

## A&K App: How to Send Your Clients' Itinerary

1. On the Trips screen for your clients' booking, click "unhide/send to guests."

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∎ F	Preparing for Your Journey	D Bookin	ng Number: USA222286	•	USA TOC Peed	
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r ی	erms & Conditions	0				
Tuesd	ay, December 5th, 2023			Ð	Contact Your Travel Professional Mary Agent: +1 630 725 3400	

 Review client names in the To section. Hover over each client's name to see their email address. Each client must have a unique email address associated with their trip to access the app. Client names shown in dark grey will receive the email immediately. Clients whose names appear in light grey have not provided an email address. To add your clients' email addresses, contact A&K.

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	(CADDR		To	Select: <u>All None</u>
	BELEZIL Botswana Safari Tuesday, December 5th 2023 - Thursday, December	ANCOLA ZAY	Email subject Your Final Details Regarding [trip name] - [booking	g-reference]
	Guests		Abercrombie & Kent	
	John Sample 🐱		Dear (First) (Lost), Your Abercrombie & Kent journey is almost here, and we hope you excited as you make your find preparations to depart.	u're getting
	Trip attachments ④		To access your Final Documents, please download A&K's new mo your mobile device, tap on the blue button below to install on you or Android device. Once the A&K opp is installed, you will be automatically logged in	bile app. From r iPhone, iPad and will see
	Preparing for Your Journey	Booking Number: USA222286	your Itinerary by topping on the individual days. Tap on the Accet Information bar to see additional details, including Preparing for Y and Essential Information. Please review this information and pay attention to entry and COVID-19 requirements.	is Trip /our Journey / special
	Essential Info Botswana, South Africa, Zambia & Zimbabwe		If you would like to add services booked independently of A&K, to + button on the bottom right of the screen. For assistance with downloading or using the app, refer to our EA	ip on the blue <u>Qs</u> or call our
	& Terms & Conditions	<b>,</b>	appsupportigates at 630 y 23 3440 M-r, 5-8 CF of email appsupportigates and approximate and a second second second On behalf of all of us at Abercombie & Kent, we wish you a journ experiences that will remain with you for a lifetime. Thank you for whether	ey of inspiring travelling

3. Click Preview to see what your clients will receive. Then click "Send" to email your clients.

Abercromble & Kent Trips		1. 🔤
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PERO BRAZIL		(5) John Sample ×
Botswana Safari	ZAMBIA	Email subject Your Final Details Regarding [trip name] - [booking-reference]
Tuesday, December 5th 2023 - Thursday, December Paracuay	4th 2023	Email body
Guests		Abercrombie & Kent
🕞 John Sample 🗸		Dear (First) [Last]. Your Abercromble & Kent journey is almost here, and we hope you're getting excited as you make your final preparations to depart.
Trip attachments (+)		your mobile device, tap on the blue button below to install on your iPhone, iPad or
		Android device. Once the A&K app is installed, you will be automatically logged in and will see your
Preparing for Your Journey	Booking Number: USA222286	tinerary by topping on the individual days. Tap on the Access Trip Information bar to see additional details, including Preparing for Your Journey and Essential Information. Please review this information and pay special attention to entry and COVID-19 requirements.
Essential Info Botswana, South Africa, Zambia & Zimbabwe		If you would like to add services booked independently of A&K, tap on the blue + button on the bottom right of the screen.
St Terms & Conditions		mobile app help desk at 630 725 3440 M-F, 9–5 CT or email apposupport@abercrombiekentgroup.com
		On behalf of all of us at Abercrombie & Kent, we wish you a journey of inspiring experiences that will remain with you for a lifetime. Thank you for travelling with
		C Best regards,
Tuesday, December 5th 2023		Your Abercromble & Kent Team
Arrive Johannesburg, South Afric	Contraction of the local division of the loc	Please note that certain text enclosed in brackets [] will be automatically replaced for your convenience. E.g. [First] = Traveler[]s First name. The login and download information will be automatically be added to the invitation
		Preview Send