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Company Training Notes for Oct 29, 2020 CST – Advisor Reports by Karen J, Doni & Kim

Thanks Kim for a great message on connecting and creating lasting relationships with our clients!

Kim is proud to work for MMT! She if grateful to be apart of this organization and work with some of the bet in the

industry! We are really lucky to be here! Although she loves her job, there are difficult times & it can get you feeling a little down. So... Kim surrounds herself with uplifting quotes and reminders on how to act and treat her clients. Recently Kim went into Her bank and met with a newer teller Kim had only met her once, but she Was greeted by name and talked to



As if they were friends. Kim felt so good and uplifted when she left. She shared that Del Carnegie did a study and found that when we hear our name, our brain is ecstatic! Great reminder to call our clients by name. Laughter is also a sign of caring. Enjoy your clients. Get to know them personally! Thanks Kim!

Be the reason your customer Smíles today

People don't always remember what you say or even what you do, but they always remember how you made them feel.

Make a customer, not a sale.

Thanks Karen for a great message of gratitude & love for what we do! We are so lucky to be here!

Karen relayed her story of how Travel became her passion! When she was 5 years old, she flew for the first time and fell in love with traveling! She remembers every detail... the yellow boots the flight attendants wore, the French onion soup and biscuit that was served with a cookie for dessert, and the beautiful vistas of grand canyon as they flew over. Karen knew at a young age she would work in Travel. Being a flight attendant was her goal, but at 5'1", she couldn't make the cut, so eventually found her way to being a travel advisor. Karen loves her job, loves her clients and loves making their dreams come true! It isn't about the money for Karen, it is about doing what she loves.

Karen shared with us a great song... Just for the Love it by Charlie Pride. Look it up, its awesome!

https://www.youtube.com/watch?v=RYdan0PqP7s

Tips & Company Business

Brian: We realize you will have to start looking for jobs next week to qualify for unemployment. We wish we could get another extension, but unfortunately, there isn't much more we can do.

Brent: Regarding our Shop in Utah Grant money... It can be used for out of state clients! It is money to help us, not our clients particularly. Sorry Billings, you can't use it since you don't live in Utah.

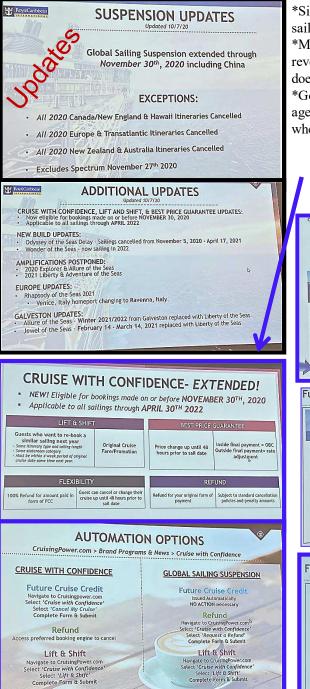
Tips & reminders on using AXUS

Travel App! By Doni

- You can build your own library of items you use a lot, (pictures, weather, currency exchange, etc.) for easy access when building future itineraries. So when adding these items the first time, be sure to check mark "Add to Library'.
- 2) When using Sig Cruise Pro, you can import cruise information to AXUS that will bring all info, including Sea days! Its great! (thanks Sylvia)
- Add Travel Guides. They are already loaded in most cities and your clients will love them.
- 4) Add your self to the emails when publishing, so that you can interact with clients as they travel.
- 5) Tell your clients to share the URL of the published trip so they can keep track of where loved ones are, have phone numbers, etc. in case of emergencies.

AXUS is an amazing tool. If you are not using it yet, please use this time to get yourself trained. Doni and many others would be happy to answer your questions! Thanks Doni!!

Company Training Notes for Oct 22, 2020 Royal Caribbean by Ginny Tujague



Safety on board waiting for CDC approval



*Singapore is sailing, hoping to sail from US before year end. *MMT has \$350k in FCC revenue right now and that doesn't include St George! *Good news – FCCs will have agency &advisor contact info when going out to Clients now!

Cruise with Confidence & FCC's

Tips & Company Business

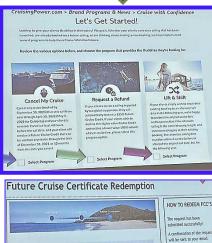
Brent: Added another Airport tour Monday at 11:30am. Let Brent know ASAP if you are interested. Meet in the 2 level parking lot. Enter from the east entrance.

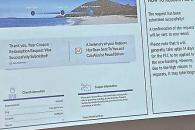
Annette: Created a Document showing how to do your own CB query and send out your own eBlast to clients. See Doc on Homeport -> training -> ClientBase.

OCTOBER OFFERS

BOG060

Offers







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Jokes from Brylianna: Why do bee's have sticky

hair? Because they have Honey Combs. Why don't Pirate's victims clean up before walking the plank? Because they wash ashore! Haha.



Company Training Notes for Oct 8, 2020

UniWorld by Nicole Hunter



Tips & Company Business

Kathy: Kathy and Gary will be doing weekly updates on COVID19 testing for travelers. Each week we will get updates from them in our meeting, plus our clients will be updated in our Newsletter and on Homeport. Brent: Please use our 'Shop in Utah' grant money! We need to use it up by year end, or we have to pay it back. Use it for every Cruises, Delta Vacation package, etc. If you have something out of the ordinary you would like to use it for, call Brent. Wendy will be sending you an email this week with more info on using the funds on an MMET group.

Annette: if you need to do a Queryie to find clients that need to be rebooked so you can use some of the Grant money for them, let Annette know if you need query help.

Brian: luckily Hurricane Delta, didn't do as much damage to the Yucatan Peninsula as was expected. No hotels are closed that we know of! Hooray!



<u>Company Training Notes for Oct 1, 2020</u> Brian update, Murielle FIT's

Brian Update on Unemployment

While your unemployment Profile may say you are eligible to receive unemployment through next May, the thing you really need to look at is the money you sill have in your account. If you divide your 'Money left' with the weekly amount you are receiving, you will see how many weeks you really have left. Most of us will run out of money sometime in November. The Federal 'Cares Act' will provide 13 more weeks. You will need to apply for that (through your unemployment page) when your money runs out. It may take some time to kick in, but it will be retro active. The catch is that money will only be paid through the end of the year, so we really won't get 13 weeks. Not sure what will happen after the 1st of the year. Probably won't know what the Govt will do until after the election.

There is good news from the Vaccine front. Several companies are having great success, so hopefully we will see Vaccines rolled out by year end. That should help clients feel better about traveling. See Email sent from Brian dated 10.1.20 STATE RENT Program: for those having problems paying rent, there is a state program that will help you.

