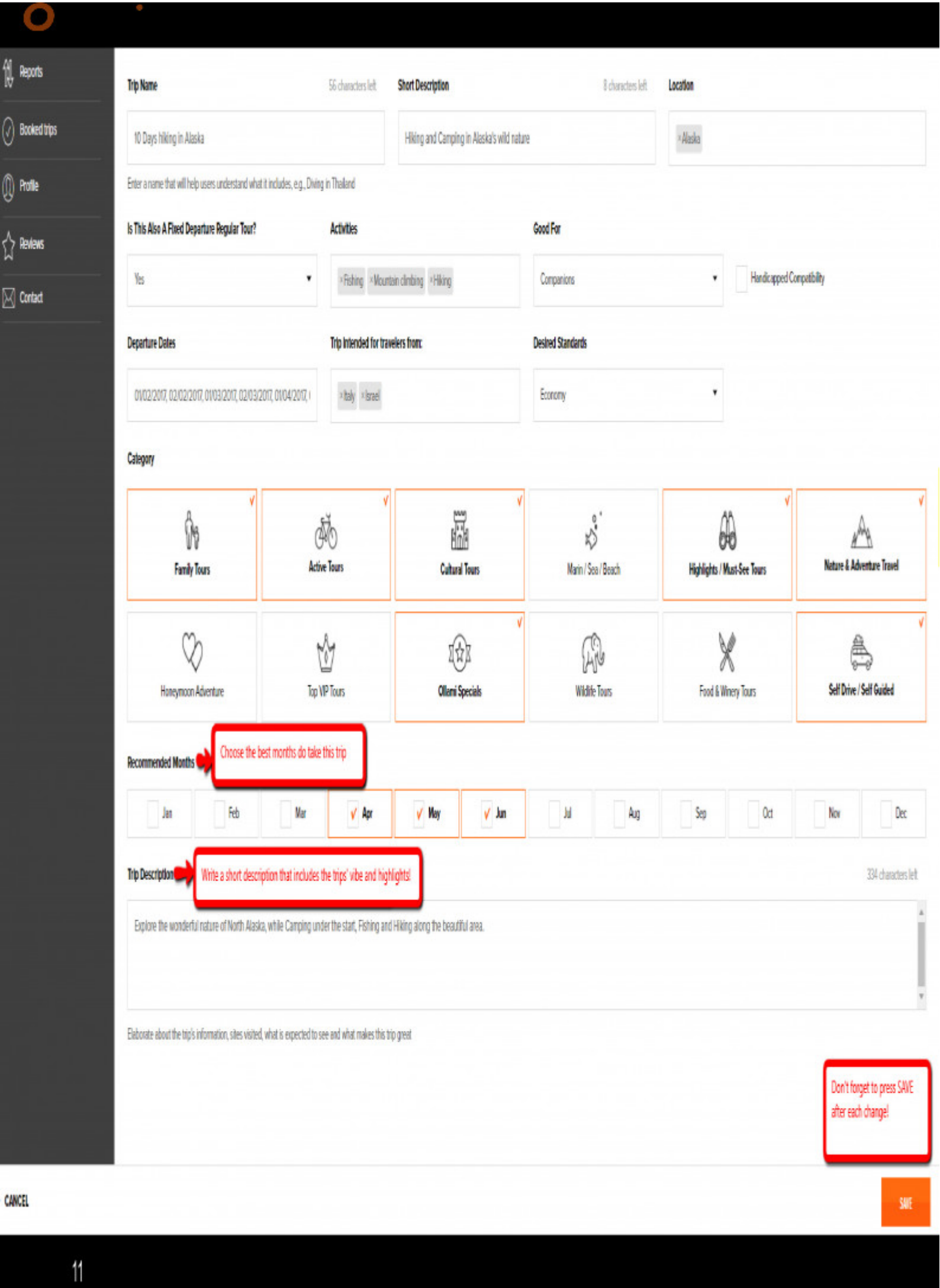
Trip Uploads

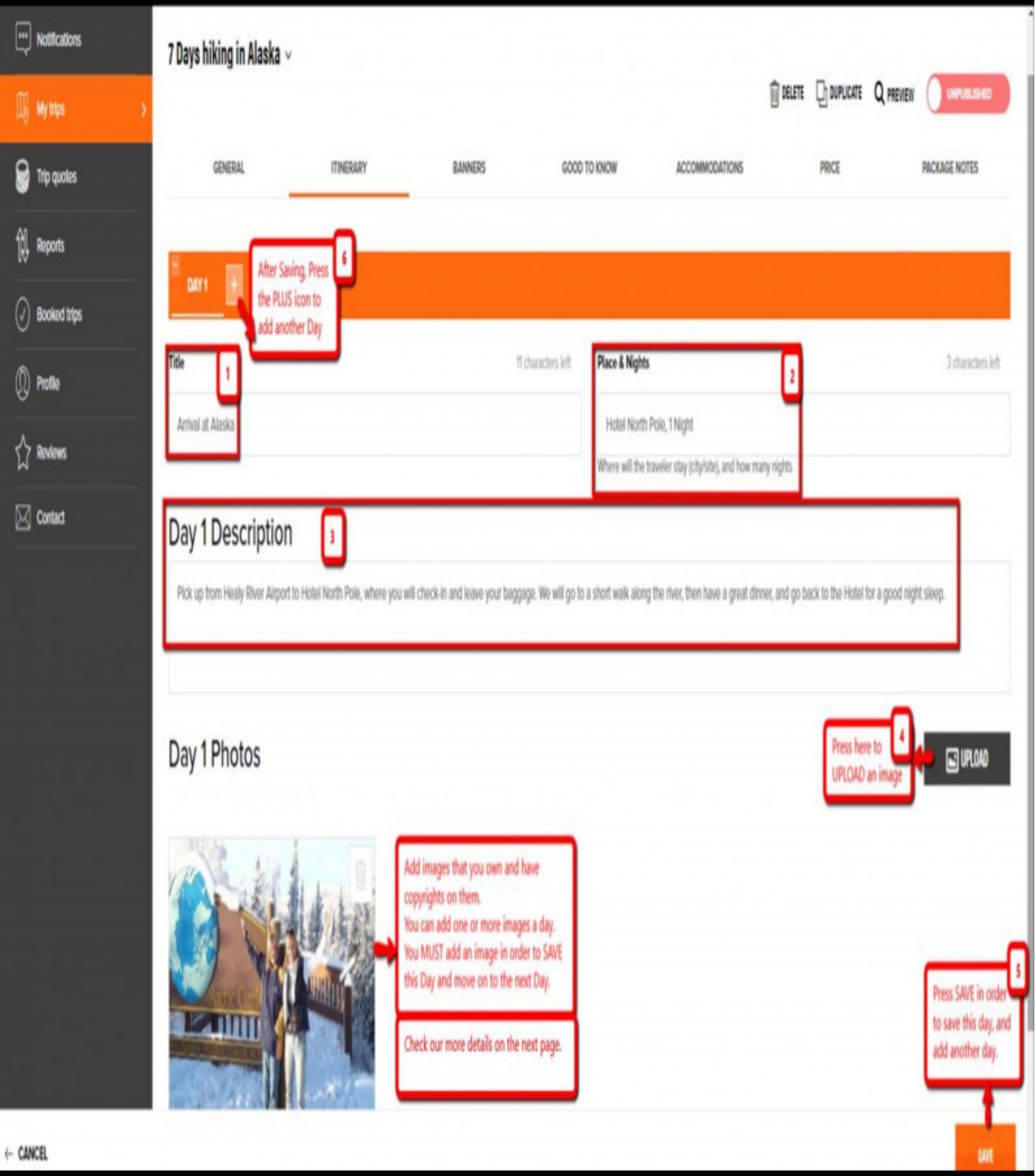
Remember to upload only multi-day tour packages!


Ollami.com
HI MORAN [Sign Out]
Notifications
My trips
Trip quotes
Reports
Booked trips
Profile
Reviews
Contact
TRIPS
This page will contain the trips that you'll upload
Search
CLEAR
+ ADD TRIP
Press this button to add your first trip

