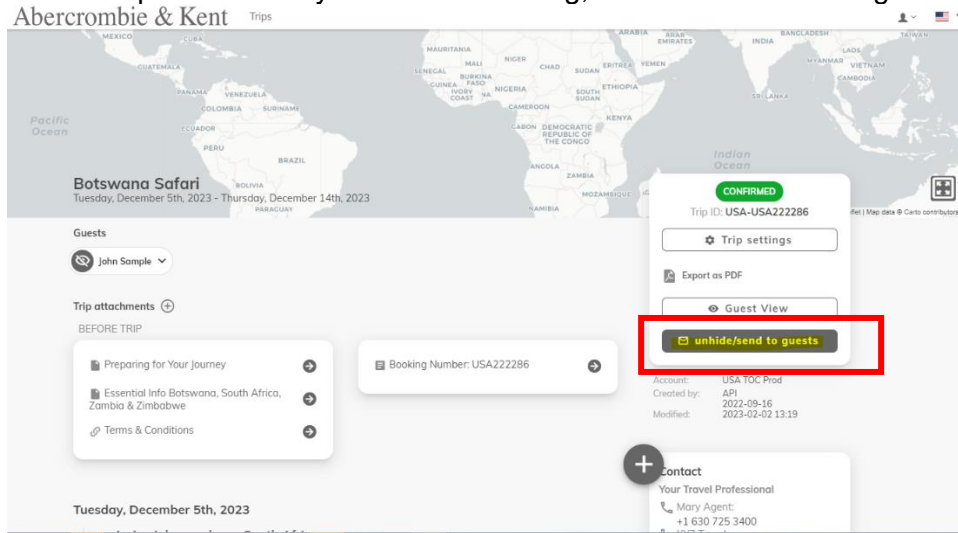
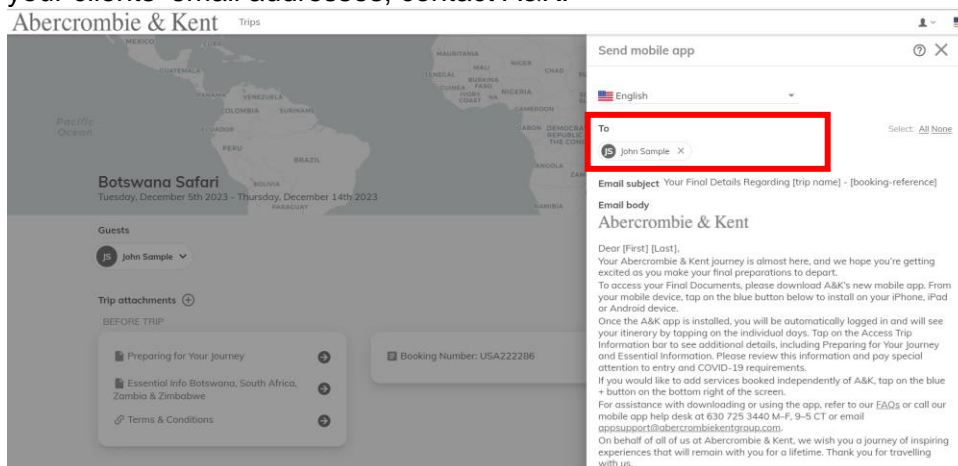


A&K App: How to Send Your Clients' Itinerary

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



2. 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.



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

Abercrombie & Kent Trips

The screenshot displays the Abercrombie & Kent trip management interface. On the left, a map shows the safari route. The main content area is titled "Botswana Safari" and includes details for the trip dates (Tuesday, December 5th, 2023 - Thursday, December 14th, 2023), the guest "John Sample", and a "BEFORE TRIP" section with links for "Preparing for Your Journey", "Booking Number: USA222286", "Essential Info Botswana, South Africa, Zambia & Zimbabwe", and "Terms & Conditions". The trip is scheduled for "Tuesday, December 5th 2023" with the instruction "Arrive Johannesburg, South Africa".

On the right, a "Send mobile app" preview window is open, showing an email draft. The email subject is "Your Final Details Regarding [trip name] - [booking-reference]". The email body starts with "Abercrombie & Kent" and "Dear [First] [Last]". The text explains that the journey is almost here and provides instructions for downloading the mobile app. It includes contact information for assistance and a note that the email is on behalf of the entire team. At the bottom of the preview, there are two buttons: "Preview" and "Send", both of which are highlighted with a red rectangular box.