MORE STATE FUNDS We qualified for more funds to help bring in Business. You can offer \$200 off (per cabin) any cruise your client purchases! Travel by July 2021. Contact Brent for more info.

Joke from Brylianna (Brian's 5 year old granddaughter)

Brylianna and her dad went to a Farm and purchased 12 Bees. They got home and realized they had 13 bees in the jar. So they went back to pay for the 13th bee. But the farmer said... don't worry about it...it was a free-bee! Haha

Tips & Company Business

Kathy: Her client that went on a Tahiti Paul Gauguin cruise had a great time. With several Covid tests, before, and during, he felt safe and had a great experience. He would be happy to answer any questions.

Debbie: Carnival has cancelled all cruises until the end of the year, with the exception of Florida Port cruises, which is still planned to sail in November.

Carol / Annette: if your 'Rebooked' trip has a new CF number, Then start a NEW Res card and do a new invoice. If the rebooked trip is using the old CF number, you can update the old res card but you still MUST run a new invoice. You can email Carol to delete the old invoice in Trams to keep things clean.

Murielle's Fees: \$300 Consultation fee \$100 International Flights \$20 Other flights within the country.

FIT Tips by Murielle:

- 1) Being honest and upfront with your client is important. Let them know the process, how you work, your fees & why your are worth it. Most clients appreciate knowing and no problem pay these your fees.
- 2) If her client is on a budget, she may use Avanti or other suppliers to do the trip. She still charges \$300 fee
- 3) Some Budget clients she will encourage to book themselves online, but will offer her expertise for \$300 fee.
- 4) Personal Relationships are critical for Murielle. For Luxury clients, Murielle wants the hotels, Concierge desk & Destination Specialists to know her so they will work harder and take better care of her clients.
- 5) She almost always books SigNet hotels and uses Signet Destination companies for activities. You can get phone & Email addresses on Signet. She always askes the hotel for a contact to the Concierge desk and emails them directly for help with Restaurant and other recommendations.
- 6) When a new client calls, Murielle asks who recommended her and sends a thanks you.
- 7) Asks 'Why are you going to?' this helps her know activities they may be interested in doing while there.
- 8) Tracks Hotel Commission herself. After every Hotel stay, she sends and email to the hotel thanking them for taking care of clients and giving her ARC number and SigNet member reminder. This helps them remember to send commission. She has Mark send her a report twice monthly with outstanding commissions.
- 9) ALWAYS sells Travel Guard insurance!
- 10) Knowledge is critical. Her clients realize her value when she can tell them train schedules without hesitation!

Company Training Notes for Sept 24, 2020

Travel Guard with Bob and Tina

Thanks to Bob and Tina for the Travel Guard update. Good to hear from them and learn about new policies and review important COVID19 rules, etc. Brent sent a Follow-up email from Tina after the meeting. Look for that email dated Sept 24th titled "Follow-up from Travel Guard".

Why use Travel Guard over Supplier insurance? Here is what TA owners are saying:

#1 Totally focus on cash flow following month after booking from AIG
#2 Selling away from vendor insurance due to financial default
And vouchers vs cash refunds for cancel for any reason
#3 For expensive luxury trips one lady had 80K Classic – sold their
CFAR and sold AIG in case they went under

#4 8 Corporate incentive trips yesterday (one agency) insuring full cost of trip not just medical... He had me do joint call with decision makers as Mexico tour operators insurance treats you in Mexico. We fly you to states if you are medically able to travel-no financial default-Also you can cancel due to involuntary job lay off and cancel for work plus we will let you move group to new dates or Refund entire group policy (which we won't be telling them)

Cancel for Any Reason* (CFAR)

- 50% (75% option currently not available)
- Benefit limit is \$25,000 per policy

Purchase Requirements:

- Base product purchaseMust be purchased within 14 days of depositing on trip
- Must be purchased within 14 days of depositing
 CFAR product purchase window**
- Cover all prepaid, non-refundable trip costs
- Pay premium in full
- Trip cancelled prior to departure 48 hours prior to scheduled departure

Key Highlights Preferred Plan Base Plan Enhancements

- Medical expense coverage ALWAYS primary and coverage maximums starting at \$50,000 per person
- Coverage available for trip costs up to \$150,000 per person
- Hurricane Warning
- Advance Payment to a hospital/provider
- Normal Pregnancy covered
- New Inconvenience Benefits
- Much easier to divide out trip costs
- Adventure Sports Bundle now available
- Financial Default

Advisor Academy, a series of short trainings designed especially for you, our travel advisor partners. Through these trainings, we hope to provide you with product information, best practices, answers to frequently asked questions and much more. Bottom line, we want to provide you with the proper tools and information you need to better assist your clients.

Tips & Company Business

United has announced a Rapid testing option coming to some airports. Marsha said she heard it will be \$250 for the test.

Brent: Brian had eye surgery yesterday. It was successful, but can't read for 3 days. So he won't be responding to emails, texts, etc. for 3 days. We wish him a speedy recovery. Southwest Team



Financial Default Requirements:

- Client should insure the full trip cost on the underlying base product. This includes all prepaid, non-refundable trip costs.
- Client must pay the premium for the policy.
- Please note that coverage for Financial Default of a Travel Supplier MUST occur more than 14 days following the insured's effective date of the coverage on our new Comprehensive products.

When we receive any travel alerts, such as strikes and defaults, notifications are made available. You can view this list two ways.

- Visit our website
- AIG Travel Strike & Financial Default List
- Right click the ezTIPS[®] icon.

Wizard Configuration About Modify Policy View Policy ToolBox Strike Lists Alert List Alert List eITPS Technical Support Sales Contacts View Saved Quotes Exit and Sign Out Exit

Refunds & Vouchers

Future Cruise Credits (FCC)

Many cruise lines, to limit the number of refunds, have initiated an FCC. Common FCC include 125% of the original trip cost.

Example:

A client originally purchases a cruise and travel insurance at a trip cost of \$5,000. That trip is cancelled by the cruise line, due to COVID-19. The cruise line, in lieu of refunding the client, provides an FCC for 125% of the original trip cost. Now the trip cost is \$6,250. You would should insure the new trip cost amount for the AIG Travel policy.