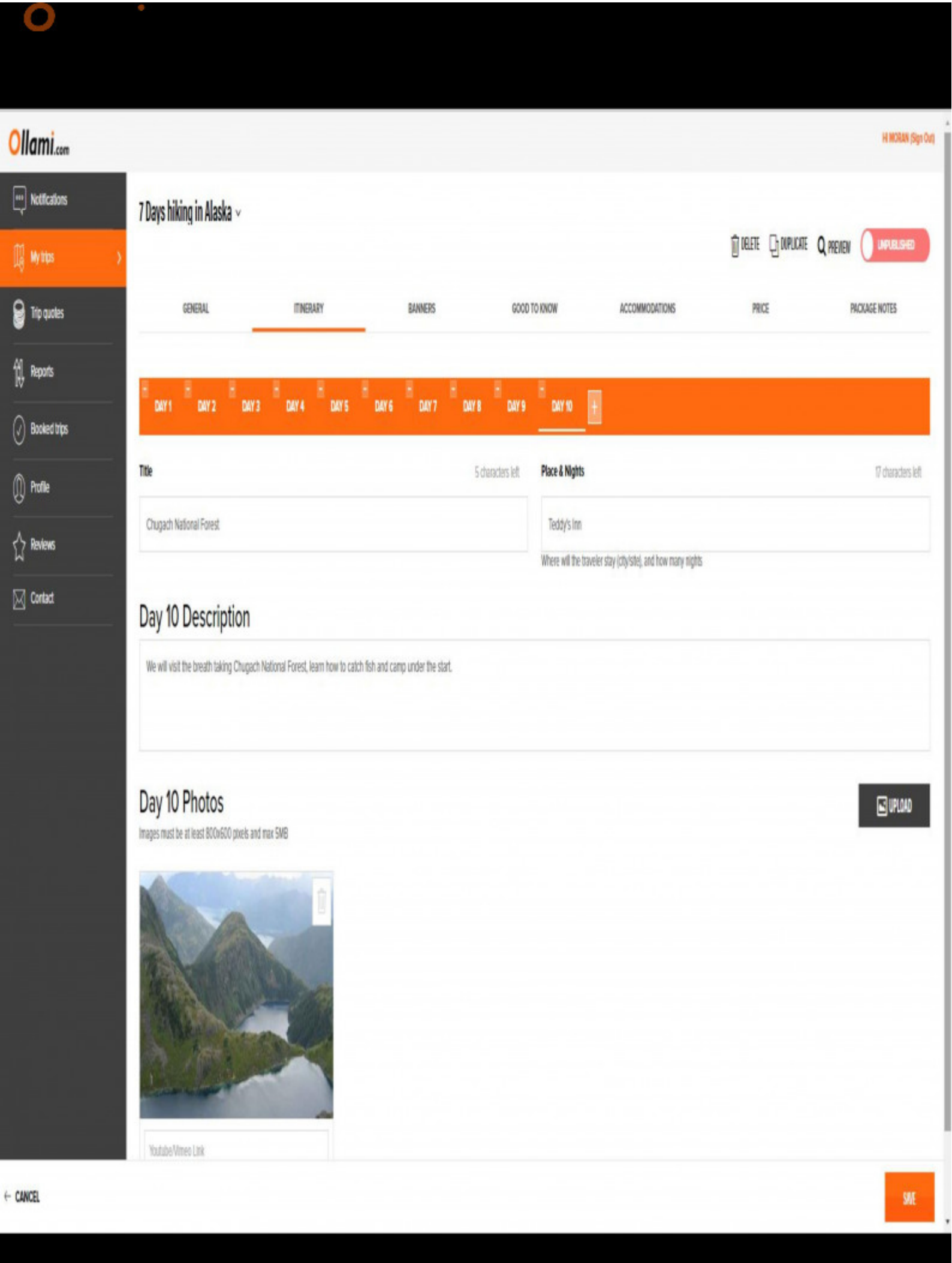

Ollami.com
HI MORAN (Sign Out)
Notifications
My trips
Trip quotes
Reports
Booked trips
Profile
Reviews
Contact
TRIPS
Search
CLEAR
+ ADD TRIP
Add the Trip's Title, for example "7 Days hiking in Alaska". Then press SUBMIT.
Always add the number of days to the trip's name.
ADD
Trip Title
SUBMIT


Ollami.com
HI MORI (Sign Out)
Notifications
My trips
Trip quotes
Reports
Booked trips
Profile
Reviews
Contact
10 Days hiking in Alaska
DELETE
DUPLICATE
PREVIEW
PUBLISHED
GENERAL
ITINERARY
BANNERS
GOOD TO KNOW
ACCOMMODATIONS
PRICE
PACKAGE NOTES
Trip Name
56 characters left
10 Days hiking in Alaska
Enter a name that will help users understand what it includes, e.g., Diving in Thailand
Short Description
This will appear under the Trip's Title
68 characters left
Hiking and Camping in Alaska's wild nature
Location
Trip's location (can be multiple)
Please add sub-locations if relevant
Alaska
Is This Also A Fixed Departure Regular Tour?
Yes
If the trip has fixed departure dates, choose YES and select the departure dates
Departure Dates
01/02/2017, 02/02/2017, 01/03/2017, 02/03/2017, 01/
Activities
Choose Activities
Fishing
Mountain climbing
Hiking
Trip intended for travelers from
Choose the travelers' countries you designed this specific trip for
Italy
Israel
Good For
Companions
Desired Standards
Economy
Handicapped Compatibility
Select this box in case the trip is accessible
Category
Select at least 3 categories and make sure they are relevant for this specific trip!
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 / Self Guided
Recommended Months
CANCEL
SAVE


Reports
Booked trips
Profile
Reviews
Contact
Trip Name
56 characters left
10 Days hiking in Alaska
Enter a name that will help users understand what it includes, e.g., Diving in Thailand
Short Description
8 characters left
Hiking and Camping in Alaska's wild nature
Location
Alaska
Is This Also A Fixed Departure Regular Tour?
Yes
Activities
Fishing
Mountain climbing
Hiking
Good For
Companions
Handicapped Compatibility
Departure Dates
01/02/2017, 02/02/2017, 01/03/2017, 02/03/2017, 01/04/2017,
Trip Intended for travelers from:
Italy
Israel
Desired Standards
Economy
Category
Family Tours
Active Tours
Cultural Tours
Marin / Sea / Beach
Highlights / Must-See Tours
Nature & Adventure Travel
Honeymoon Adventure
Top VIP Tours
Olleni Specials
Wildlife Tours
Food & Winery Tours
Self Drive / Self Guided
Recommended Months
Choose the best months do take this trip
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Trip Description
Write a short description that includes the trips' vibe and highlights!
334 characters left
Explore the wonderful nature of North Alaska, while Camping under the start, Fishing and Hiking along the 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!
CANCEL
SAVE


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
DAY 1
After Saving, Press the PLUS icon to add another Day
6
Title
1
11 characters left
Arrival at Alaska
Place & Nights
2
3 characters left
Hotel North Pole, 1 Night
Where will the traveler stay (city/site), and how many nights
Day 1 Description
3
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
4
UPLOAD
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.
5
CANCEL
SAVE

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


Ollami.com
Hi MORAN (Sign Out)
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7 Days hiking in Alaska
DELETE
DUPLICATE
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UNPUBLISHED
GENERAL
ITINERARY
BANNERS
GOOD TO KNOW
ACCOMMODATIONS
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
Chugach National Forest
Place & Nights
17 characters left
Teddy's Inn
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
UPLOAD
Images must be at least 800w600 pixels and max 5MB
Youtube/Vimeo Link
CANCEL
SAVE

IMAGES BEST PRACTICES

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

PROFILE IMAGE

PERSONAL

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

ZOOM

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

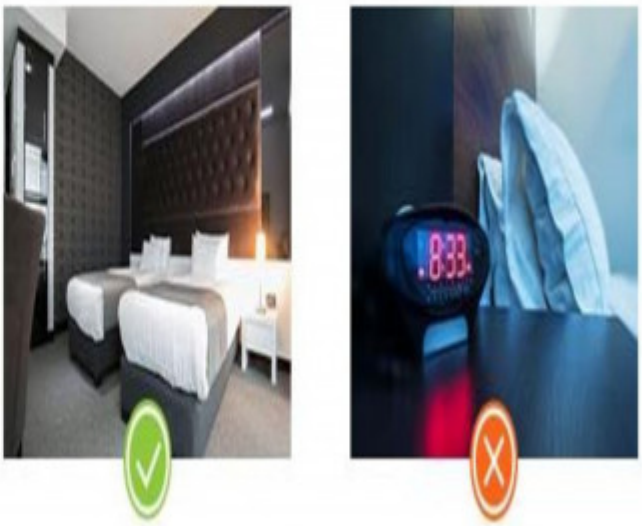
ACCOMEDATION IMAGES

OUTER IMAGE OF THE HOTEL

Add an image of the relevant hotel in every day of the itinerary (even if it means the same image will show 2 and more days in a row)

ROOMS FROM EACH STANDART

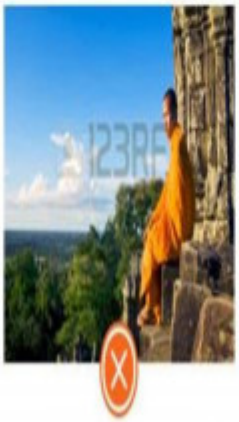
Your customers put alot of emphasis on accomedation standarts. Provide a clear image of the hotel room for each accomedation standart you offer



BANNER AND LISTING IMAGE

ORIGIN OF PHOTO

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



PEOPLE

People are always preferable

SUBJECT

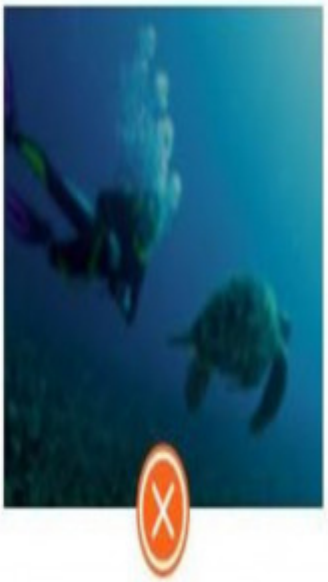
Pick a representing photo of the trips location. Dipicting natural phenomenon, unique animal or local people and their customes when possible.

FOCUS OF INTEREST

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

VISIBILITY

Choose vibrant colоe 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.



Remember, a trip without a banner image will be left unwatched!
It's better to upload a temporary image then leave the trip blank.

