



## AMIN Travel Portal Instructions

### **Self-registration – Must be completed prior to first travel for all travellers**

- 1) Click on link for the travel portal within the dedicated state/territory website or use the following link  
<https://tb.serko.travel/Login/AMIN>
- 2) Click on “create a new user”
- 3) Fill in all details
  - a) Corporate Share Key field is **AMIN**
  - b) Title and name should be as per your passport – eg Mr John Smith (first and last name only)
  - c) Default Corporate Account Code – click on the drop down menu and select your individual music body, ie Music Victoria
  - d) Ensure that if you are a band or group that each individual traveller registers individually and select a travel booker (one member) that will be able to book the entire group
  - e) Enter your individual membership number – ie Music Victoria : MV\*\*\*\*
  - f) Nominate if you are the assigned travel booker for your band/group and enter names that need to be linked that you will be booking for – they must self-register individually (Travel Beyond Group will email you post registration to set up your online account to be able to access all of your group’s members)
  - g) Click “Register”
- 4) A password will be sent to your nominated email address
- 5) Login to the portal utilising the link provided via email and utilising temporary password
- 6) Change password

### **Set up Profile – Must be completed prior to first travel**

- 1) Click on “My Profile” tab
  - a) Complete any outstanding items
  - b) Click on Passport/Visa tab – enter details
  - c) Click on Preferences tab – enter frequent flyer, car and hotel memberships, special meal requests and seating preferences
  - d) Click on Credit card tab – enter credit card details (a credit card is required for all bookings)

Once your profile has been set up then you can proceed with booking your travel requirements **Click on “Home” Tab**

**For a domestic or Trans-Tasman Booking – Click on “Quick Booking”**

**For international Bookings – Click on “Custom Request”**





## Create a Quick Booking – Domestic and Trans-Tasman

- 1) Click on **“Quick Booking”**
- 2) **Select traveller** – if you are the nominated traveller booker you will have access to book all of your group – click on **“All My Travellers”**
- 3) If you have a traveller that is not a staff member with a profile, you can create a one off guest booking but clicking **“Add Guest”** – we would suggest that all regular travellers self-register so all frequent flyer and preference details are registered
- 4) Make selection to book air, hotel or car and click on next
- 5) **Air selection** – you have the option to book up to 5 segments if required
  - a) Availability will show you fares with AMIN Virgin deal highlighted
  - b) If you have any open ticket credits, the system will prompt you if you would like to use it as long as the fare selected is of equal or higher value
  - c) Make selection\*

\*note Jetstar: for bookings you select the fare and the baggage selection is made on the next screen and is an instant purchase fare

### 6) Car selection

- a) Click on advanced options to change the pick up or drop off location. You will need to select the hire company first to change to a location other than the airport.
- b) Car selections will display vans first
- c) For 12 seater requirements, an option for this will be displayed later in the booking process as a consultant will need to book this independently for you
- d) Make selection

### 7) Hotel selection

- a) You can search by location (airport or CBD), address, hotel name, previously booked or all.
- b) Hotels can also be shown on a map with distances from the city centre and airports
- c) For multi-passenger bookings, you will be prompted to choose if each person will have their own room or be sharing
- d) Click on the hotel photos to see more photos of the hotel.
- e) Do not book Govt, Military, Seniors or Advance Purchase rates (cannot change)
- f) Make selection

### 8) Additional Data Tab

- a) Before you can complete the booking you must fill in the additional data screen
- b) If you have any special requests or instructions for Travel Beyond Group, you can enter them in the Travel Agency notes

### 9) Completed Booking

- a) After completing the Additional data tab, click on **“Finish”** to create the booking. You will receive a confirmation email that your booking has been held
- b) Once the ticket is issued **a final itinerary will be sent to you by Travel Beyond Group confirming everything is completed – this is your final itinerary and confirmation**





## Create a Custom Booking – International Requirements (not Trans-Tasman)

- 1) Click on “**Custom Request**” from the Home Screen
- 2) Complete requirements of travel (air, car and hotel)
- 3) Click on “Submit”
- 4) Your dedicated Travel Beyond Group consultant will email you a quotation for your requirements

### For further assistance:

AMIN Portal assistance	<a href="mailto:serko@travelbeyond.com.au">serko@travelbeyond.com.au</a>
Travel Consultant assistance	<a href="mailto:candice@travelbeyond.com.au">candice@travelbeyond.com.au</a>
AMIN Account Manager	<a href="mailto:wonitta.atkins@travelbeyond.com.au">wonitta.atkins@travelbeyond.com.au</a> or 0433 859 344
Melbourne Office	03 9827 6177