See the email Brent sent out with more info on training.⁷

Company Training Notes for Sept 17, 2020 Cruise Fee Kick–off. Set for Oct 1st

Change

- The world hates change, yet it is the only thing that has brought progress. -Charles Kettering
- He who rejects change is the architect of decay. -Harold Wilson

Why we resist Change

- Fear Job Loss
- Bad Communications Fear of Unknown
- Loss of Control
- Lack of Competence
- Poor Timing
- Lack of Reward
- Bad prior Experiences
- Peer Pressure
- 10. Lack of Trust and support

Brian: Interestingly, the airlines are more worried about business travel returning. DL has announced they will focus more on Leisure travelers & American is looking at changing routes to focus more in Leisure travel. That is good news for us!

See Brent's email sent 9.17.20.. Search for Subject: 'Fee Info & Supporting info'. He gives a lot of good info, Verbiage and examples. And a Doc with scripts to use with your clients. You can also find these documents on Homeport under Training.

Why are we charging fees? To help Morris Murdock attract and maintain the right clientele and for you, the advisor, to be able to show your worth. Fees are NOT for the bookings, they are for the value for you and for Morris Murdock. Commission is for the things you do for suppliers; Fees are for the things you do for your clients. (advice, support, representation). For fees to be a success, your mindset matters more than almost any other factor. In simple terms; if you don't believe you are worth the fee, it's not likely they will be either. Understand the importance of your value and consistently deliver this value & service to your clients.

Morris Murdock Updated Fee Policy

Beginning October, 1 2020, Morris Murdock Travel will implement the following fee policy. Please adhere the outline below to maintain consistency throughout the company. We are specifically focusing on implementing fees for cruise bookings.

Air Ticketing Fees

Domestic Ticket - \$50 per ticket Mexico & Caribbean - \$75 per ticket International - \$100 – minimum per ticket. (Feel free to charge more for complex international Itineraries)

Cruise Planning Fee

\$30 per booking

Tour Planning Fee

\$30 per booking

F.I.T. / Consultation Fee

\$100 minimum

Open! Terminal 1 is set to Open late October.

Tips & Company Business

DL Terminal at the SLC airport is

All is not "status quo"

- Margins from suppliers under pressure to reduce what is paid to travel advisors
- All major hotel chains moved North America group commission rates down 30% in 2018
- Resort fees now represent 15% 20% "hidden" increase of room rates that are all non-commissionable
- New worrisome development with Marriott all-inclusives
 - Attempt to "exclude" food and beverage estimated cost from commissionable amount making a booking essentially a hotel-only booking as far as revenue is concerned
- We are selling more cruises while our margin on sales continues to decline
- "NCF's" Non-commissionable fees have skyrocketed in the last five years
- Cruise lines goal is to continually increase revenue into "noncommissionable" areas. We oblige by providing free labor

As you know, and something I stress in every call, we already have, by a very, very wide margin, the highest yields in the industry, not only in ticket, but in onboard. That doesn't happen by chance. It happens because we work it every hour of every day, always looking for opportunities to raise prices across our three brands, and we do. Frank Del Rio - NCL President and CEO Sept. 30, 2019 earnings call

- Some good allies in this ongoing battle:
 - Suppliers that paid commissions on cancelled sailings
- Viking Cruises which pay commission on entire booking amount
- From 2018 to 2019 our cruise margins have declined
 - .5% reduction in overall margin represents a loss of \$65,985 YTD in revenue to the company and will exceed \$75,000 by year-end

You are worth it!

- Your expertise is Valuable!
- Our company combined expertise is valuable
- Axus, free smart device app
- **Cruise tracker**
- Here for you when you need us!
- Help with entire trip, before during and after
- Shore Excursions, \$30 gift card
- Money back Guarantee on your Fee!
- For over 60 years, our company has built relationships with vendors that support us. You will not get that same level of support from an online company.
- Money back Guarantee!

<u>Company Training Notes for Sept 10, 2020</u> Mental Health for all of us! Special Guest Dr. Weeks

Luckily the stigma of Seeing a Mental Health Counselor or Psychiatrist is starting to change. Everyone can benefit from help now & then. -Dr. Weeks.



Our presenters gave us some great resources & techniques we can use when we feel stress. See the email from Karrie (sent 9.10.20), with 3 great attachments. ⓒ

Tips & Company Business No Sharing today



SafeUT App

This is an app you can put on your phone that provides FREE access to licensed counselors who provide 24/7 crisis intervention and emotional support. Start a Chat, Submit a Tip, Start a Call, View Existing Chats and Tips.

FEMA

Team Lead for SL County John-Evan Waite 385-386-2311 Group education, support groups, individual therapy via telehealth, or in person.



Morris Murdock Company Meeting 9/10/2020 - Mental Health Support During COVID-19

U of U Health Accelerate Resources

Is this normal? What to do with the stress in your body: https://accelerate.uofuhealth.utah.edu/connect/is-this-normal-what-to-do-ith-the-stressin-your-body

STOP Practice: https://accelerate.uofuhealth.utah.edu/explore/practice-s-t-op#:~:text=S.T.O.P.%20is%20an%20informal%20mindfulness,to%20being%20present%20and%2 Ointentional.

National Resources

American Psychological Association COVID-19 Information & Resources: <u>https://www.apa.org/topics/covid-19</u>

International Resources

Psychological Society of Ireland: <u>https://www.psychologicalsociety.ie/footer/COVID19-</u> <u>Resources</u> (There are a lot of videos on specific topics and a list of additional resources at the end. Not surprisingly, the Irish seem to have the best list of resources for coping with stress and grief.)

Utah Crisis Line: 1-800-273-TALK (For an acute Crisis and Suicidal thoughts)

Utah Warm Line: 801-587-1055 or 833-SPEAKUT (For support and help)

School of Medicine Department of Psychiatry 501 Salt Lake C Phone 8

- Don't delay if you need help

Visit *mutualofomaha.com/eap* or call 800-316-2796 for confidential consultation and resource services.

Free Phone Assistance: Member Support Line 801-213-0816- Use in a Crisis or Just Need to Talk

Services are available 24/7 both locally and statewide as the Utah affiliate for the National Suicide Prevention Lifeline (1-800-273-8255). Licensed clinicians provide:

<u>Company Training Notes for Sept 3, 2020</u> Disney by Lynn Langley lynn.langley@disney.com

MOVING FORWARD WITH THE MAGIC

See Lynn's email Forwarded from Karrie on 9.3.2020 for Lots more information. Flyers with current deals, Instructions for your clients, etc.

Items to Note:

Tips & Company Business

Sylvia: In case you haven't noticed, UA, AA and DL are not charging Change fee's on tickets now! *Annette*: be careful. To be sure Change fee's don't apply to your ticket, look at the rule when you do the WFRF format to exchange your tickets.