Ollami.com

HI MORAN (Sign Out)

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 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

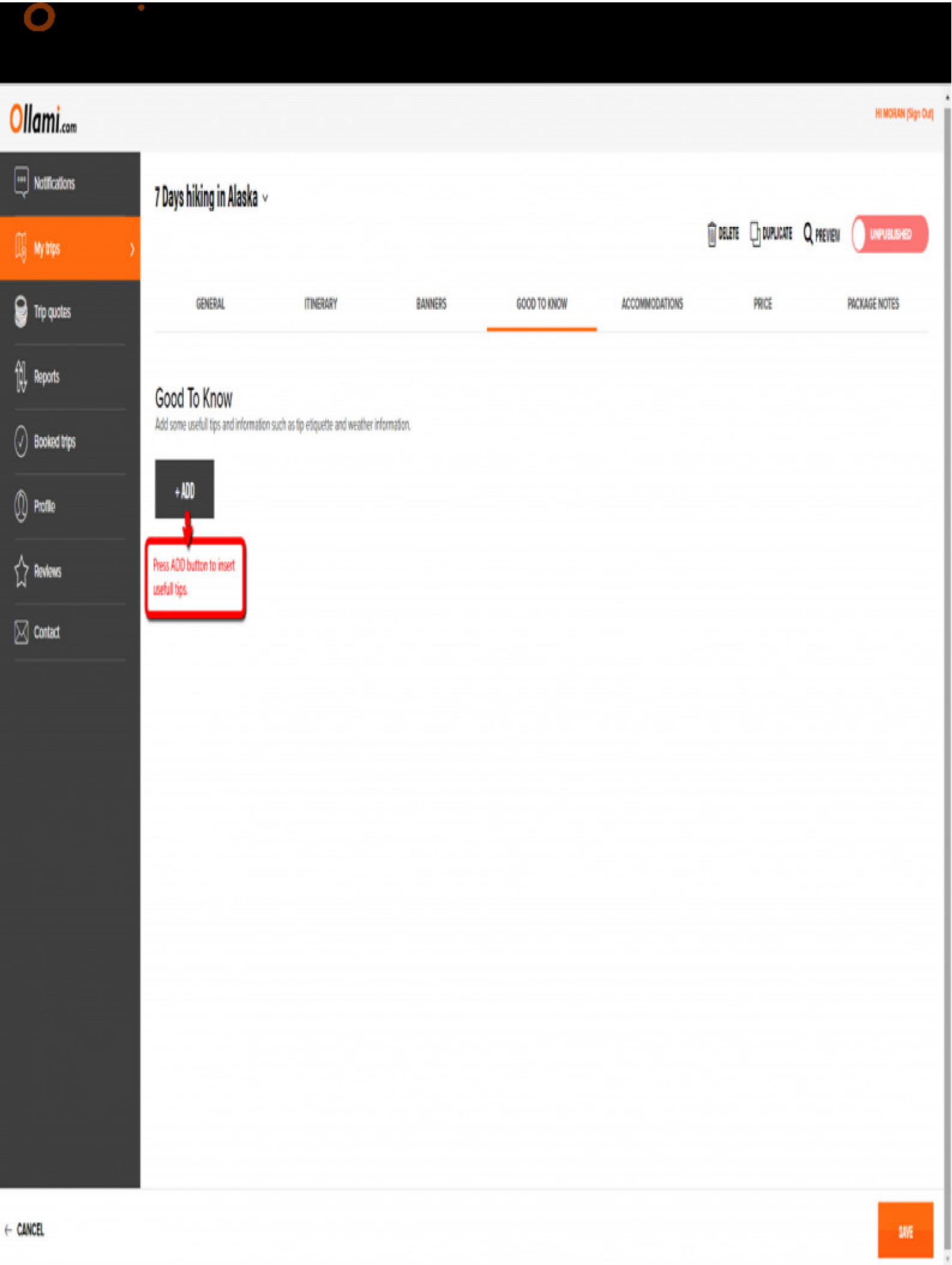
Listing Image

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

Add a beautiful image that describes this trip and draw attention

← CANCEL

SAVE


Ollami.com
HI MORAN (Sign Out)
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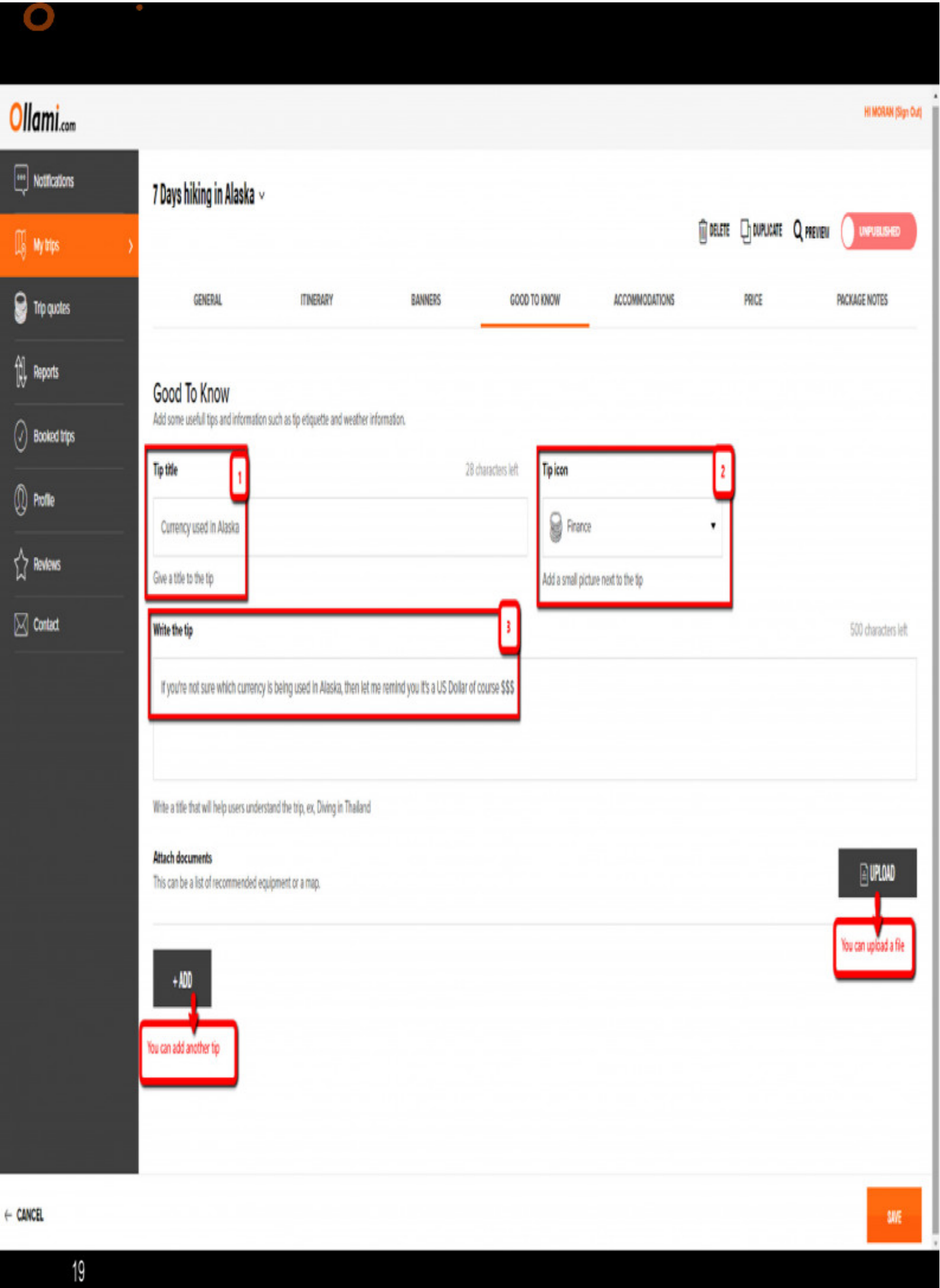
Reviews
Contact
7 Days hiking in Alaska
DELETE
DUPLICATE
PREVIEW
UNPUBLISHED
GENERAL
ITINERARY
BANNERS
GOOD TO KNOW
ACCOMMODATIONS
PRICE
PACKAGE NOTES
Good To Know
Add some usefull tips and information such as tip etiquette and weather information.
+ ADD
Press ADD button to insert usefull tips.
CANCEL
SAVE


Ollami.com
HI MORAN (Sign Out)
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7 Days hiking in Alaska
DELETE
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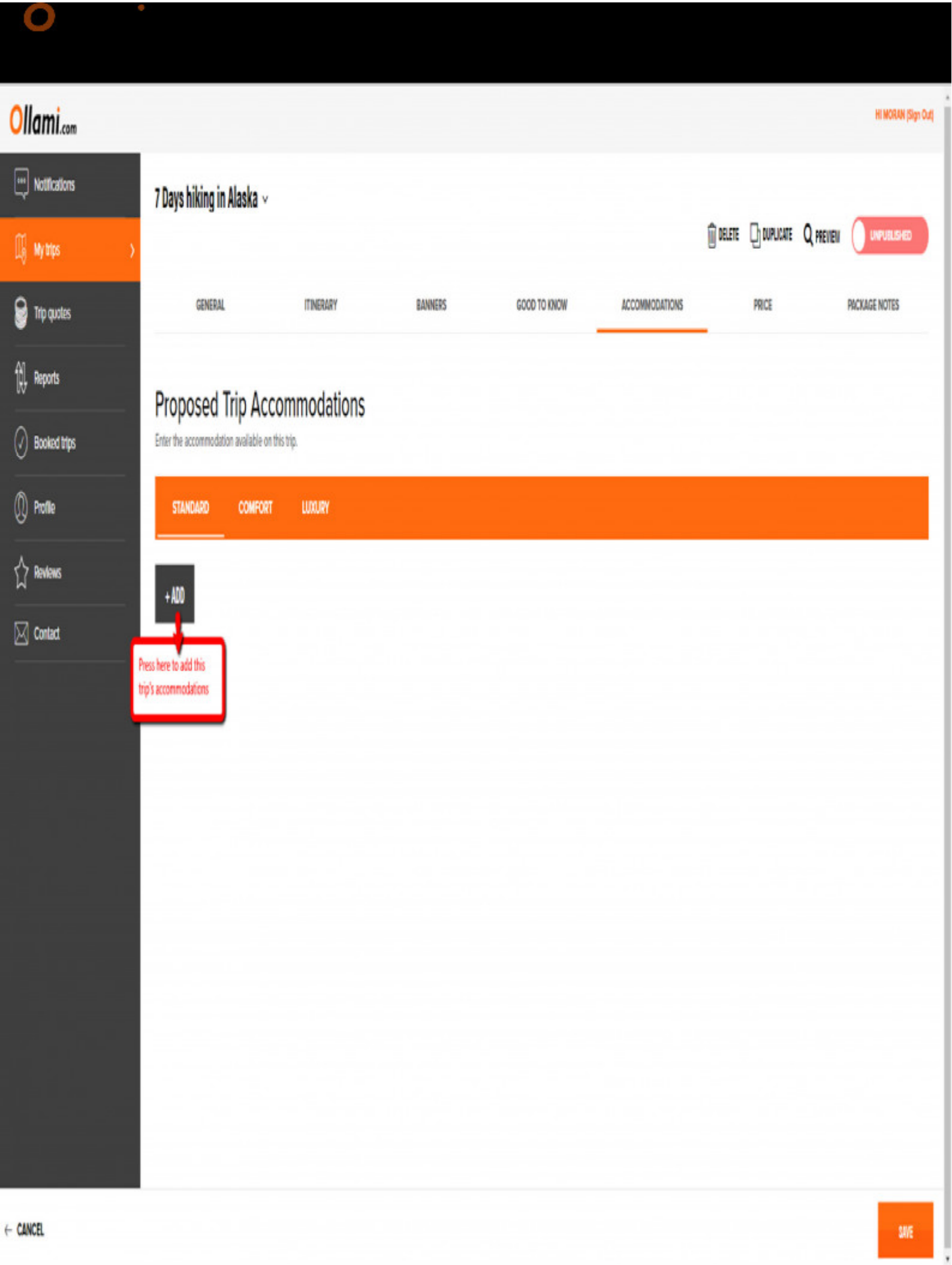
ITINERARY
BANNERS
GOOD TO KNOW
ACCOMMODATIONS
PRICE
PACKAGE NOTES
Good To Know
Add some usefull tips and information such as tip etiquette and weather information.
Tip title
1
28 characters left
Currency used in Alaska
Give a title to the tip
Tip icon
2
Finance
Add a small picture next to the tip
Write the tip
3
500 characters left
If you're not sure which currency is being used in Alaska, then let me remind you it's a US Dollar of course $$$
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.
UPLOAD
You can upload a file
+ ADD
You can add another tip
CANCEL
SAVE


Ollami.com
HI MORAN [Sign Out]
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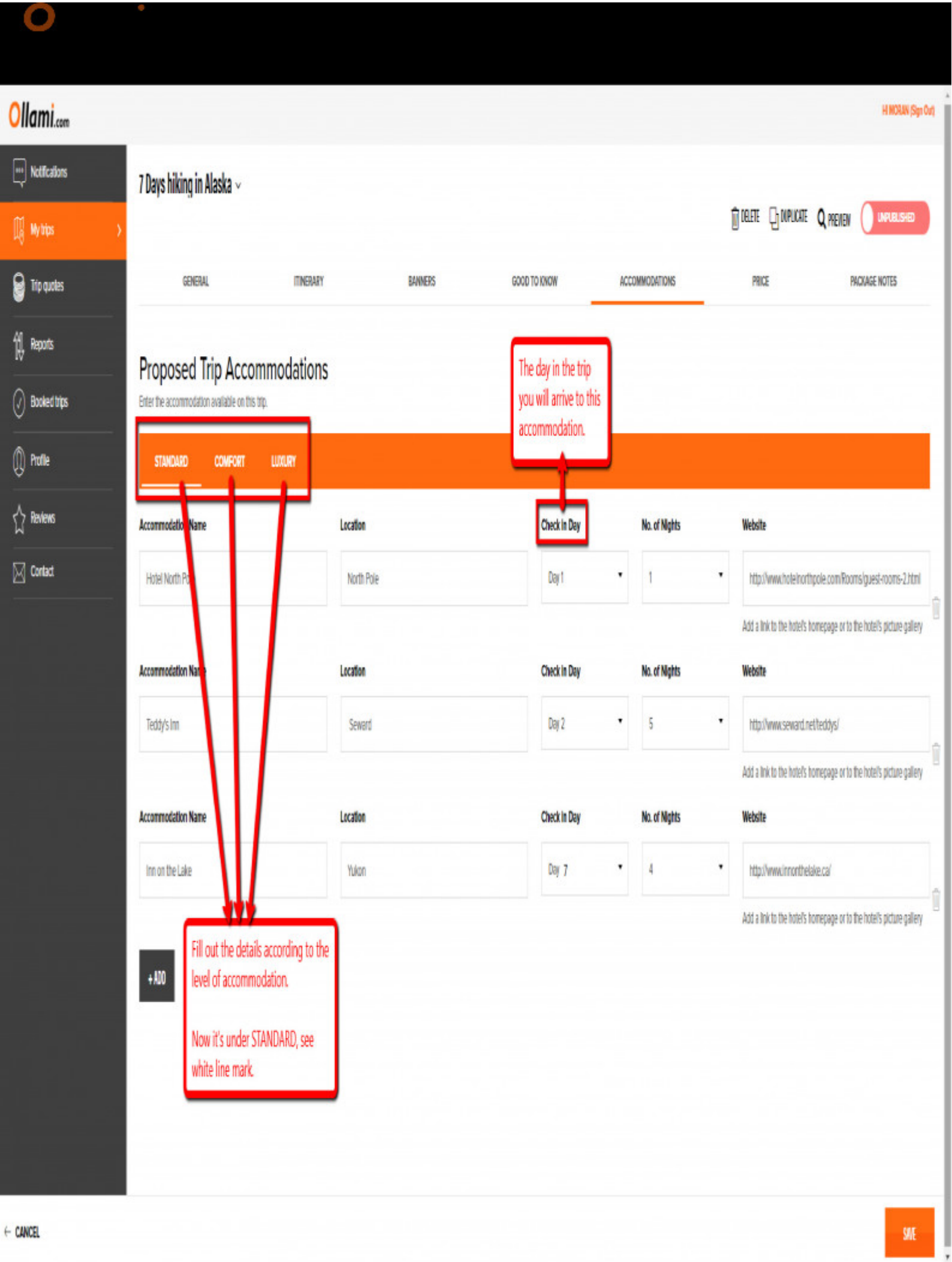
DELETE
DUPLICATE
PREVIEW
UNPUBLISHED
GENERAL
ITINERARY
BANNERS
GOOD TO KNOW
ACCOMMODATIONS
PRICE
PACKAGE NOTES
Proposed Trip Accommodations
Enter the accommodation available on this trip.
STANDARD
COMFORT
LUXURY
+ ADD
Press here to add this trip's accommodations
CANCEL
SAVE