- For the most current information on all Disney products, go to Disneytravelagents.com and click on Red banner at the top of landing page.
- Currently, only Disneyworld in Florida is Open. No ETA on Disneyland yet.
- No Park Hopper passes right now. They are being sold for 2021
- Magic wristbands are being retired at the end of 2020. Updated **My Disney Experience** mobile app will replace bands. Clients can still purchase bands if they want them.
- Fast Passes are suspended. Using extra Lines for social Distancing.
- Dining Plans currently unavailable. Resort and transportation services have been modified
- New Microsite to send to clients before they book. 'know before you go'
- **Important to look at available PARK Dates** before purchasing HTL package, air, etc.
- Masks are absolutely required at all times. Temperature will also be taken before entry.
- Check in , Check out, restaurant reservations, etc. all can be done on App.

Key Reminders Disney's Commitment to Safety Disney has high standards for sanitation and employs robust cleaning pro Guests must have a Disney account in order to access My Disney Exper and book Park reservations. Common Areas Housekeeping Each Guest ages 3 and up must have valid Park admission and a Park Frequent, enhanced cleaning of Comprehensive cleaning of high-touch areas like TV remotes and door handles reservation for the date they wish to visit. targeted areas like elevators, escalators, handrails, and restrooms A Guest can book Park reservations for their entire travel party, so long as Steam-cleaning and vacuuming floors they are of the same affiliation. Easy access to handwashing facilities between Guests Park reservations for travel party members who are not of the same and hand-sanitizer dispensers Light housekeeping every other day, with affiliation must be booked in separate transactions. End-of-day sanitation procedures for restrooms, kitchens, and facilities the option for Guests to decline service Guests must book Park reservations for each day they wish to visit a Park Individually wrapped glassware, double-cased pillows, and additional items Frequent cleaning and washing of cleaned and wrapped in single-use outdoor locations, such as walkways packaging and queue spaces Create. Link. Reserve. **Booking Priorities: Today** Linking Resort reservations and Park tickets in My Disney Experience enables access to the Park reservation booking system. Register or sign into My Link reservations, Book Park Disney Experience tickets, or passes reservations Ticket / Hotel / Park Availability Airfare Park Reservation ents must sign in using a Disney Clients must link valid admission Immediately after Package count, or create one. Then, they in order to access the Park purchasing tickets. Verify Park availability for Dates should overlap Dates must align with Clients must book Park reservations for each day they plan to visit a Park. Clients must book their own create a Family & Friends list. reservation system. hotel, ticket, and Park with desired Park our Client's desired travel Park reservations for each reservations. dates. reservations. day they wish to visit We're here to help ... My Disney Experience Encourage your Clients to engage with My Disney Experience prior to arrival. Your Clients who have booked a Resort reservation and have valid Park admiss link these items in My Disney Experience Disney Park Pass System Clients must make their own Park reservations for each day they plan to visit. 2021 Annual Product ACATION PLANNER Key changes to MagicBands. **Disney Destinations Support** Leverage "Know Before You Go" resources and engage with us to obtain answers to questions and potential solutions for unique circumstance

IT Phishing / SCAM reminders

This is such a scary time and email scams are at an all time high. Please remember never to click on a line or attachment... most of all, if anything pops up asking for credentials of any kind, do NOT enter them. We are seeing lots emails that appear to be from ShoreTel that are not. Don't fall for it and give credentials.

A new Phishing scam if over the phone... they call and record your voice as they ask you questions and converse, then they have technology that allows them to play with your words, and call someone else (that would trust you) and use your voice to ask for confidential information. Because you are hearing the their voice, you believe it is them! It is crazy how sophisticated they are getting!
Kathy and her husband was selling a car and received an email asking for them to click on the link to give them a Car FAX report. Kathy's husband was smart enough to tell them he would email it to them separately, but didn't click on the link. Smart! They heard later on TV that was a scam happening to people selling cars.

- Karrie: Please never check the box on CB to remember password. It is wise to never remember passwords for any program/website that is important and should be kept secure.

Doing a Princess Group by Sandy

It is super easy to set up a group on Polar Online. If you need Help doing your first one, Sandy would love to help you.

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BB Balcony	1,120	16					
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Tips & Company Business

Kothy: Be careful when booking All-inclusive's. There is anew option for 'Breakfast only' included to help keep restaurants less crowded. If you see a really good price, look closer. May have food limitations.

Gary: Hope you are enjoying the Newsletters that are going out. Thanks to Sylvia for the article in the current newsletter. We are looking for someone that is familiar with Tahiti or Croatia to write an article for upcoming newsletters. Let us know if you can help. Thanks,

Brent: Reminder to please reach out to clients about our DL vacations offer.

Brent: Please make sure you are getting back to clients within 24 hours or be sure to put in your email out-of-office when you will be working so people know what to expect. This is very important.

Brent: We are sad to announce that Bill Grow has accepted another position with a Non Profit group called HEFY. We are sad to see him go, but wish him the best in his new adventure.

	ALASKA 27JUN2020 14DAY GOLDEN												
# AGENT	#	LAST	FIRST	A/B	BOOKING	TYPE	CABIN	DINING	HOME	COST	BUS	INS	TABLE
1 WO	1	BARKER	WILLIAM		CT6W9K	MD	D632	5PM	SGU	\$175.00	1	Р	2
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	1	BECHER	PAMELA						SGU	\$175.00	1	Ρ	3
3 WO	1	BIRD	THOMAS		XWMHWL	MD	D626	5PM	SGU	\$175.00	1	P	4
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	1	BRANSTNER	CRAIG						DEN	\$0.00	0	P	7
5 WO	1	COLE	DARLENE		CTWW7L	BC	A510	5PM	SGU	\$175.00	1	P	85
	1	FITCH	EDITH						SGU	\$175.00	1	P	85
6 WO	1	DOLAN	DAVID		XG7DHJ	MD	D702	5PM	MES	\$175.00	1	P	6
	1	DOLAN	DIANE						MES	\$175.00	1	P	6
714/0	1	ECNED	Inonent.	-	COLUMN TO THE OWNER		10000		1				0

Sandy's spreadsheet

Sandy had lots of great tips. When you are ready, giver her a call to learn more.

Grant / Delta Vacations Promotion

We received a grant from Utah state to help promote business. The grant money must be used to give discounts to clients to promote more business. We have partnered with Delta Vacations and will give our customers \$200 discount off any trip/deal from Delta Vacations.