Ollami.com
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DELETE
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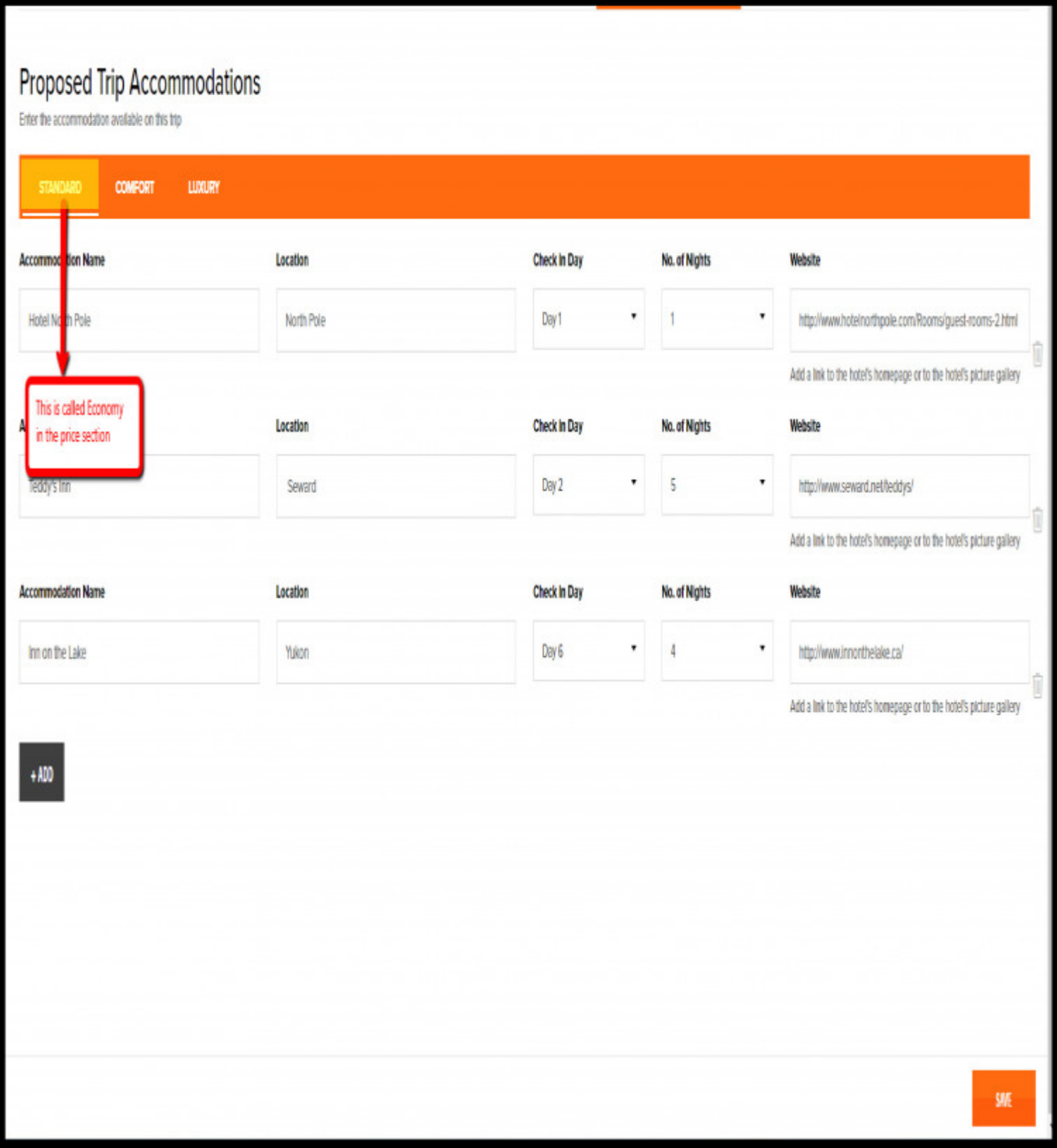
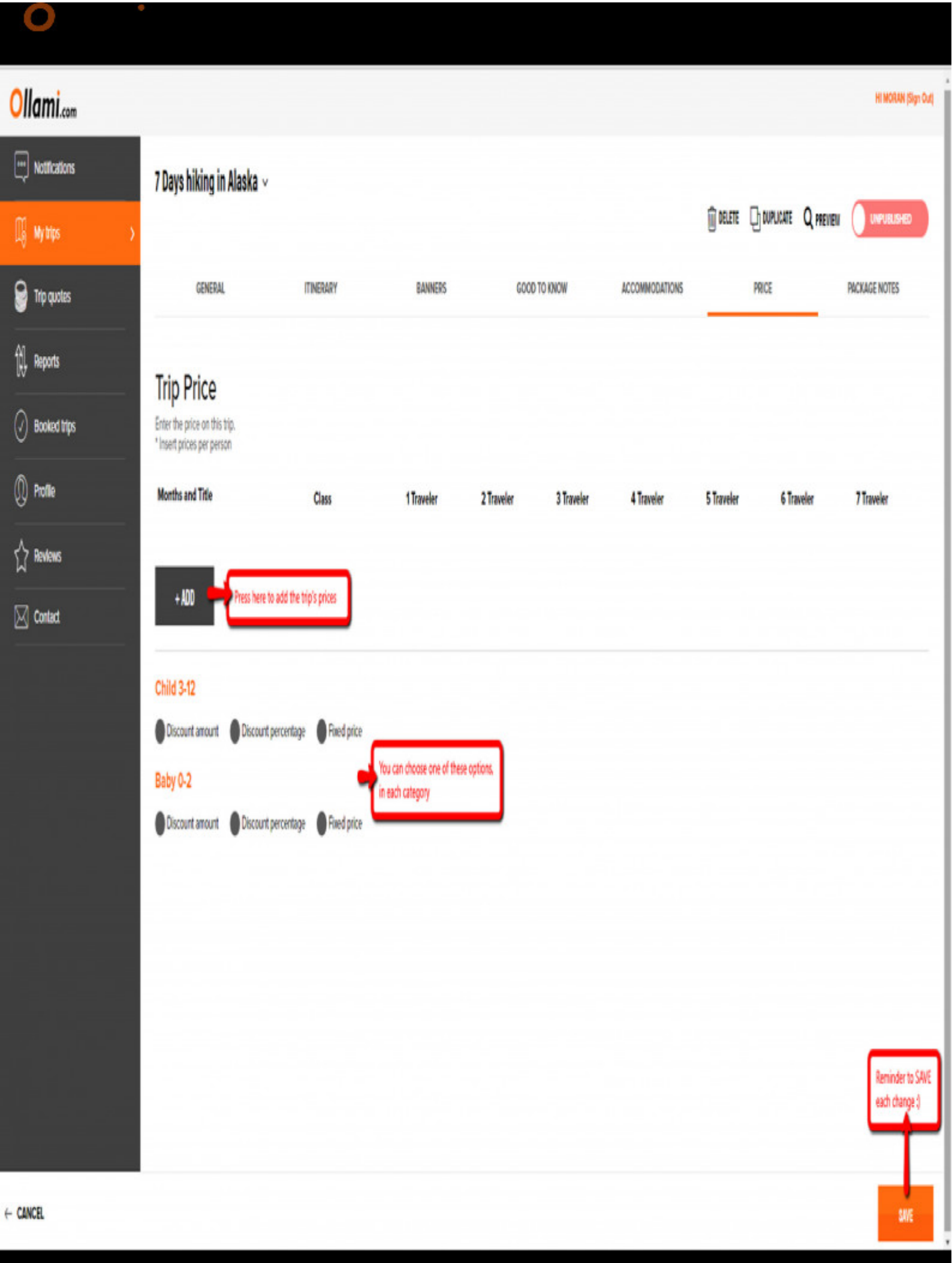
GENERAL
ITINERARY
BANNERS
GOOD TO KNOW
ACCOMMODATIONS
PRICE
PACKAGE NOTES
Proposed Trip Accommodations
Enter the accommodation available on this trip.
STANDARD
COMFORT
LUXURY
The day in the trip you will arrive to this accommodation.
Accommodation Name
Location
Check in Day
No. of Nights
Website
Hotel North Po
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
Accommodation Name
Location
Check in Day
No. of Nights
Website
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
Accommodation Name
Location
Check in Day
No. of Nights
Website
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!

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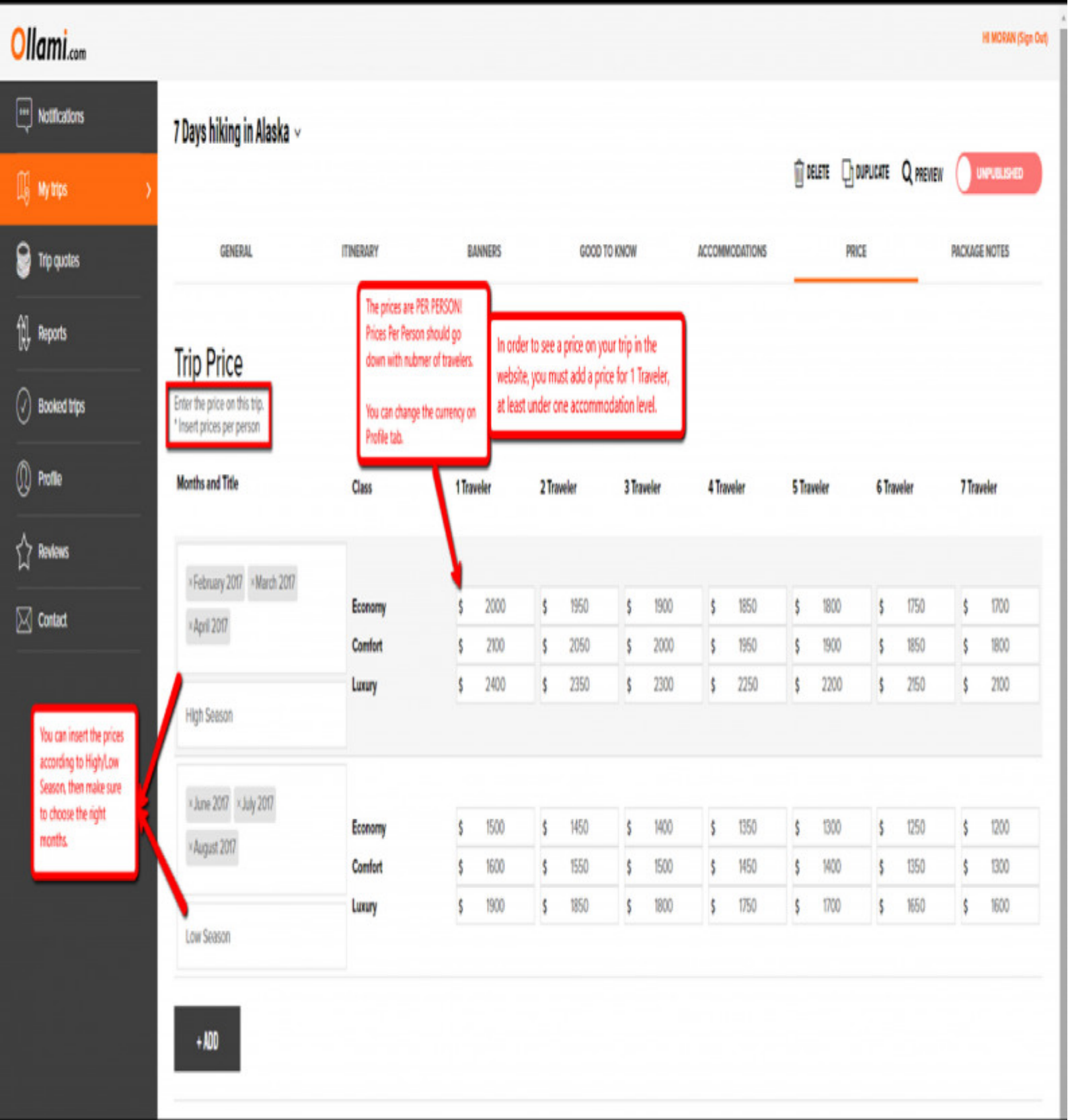
GOOD TO KNOW
ACCOMMODATIONS
PRICE
PACKAGE NOTES
Trip Price
Enter the price on this trip.
* Insert prices per person
Months and Title
Class
1 Traveler
2 Traveler
3 Traveler
4 Traveler
5 Traveler
6 Traveler
7 Traveler
+ ADD
Press here to add the trip's prices
Child 3-12
Discount amount
Discount percentage
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 :)
← CANCEL
SAVE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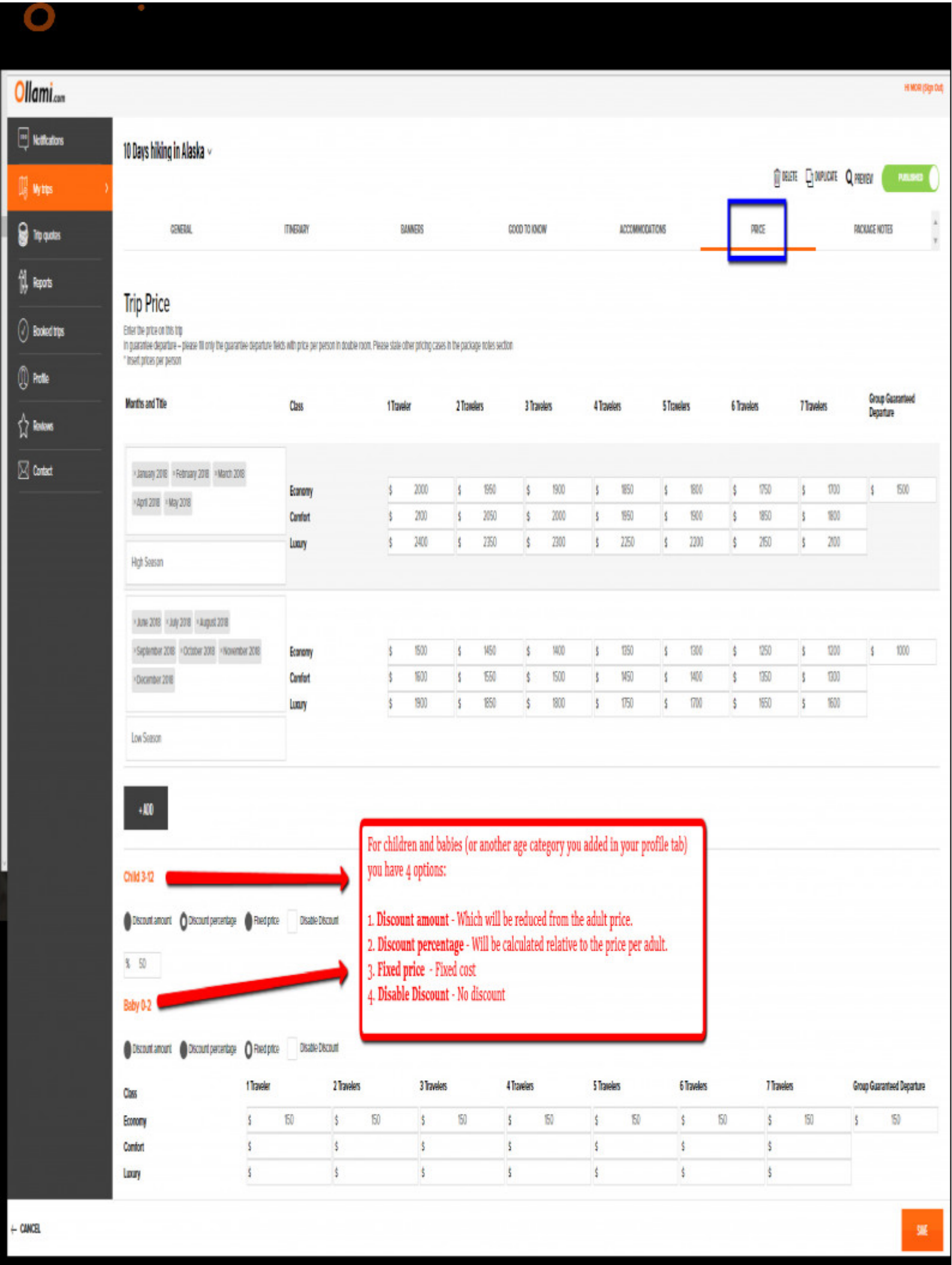
BANNERS
GOOD TO KNOW
ACCOMMODATIONS
PRICE
PACKAGE NOTES
Trip Price
Enter the price on this trip.
* Insert prices per person
The prices are PER PERSON!
Prices Per Person should go down with nubmer of travelers.
You can change the currency on Profile tab.
In order to see a price on your trip in the website, you must add a price for 1 Traveler, at least under one accommodation level.
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
You can insert the prices according to High/Low Season, then make sure to choose the right months.
+ADD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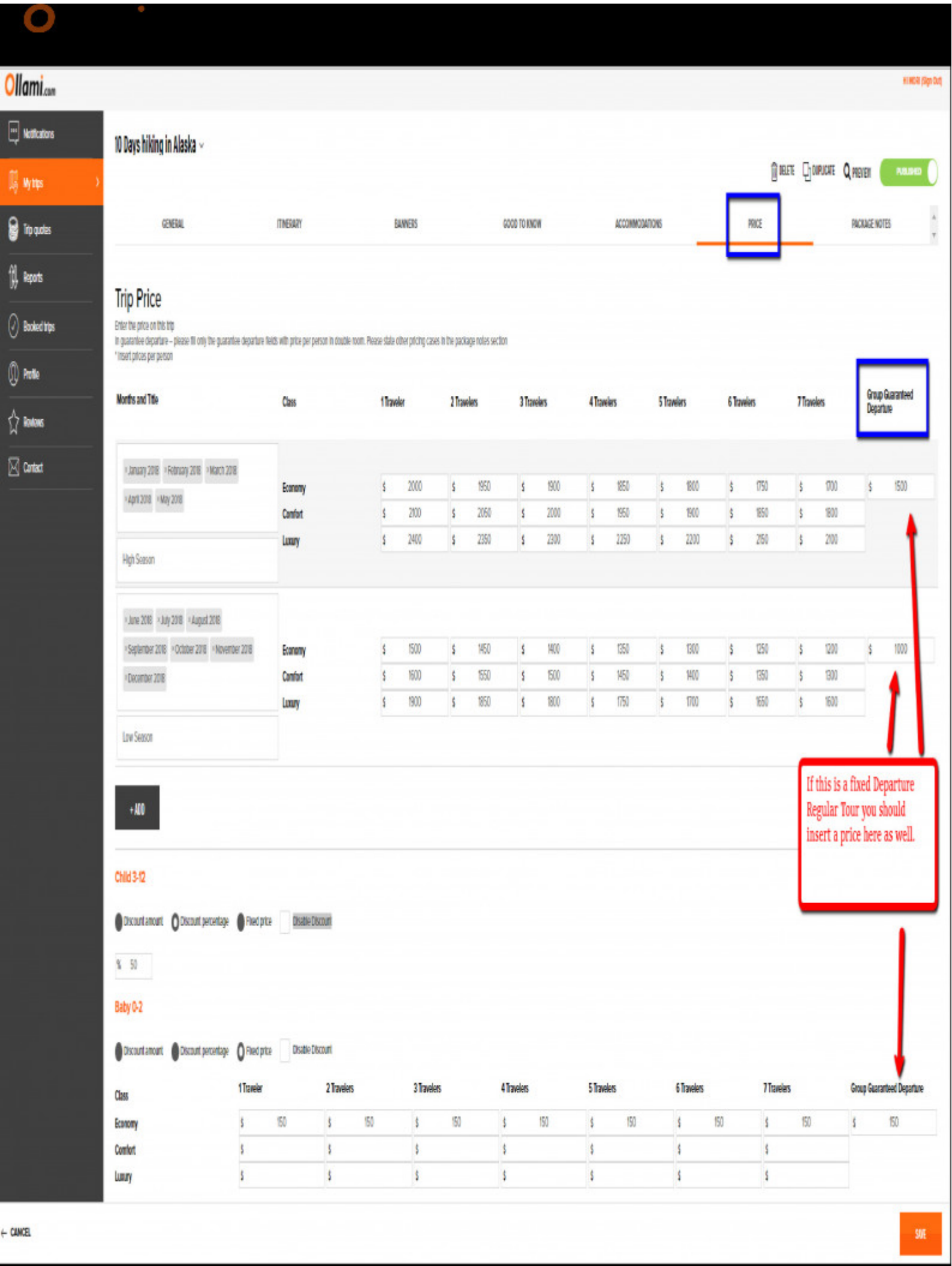
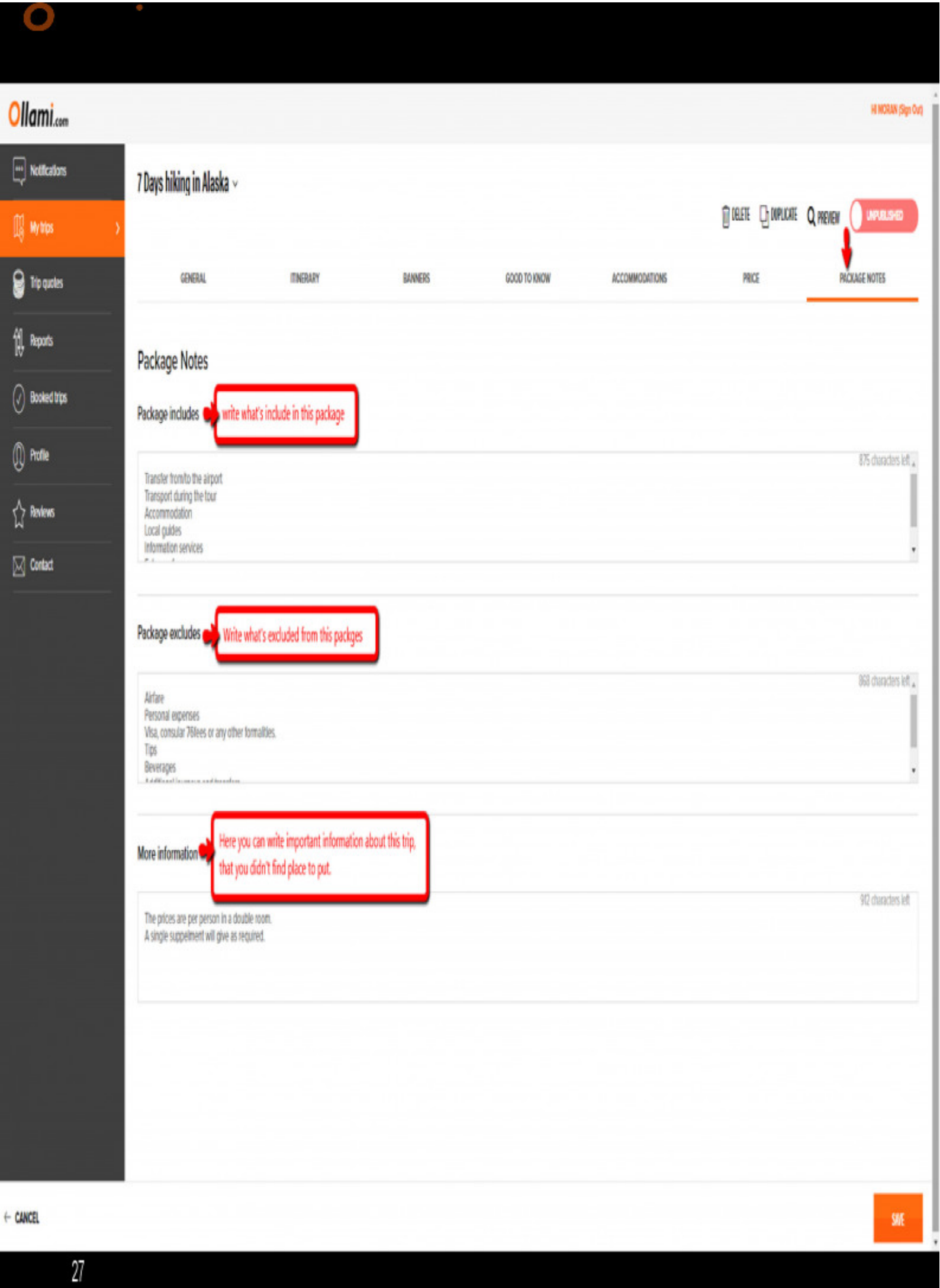
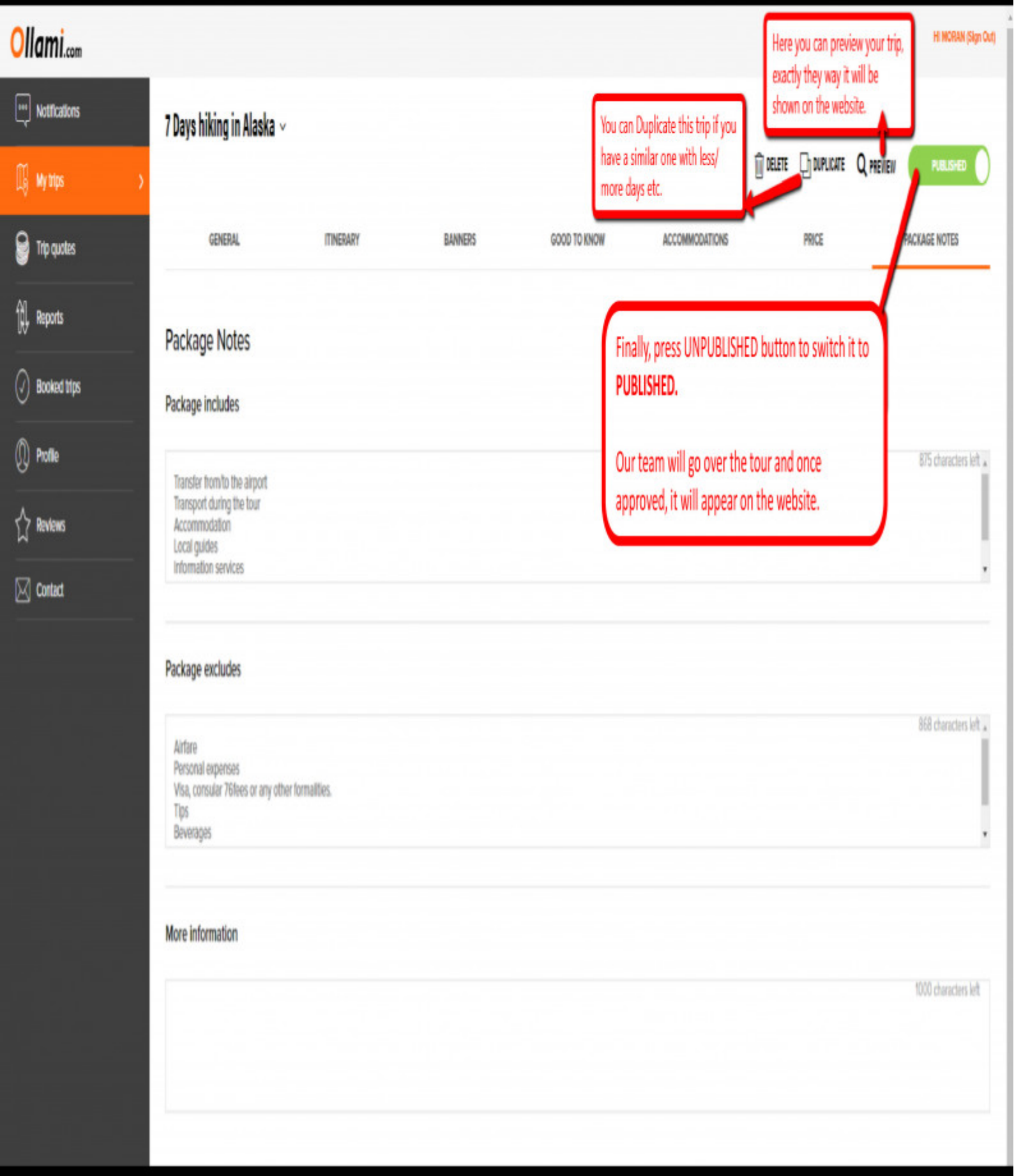
GENERAL
ITINERARY
BANNERS
GOOD TO KNOW
ACCOMMODATIONS
PRICE
PACKAGE NOTES
Trip Price
Enter the price on this trip
In guarantee departure – please fill only the guarantee departure fields with price per person in double room. Please state other pricing cases in the package notes section
* Insert prices per person
Months and Title
Class
1 Traveler
2 Travelers
3 Travelers
4 Travelers
5 Travelers
6 Travelers
7 Travelers
Group Guaranteed Departure
January 2018
February 2018
March 2018
April 2018
May 2018
High Season
Economy $ 2000 $ 1950 $ 1900 $ 1850 $ 1800 $ 1750 $ 1700 $ 1500
Comfort $ 2100 $ 2050 $ 2000 $ 1950 $ 1900 $ 1850 $ 1800
Luxury $ 2400 $ 2350 $ 2300 $ 2250 $ 2200 $ 2150 $ 2100
June 2018
July 2018
August 2018
September 2018
October 2018
November 2018
December 2018
Low Season
Economy $ 1500 $ 1450 $ 1400 $ 1350 $ 1300 $ 1250 $ 1200 $ 1000
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
Disable Discount
% 50
Baby 0-2
Discount amount
Discount percentage
Fixed price
Disable Discount
For children and babies (or another age category you added in your profile tab) you have 4 options:
1. Discount amount - Which will be reduced from the adult price.
2. Discount percentage - Will be calculated relative to the price per adult.
3. Fixed price - Fixed cost
4. Disable Discount - No discount
Class
1 Traveler
2 Travelers
3 Travelers
4 Travelers
5 Travelers
6 Travelers
7 Travelers
Group Guaranteed Departure
Economy $ 150 $ 150 $ 150 $ 150 $ 150 $ 150 $ 150 $ 150
Comfort $ $ $ $ $ $ $
Luxury $ $ $ $ $ $ $
← CANCEL
SAVE