- Discount comes off final payment
- Travel by July 31 2021 _
- _ New business only. Please don't use on current business
- Must be a package price of \$2000 or more. _
- Good until Funds are gone (we have enough for 125 clients) _
- _

Mark will track funds/business More info and Procedures will be emailed by Brent. Promo for SkyMiles Members – Extended to 9/13 More info to come. LIMITED-TIME OFFER FOR SKYMILES* MEMBERS. The Descent the Flight and save up to 2002 per broking an and of his condext perbages, his one cancer and already for the intervent? They are says fully to exceed perbages Save Up To \$350 Per Booking SkyMies Members n up to 7.500 bonus miles per person. p of flight miles. SAVE \$50 \$150 \$350 \$100 11250-5749 Brian: Promo for Morris Murdock Clients – AFTER Sep 13., 2020 It is so hot out here that my SPECIAL DELTA VACATIONS OFFER FOR MORRIS MURDOCK. milk! haha Save up to \$150 with Delta Vacations, plus room upgrades, discounted rooms, resort credits and more! We are excited to bring you this promotional opportunity for Morris Murdock. You can now save up to \$150 when you book your clients' vacation packages to any Delta Vacations destination. Book August 17 through December 31, 2020, for travel by July 31, 2021 using promo code MMDLV2020 to take advantage of this special offer. **NEW SLC Airport** and Policies. Opening 9-15-20 **COVID-19** Resources

- Everything in color is new
- North Concourse opens October 27 and then on the 28th demo begins on current airport
- Completely done in 2023 at a savings of \$350M

Opening soon! Saved 350 Million and 2 years of Construction! Thank you Covid!! 🙂

Tips & Company Business

Brian: A new executive order was signed for \$300 weekly. Workforce services sent a statement that the money will be paid retroactively in the next 3-4 weeks. You should expect \$900 in back pay. Will receive federal money of \$300 until funding is exhausted.

Appears congress is at a stand still yet again and probably won't do anything until the next deadline of Oct 1st. In the meantime Brian is working on another company option to help those that need it.

Type: Unemploymen	t Insurance	
Status: Eligible	Weekly Benefit Amount	Last Deposit Date Aug 19, 2020
Begin Date May 31, 2020	Maximum Benefit Amount	Last Weekly Claim Filed Aug 15, 2020
End Date May 29, 2021	Remaining Balance	Work Search Requirement

neighbors cow is giving evaporate

See world agent Direct for detailed info on hotels, resorts,

AIC Hotel Group Hard Rect Hotel

Ascott & Citadinas

New policies and procedures as well as social distancing protocol for each hotel Downloadable so you

can send to clients if need be.

COVID-19 Resources

WorldAgentdirect

A DELTA BOOK & VACATION International In Welcome Alto Flight - Hotel
 Plight - Car
 Innel Dray
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Select a product ----- Product List ----- v

BOOK CONFIDENTLY ng you, your business and your cliants. For the m

w destination & hotel updates, along with men hotel health & safety procedures.

Company Training Notes for Aug 6, 2020 Regent Cruise Lines - by Sheri Pasternak

"Nothing will be more critical to resuming sustained Cruises are and profitable long-term operations than making cruising the safest option in (the) travel and leisure space and providing cruisers with peace of mind." through Oct 31st. Frank Del Rio, CEO of Norwegian Cruise Line Holdings, Ltd. Introducing Regent Seven Seas Cruises[®], Healthy Sail Panel — a team of cross-disciplinary experts enlisted to guide the cruise industry's way forward in response to COVID-19. Comprised of globally recognized specialists in public health, infectious diseases, hospitallity and mariline operations, the panel will advise us on a science-backed plan for a healthy return to service that protects our a user and cave around at the computative way with ur guests and crew as well as the communities we visit. ERNOR MICHAEL LEAVITT Panel Co-Chair: DR. SCOTT GOTTLIEB Resident Fellow at AEI, Contributor at CNBC and For of the U.S. Food and Drug Ac of year! Partners, Founder Governor of Utah and Secretary of 8 Human Services (HHS) To see all enhanced safety protocols, visit: rssc.com/HealthSafetyProtocls For more information, see: rssc.com/RegentForward IX. GRAND VOYAGES & WORLD CRUISE: August 30, 2021 Nov. 5, 2021 NEW SEASON LAUNCH April 2021- May 2022 Featuring 146 New Voyages Maiden calls to 27 new ports across Europe, Australia, New Zealand, Asia, Africa, South America and the Caribbean FREE Business Class Air* on Intercontinental Flig \langle , \rangle FREE Unlimited Shore Excursions Every Luxury FREE 2- or 3-Night Land Programs on Select Voyages Included FREE 1-Night Pre-Cruise Hotel Package in Concierge Suites and Higher FREE Unlimited Beverages, Including Fine Wines and Spirits FREE Open Bars and Lounges, Plus In-Suite Mini-Bar Replenished Daily FREE Pre-Paid Gratuities FREE Specialty Restaurants Coming Soon! Complimentary FREE Transfers Between Airport and Ship* LUXURY Laundry Services FREE Unlimited WI-Fi FREE Loundry Services Sheri Pasternak Director of Sales and Marketing Arizona, Colorado, Hawali, Nevada and Utah Cell (914)-475-7232 <u>spasternak@rssc.com</u>

- Provide Booking ID#, Ship/Sall Date, Guests Name
- Description of your request or situation
 New Business and Group Opportunities
- Marketing and Advertising Opportunities
- Training Opportunities
- Virtual Events
- FTR First Time Regent Opportunities
- AIM Higher Agent Incentive Motivator
- Regent Reminders
- www.rssc.com/regentforward (One stop resource center)

Current incentive: \$500 booking reward for all bookings made by Aug 31st for travel before the end of 2020!

suspended Waiting for green light from CDC. Hopefully back sailing before end

Tips & Company Business

Brian: Still waiting for Government to decide next move. There have been some positive Developments including one that will provide Significant financial help our business if it passes. Brian's daughter, Heather, just gave birth to Brian's 5th Grandchild! Sienna Hollien Buhr, 7lbs 10 inches and 20.5 inches long. Congratulations Brian!

Cindy: Just had a client return from Tahiti. They had a fantastic time! They had to test for Covid19 72 hours prior to leaving, then tested again 4 days after arriving. Said it was easy and well worth the time. Only about 30% at capacity at resort, felt safe.

Kathy: Has had a couple clients return from Mexico and reporting the same. Great time, safe and glad they went.

Annette: Airlines are cracking down on No-Shows. Be sure to cancel your clients flights or you risk losing the entire ticket amount.

Marsha: My daughter sent me this email: "This year we aren't going to Hawaii because of Covid19! Normally we didn't go because we couldn't afford it."