Ollami.com
Notifications
My trips
Trip quotes
Reports
Booked trips
Profile
Reviews
Contact
10 Days hiking in Alaska
DELETE
DUPLICATE
PREVIEW
PUBLISHED
GENERAL
ITINERARY
BANNERS
GOOD TO KNOW
ACCOMMODATIONS
PRICE
PACKAGE NOTES
Trip Price
Enter the price on this trip
In guarantee departure – please fill only the guarantee departure fields with price per person in couble room. Please state other pricing cases in the package notes section
* Insert prices per person
Months and Title
Class
1 Traveler
2 Travelers
3 Travelers
4 Travelers
5 Travelers
6 Travelers
7 Travelers
Group Guaranteed Departure
January 2018
February 2018
March 2018
April 2018
May 2018
High Season
Economy $ 2000 $ 1950 $ 1900 $ 1850 $ 1800 $ 1750 $ 1700 $ 1500
Comfort $ 2100 $ 2050 $ 2000 $ 1950 $ 1900 $ 1850 $ 1800
Luxury $ 2400 $ 2350 $ 2300 $ 2250 $ 2200 $ 2150 $ 2100
June 2018
July 2018
August 2018
September 2018
October 2018
November 2018
December 2018
Low Season
Economy $ 1500 $ 1450 $ 1400 $ 1350 $ 1300 $ 1250 $ 1200 $ 1000
Comfort $ 1600 $ 1550 $ 1500 $ 1450 $ 1400 $ 1350 $ 1300
Luxury $ 1900 $ 1850 $ 1800 $ 1750 $ 1700 $ 1650 $ 1600
+ ADD
If this is a fixed Departure Regular Tour you should insert a price here as well.
Child 3-12
Discount amount
Discount percentage
Fixed price
Disable Discount
% 50
Baby 0-2
Discount amount
Discount percentage
Fixed price
Disable Discount
Class
1 Traveler
2 Travelers
3 Travelers
4 Travelers
5 Travelers
6 Travelers
7 Travelers
Group Guaranteed Departure
Economy $ 150 $ 150 $ 150 $ 150 $ 150 $ 150 $ 150 $ 150
Comfort $
Luxury $
CANCEL
SAVE