SigCruise Pro Training Mandatory training: (5 classes)

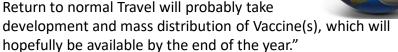
Find the training:

- 1) Goto SigNet's website. 2) Under training menu, click on SigCruise Pro. 3) click on the first link called "SIG Cruise Pro: Training Resources and How to Guide". 4) You will the '3' recorded classes. Please take all 3 classes.
- 2) Go back to the to the main landing page and take the Two classes under 'Live Connect" section:
 - Live Connect Bookings NOT made in Sig Cruise Pro
 - Live Connect for Sig Cruise Pro (Bottom class)
- ** Don't take middle class (Set up instructions for Admin)
- 1) Email Karrie or Annette when you have completed them. All 5 classes will take you about 2 hours total.

Company Training Notes for July 30, 2020 Brian – Company Update - What is coming?

See Brian's full power point presentation emailed from Brian on July 20th

"It is frustrating that we seem to be in a worse situation now that we were back in March. Things look pretty dismal at the moment. Return to normal Travel will probably take



How do we get through this?

- 2nd round of proposed PPP funding for severely effected companies where revenue has declined by 50% or more compared to 2019
- Main Street Lending Program (MSLP) options for loans to qualifying businesses
- New SBA loan option included in proposed **HEALS Senate bill**
- We still have a strong financial balance sheet putting us well ahead of most travel companies

The Government is still trying to decide what to do. Options on the table:

Extension of Federal stimulus for unemployment

- How would this potentially work House proposal to extend \$600 weekly benefit through Jan. 2021
- Senate proposal to offer \$200 weekly benefit until States can calculate: What will likely happen?
 - 70% of wages based on 2019
 - Maximum cap of \$500 weekly Federal unemployment benefit
- Company Plan to Assist should resolution not be reached by next week:
 - Offer loan to reduced hour employees to cover potential gap between loss of funds and passage stimulus package
 - Up to maximum of \$1,400 for each employee
 - Repayment of loan within three months
 - Legal requirement of interest so it is not consid advance of wages
 - Promissory note signed between employee and company

Tips & Company Business

No items shared today.

- What does 2020 look like from travel perspective? Most in the industry do not expect cruise travel to resume for balance of the year
- International travel will likely be very limited for U.S. residents

Demand for travel by air suppressed and replaced by drive-market domestic travel Leisure travel returning more rapidly that corporate travel

- Reduced hour employees would receive:

• Federal benefit of \$200-600 or at some point in time 70%

• Current portion for the 12 hours work

It does not look like a compromise will be reached by July 31

White House is proposing a "stop gap" funding of benefits

State benefit

Congress is set to adjourn again on August 9

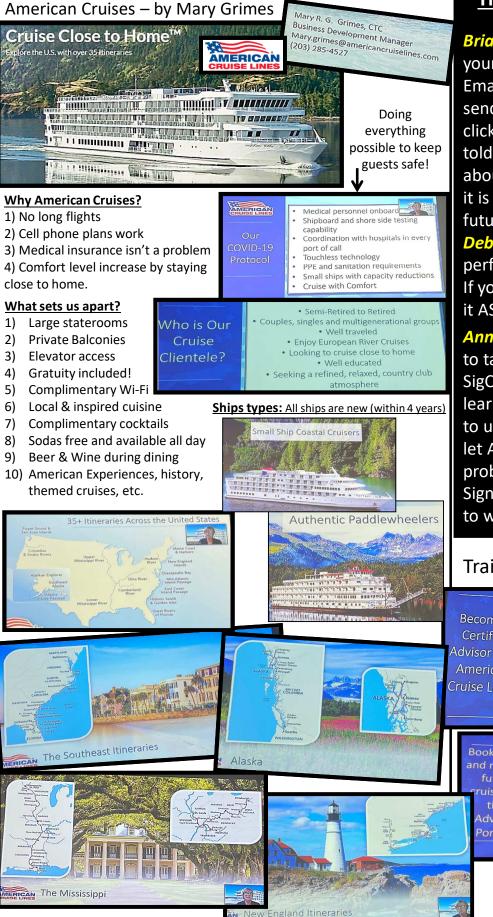
while new bill is worked on

of prior with cap

WE'RE GOING TO STAY TOGETHER AND GET THROUGH THIS.

of \$3.4 trilli • Senate's pla • A comprom plan by Aug	 House does NOT want an extension but pushing for passage of \$3.4 trillion plan Senate's plan is \$1 trillion and will not accept House plan A compromise will likely be reached or extension of current plan by Aug. 09 Federal unemployment benefits would be retroactive back to 						
August 01 v	vhen agreement reached						
er lage of new dered an	Brian will send an email out later today with further instructions if you are interested in the Loan offer.	-					
nd	14						

Company Training Notes for July 16, 2020

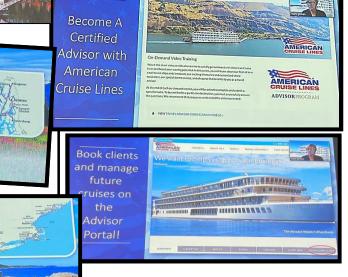


Tips & Company Business

Brian: Please send your letter to your congressman! Read Brian's Email from Tuesday, July 14th send at 12:40p. It's easy, just click in the link and you will be told exactly what to do. Takes about 5 minutes of your time and it is very important for our future! Thank you! **Deb:** Please do your sales performance numbers for June. If you want FAM credit, please do it ASAP!

Annette: Again, just a reminder to take the classes on Signet on SigCruise Pro. Pormise you will learn a lot and be more excited to use the new program. Please let Annette know if you have any problems at all. We have Signatures attention, so we want to work out the bugs now! thx

Training/ booking portal:



Company Training Notes for July 9, 2020 CST – Dealing with Difficult Situations facilitated by Brent

Watched a short video by Nolan on Refund delays and dealing with Unhappy Clients. It is Video 59. This is the web address: vimeopro.com/signaturetraining/tips-for-today-planning-for-the-future/video/416564766 Thanks to Claudia, Susan and Debbie Swindall for sharing with us today!

Treat each customer as if they have

Claudia: Most of the time Clients just need 10,000 twitter followers to be heard and validated. LISTEN. Sometimes that is all that is needed. Use a Soft voice to talk to them. That will diffuse the situation rather than escalate. Say things like "According to Delta vacations this is what is going on... " Bring the vendors into it. Bring the Supplier Rep into the issue. Many times they can help resolve issues that can't be resolved with the Res desk. It feels good to resolve problems for

Listen Don't get defensive Don't place blame on others. Gather all information needed

clients, whether they say thanks or not.

Own up to the mistake if there is one Susan: Sometimes people push Susan so far and she 'pops'. this is something she has had to learn how to overcome

Remember that Complaints Contain Insight Feedback is great for telling you what went wrong It's terrible at telling you what to do next

Listening is Critical. Most of Susan Clients tell Susan they are worried about her. She makes sure they know that SHE is their Advocate. She is there for them and is on their

The Meek Customer

The High Roller The Chronic Complainer

The "Rip Off"

The Aggressive Customer

side! Susan had an situation with an older client. She had her 'aggressive Daughter-in-law call and yell at Susan about a problem with getting a

refund from Funjet / Non-refundable Hotel.

Susan worked hours trying to get resolved. Finally Susan started including her client and daughter-in-law on emails sent to Kate (our Rep) and that placated the mean daughter-in-law a little because she could see how hard Susan was trying to help.

Debbie: Amen to all that has Been said. Nolan said it perfectly.

Don't Be Passive-Aggressive "We're sorry you're having this problem" Just say you're sorry - Ask how you can resolve the issue - Drop the formalities and be personable

Debbie makes her clients her friends. She treats them like she would her best friend. Treat each person individually and make them feel they are most important. Have Empathy. Let them know you are going through the same thing... maybe with a cruise of your own, or a banking problem. Let them know you literally understand how they are feeling...but be careful to not make it all about you. They don't want to hear that you have 25 other clients with the same problem... This is just about them. Listen! Stay Positive. Try to point out all the good things that come with a delayed trip. Maybe better weather, or more time to shop and prepare, or maybe they are getting more for their money or a better price.

Time is of the Essence

- Complaining customers want a resolution immediately Let them know what your plan is to remedy the
- situation Let them know when you'll be calling them back
- Call them back on time as promised. Even if you have not resolved the issue

Points to Remember (CARP)

- Control Take control of the situation with language that shows you are ready to handle the situation
- Acknowledge Let them know you completely understand their concerns and won't be brushing them off
- Refocus Refocus away from their emotions to the problem at hand, outlining how you'll take care of it
- Problem Solve Do the best you can to solve the problem and confirm that everything has been taken care of

Tips & Company Business

Well wishes to Laura Murdock who had Surgery yesterday to remove Breast Cancer. All is well and they feel they got it all so no need to have Chemo! Hooray!

Annette: Please use some of your time to take the 4 'SigCruise Pro' classes on Signature. They are great classes and you will learn a lot and be more comfortable using it. Just go into SIgNet, Goto training section, click on 'SigCruise Pro and look under Webinars for the 4 classes. Brian: this is the future. After years of wishing for a better way to administer, track, do groups cruises, we finally have a way!

Brian: Took a trip up to Jackson Hole and it was crowded! Hotels were full, Rivers were crowded, etc. Good news that people want to travel and get out of the house. Travel will come back quickly... hopefully sooner rather than later.

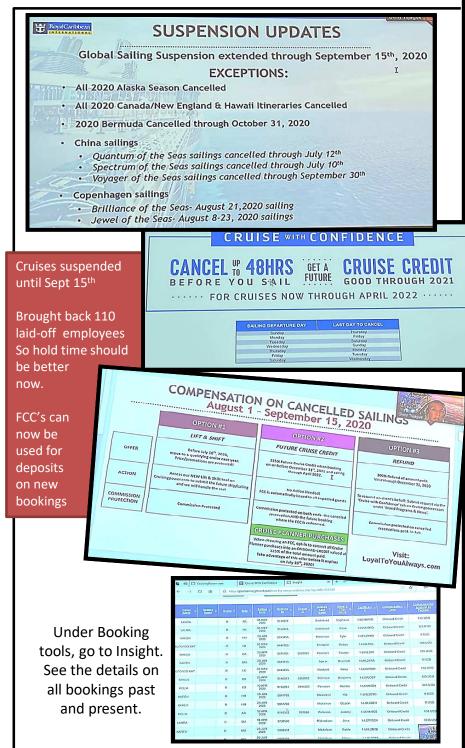
Brent: Don't forget to look at the preferred Partner Updates on Signet. You will find current information, latest news & Reopenings for partners and destinations.

Don't Take it Personally

"If it wasn't for the customers I'd really like this job."

- Evervone has bad days
- Even the best advisors make mistakes
- Some clients might not be the best fit for you as an advisor

<u>Company Training Notes for Jun 22, 2020</u> RCCL – Ginny Tujague



<u>Cruisingpower.com</u> So much great information!

Sales & marketing: use equote! Inclusive & keeps clients from using other sties. Brand Programs & News: Cruise with Confidence details. Booking Tools: Basic Process to apply FCC certificates:

- 1) Make new booking
- 2) Got to 'insight' (under booking tools), find and write down certificate number
- 3) Go to 'Coupon Redemption (under booking tools), pull up new booking, add Coupon . In drop down menu, choose: FCC.

Tips & Company Business

Brian: We have purchased temperature scanners for all offices. These are nice, no touch scanners, you just put your forehead about 4 inches away and it gives you your temperature. Red light means GO HOME, Green light means

you are good ③. All employees are asked to scan when they come into the office. We need to purchase a

tripod to mount

them and then Brent will deliver to all offices, SGU and BIL will be sent.

Karrie: We have downsized CB licenses for each office. You must Log out of CB after your shift and you are no longer using it so others can get in. Please make that a habit! ⁽²⁾

Hopefully you saw the email that Justin's hours are cut back. See the email sent yesterday for details. It would be wise to come to the office at least once weekly and reboot your computer. ... that will help Log-me-in run



Company Training Notes for Jun 18, 2020

Shore Excursions Group – Lorri Cohn

Our Response to the Pandemic



- Since the first cruise cancellations were announced in March, Shore Excursions Group proactively and immediately issued 100% refunds for excursions booked on cancelled sailings.
- We notified clients and agents of the refunds, and we continue to monitor this closely.
- We've relaxed our cancellation policy, allowing new bookings to cancel any time up until the first day of the cruise.
- Our team is available to assist and is continuing to update our product portfolio through 2021.
- Our TourSales product is available to offer day tours and activities to land-based vacationers, domestic and international.
- We continue to invest in our business, and we are very excited to be launching a new website and agent portal within the next several weeks, stay tuned for news of our launch.

Our Value Proposition

- Smaller Excursion Sizes Most of our excursions travel in much smaller groups of people than those offered by the cruise lines.
- Price Match Guarantee We guarantee that our prices are the lowest you can find. If you find a er price for a tour we offer, we will match it.
- Guaranteed Return to Ship We guarantee to get our customers back to the ship on time, or we pay \$500 per personi
- Money Back Guarantee To the extent customers are dissatisfied with their excursion, we offer a full refund.
- Personalized Service Unlike the cruise lines and most online travel companies, we encourage agents and customers to speak with us.