Ollami.com
HI NORAN (Sign Out)
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
Package Notes
Package includes
write what's include in this package
875 characters left
Transfer from/to the airport
Transport during the tour
Accommodation
Local guides
Information services
Package excludes
Write what's excluded from this packges
868 characters left
Airfare
Personal expenses
Visa, consular fees or any other formalities.
Tips
Beverages
More information
Here you can write important information about this trip, that you didn't find place to put.
912 characters left
The prices are per person in a double room.
A single suppelment will give as required.
CANCEL
SAVE


Ollami.com
HI MORAN (Sign Out)
Notifications
My trips
Trip quotes
Reports
Booked trips
Profile
Reviews
Contact
7 Days hiking in Alaska
Here you can preview your trip, exactly they way it will be shown on the website.
You can Duplicate this trip if you have a similar one with less/ more days etc.
DELETE
DUPLICATE
PREVIEW
PUBLISHED
GENERAL
ITINERARY
BANNERS
GOOD TO KNOW
ACCOMMODATIONS
PRICE
PACKAGE NOTES
Package Notes
Finally, press UNPUBLISHED button to switch it to PUBLISHED.
Our team will go over the tour and once approved, it will appear on the website.
Package includes
875 characters left
Transfer from/to the airport
Transport during the tour
Accommodation
Local guides
Information services
Package excludes
868 characters left
Airfare
Personal expenses
Visa, consular fees or any other formalities.
Tips
Beverages
More information
1000 characters left

Hold it!

Before we finish:

1. Banner picture is good enough to attract clients?

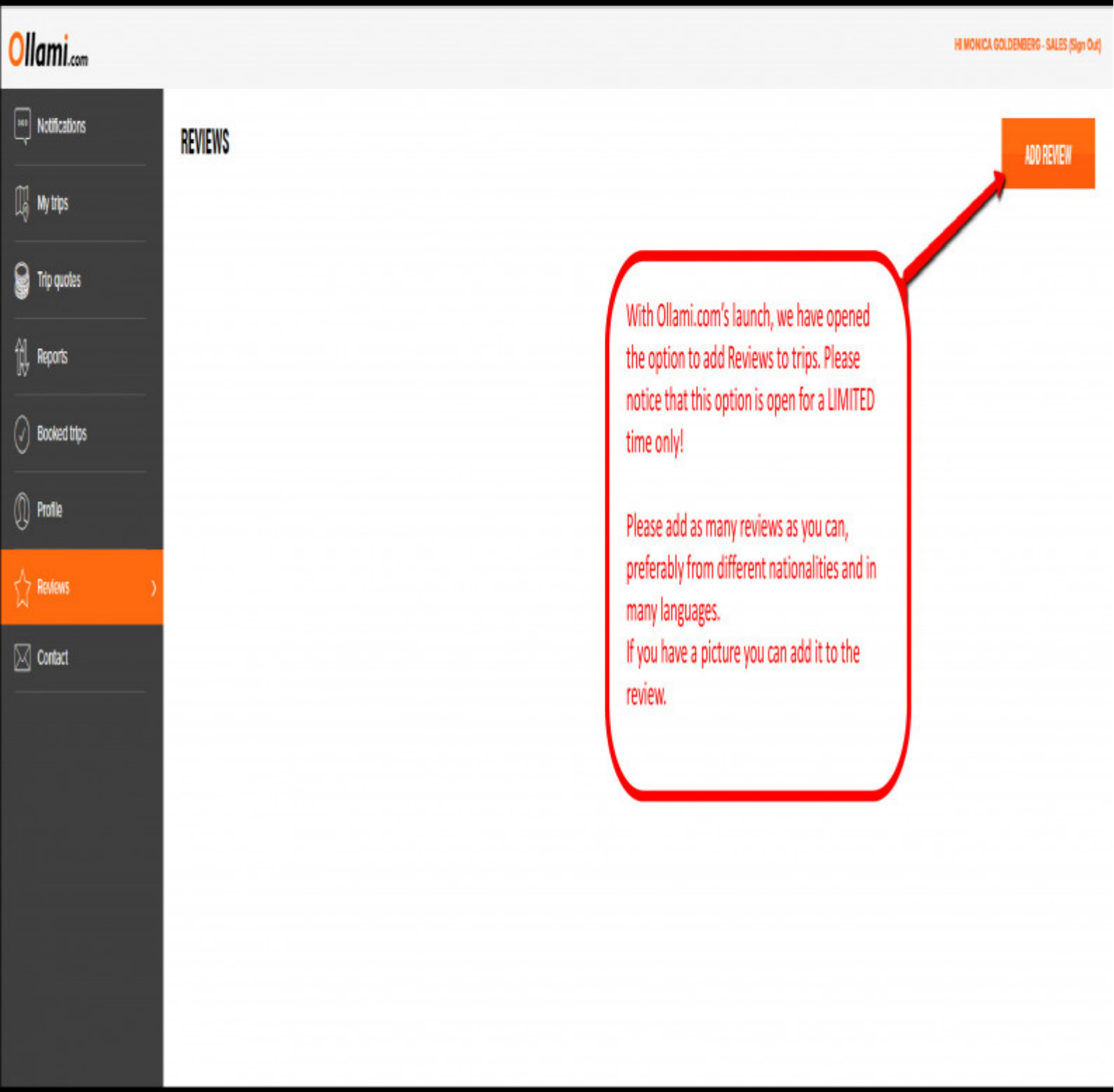
2. The Accommodation section is filled out completly and matches the number of Nights on your Itinerary + includes the Hotel´s website?

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?


Ollami.com
HI MONICA GOLDENBERG - SALES (Sign Out)
Notifications
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Booked trips
Profile
Reviews
Contact
REVIEWS
ADD REVIEW
With Ollami.com's launch, we have opened the option to add Reviews to trips. Please notice that this option is open for a LIMITED time only!
Please add as many reviews as you can, preferably from different nationalities and in many languages.
If you have a picture you can add it to the review.

You uploaded your first tour ☺

Don't forget to Publish the Trip, and we'll check it out before it appears on www.Ollami.com!

Thanks!

Ollami team.