Commissionable - You will earn 15% commission on all excursions and day tours your clients book with us?

Our Brand and Product

- We are the largest shore excursion company in the world with more than 4,500 excursions in over 300 ports.
- We work with over 500 hand-picked tour providers worldwide
- Our tour prices are lower and quality of tour is higher than those offered by
- We offer more than 900 discounted multi-port excursion packages. These are customer favorites!
- We offer shore excursions for Groups and Individuals and can customize to vour needs
- We provide 24/7 traveler support for clients so you can book with confidence.
- We have over 35,000 top-rated satisfied customer reviews of our excursions. We are the only company to offer guaranteed departures

After The Booking

- Bookings are requests that need to be confirmed
- Credit card is authorized (not charged) at time of booking
- Within 30 minutes of booking customer receives a notice that we've received the order.
- Bookings are confirmed within 3 days

Policies

- We don't take bookings in hopes of meeting minimums! We have Guaranteed Departures!
- Excursions are fully refundable up to 14 days before the date of the tour (unless noted otherwise) DAY OF SAILINGI
- Excursions are fully refundable if the ship is late or misses port or if the excursion is canceled due to weather, mechanical issues, etc.
- Encourage clients to book excursions as far in advance as possible so their first choices don't sell out!
- For a \$25 expedite fee, clients can book within 3 days of their departure, and we will only charge the fee if we are able to confirm the tours

Kathy: Reported that her

Tips & Company Business

Daughter had a great time in Cancun. They were the 2nd people to check in to Fiesta Americana. Had the pool and beach to themselves. They loved it. Only weird thing was that the local people treated them distantly & didn't want to be near them. The local people believe that Americans are not taking Corona Virus seriously and they don't want to be near us.

Annette: SIG Cruise Pro is working! Hooray! If you have a cruise booking, please use SIG Cruise pro on SIGNet's website. Let us know if you have any issues.

If you would like to take some training, go to: Signaturetravelnetwork.com Scroll to 'training' section Look for SIG Cruise Pro' in the menu. Click on that and you will see several video classes you can take. 🙂

Booking Confirmation Screen Why we do it! We believe it is in our best intere rat from a Travel Agency se Tell Us Who We Can Th. re you make, the happier you Submit CLICK HERE TO MAKE ANOTHER BOOKING

Lcohn@shoreex.com

(A) She

Alaska Arabian Golf Asia Australia & New Zealand Bahamas Bermuda Canada / New England Carlbbean Europe Hawail Pacific Coast Panama Canal South America Transatlantic

Our Excursions by Regior

- When the booking is confirmed
 - Clients credit card is charged
- Electronic tickets are issued ۵.

۵

- NO signing in to print your clients vouchers
- Clients are emailed their copy, and so are you

Link to Summary of Charges in e-ticket email

<u>Company Training Notes for Jun 11, 2020</u> Customer service – Attitudes / staying in touch w clients

Thank you Linda Hofer, Patty Crim & Amber Lee for sharing your ideas & thoughts today! We watched the daily video from Nolan that was sent on May 28th . You can find all Nolan's daily video's on SIgNet's website under training.

Linda: Finds it challenging to stay Positive herself sometimes. Still working through refund / cancellation requests. She agrees with Nolan that we need to stay in touch, reach out and do what we can to keep clients excited about future travel and hopefully convince them to rebook, rather than cancel.

Patty: Nolan pretty much gave her presentation ^(C). She loves staying in touch with her clients. She does fun extra's, like small gifts , sending info for them to read etc. One couple that told her they were going camping instead of their dream tri0p, she send ingredients for S'mores. Another couple who's honeymoon was cancelled told her they didn't have money to eat & was living on Ramen noodles... but were determined to keep their money on their honeymoon, so Patty sent a box of Ramen noodles to them. Doing little things and staying in contact keeps them loyal and makes them friends.

Amber Lee: Amber Lee made a decision to keep herself positive through this. She looks at her past travel pics, reads uplifting things, & things about all the good things in her life. Keeping herself positive is important in staying positive with clients. She works hard for her clients and lets them know when she has made progress or had success. That keeps them confident and happy. She also likes to staying knowledgeable and does research, reading, etc. So she has the answers when Clients call.

Tips & Company Business

Hawaii just announced they will stay closed through July.

Kathy: Her daughter is in Cancun right now for her Honeymoon. She says it is clean and beautiful and no one is there! Not sure if they will be quarantined when they come home Kathy will keep us posted how the trip goes.

Lots of good discussion on how to deal with clients wanting refunds verses credit and some vendors are easier to deal with than others. Cindy Kirby suggested... just give your clients all their options and let them decide. We cant give good advise right now because we don't know the future.

AmberLee shared a great website/App with us today. You can find Covid19 information for every country in the world. Answers questions like? Can I visit? Do I have to quarantine? Etc. It's easy to use. Check it out:

Website: <u>www.covidchecker.com</u> Digital Device app: Look for 'Sitata Travel safe' to download.

Here us an example when I clicked on Mexico:



<u>Company Training Notes for Jun 4, 2020</u> Travel Guard with Tina and Bob

Bob Ford & Tina presented great information and answered lots of questions. Please see follow-up email sent out by Brent Jenson, June 4th at 9:23am. The email contains 3 flyers: 1) Optional enhancements, 2) inconvenience Benefits and 3) Trip Saver & Exchange options. **This meeting was recorded. If you would like to watch the recording, it can be found at this path:** S:\training\2020\Recorded Meetings\zoom_0.mp4

HOW TO APPLY A VOUCHER TO NEW POLICY

- 1. Right click on EZ Tips icon Modify
- 2. Enter old policy # and credit card if additional payment is due
- 3. COMMENTS
- Enter voucher # and quote #

Please save auto response!

Tina is happy to help anytime! Tina.oleksinski@aig.com

CFAR – CANCEL FOR ANY REAON

- 1. MUST PURCHASE WITHIN 14 DAYS OF INITIAL TRIP PAYMENT
- 2. MUST COVER ALL PREPAID NONREFUNDABLE COSTS & MODIFY WITHIN 14 DAYS OF ADDING ADDITIONAL COST TO TRIP
- 3. CLIENT NEEDS TO CANCEL PRIOR TO 48 HOURS BEFORE DEPARTURE

4. MAXIMUM OF \$25,000 PER POLICY COVERAGE BUT CAN HAVE A SEPARATE POLICY FOR EACH TRAVELER IF NECESSARY

5. AT THIS TIME 50% PAY OUT IN CASH - HOPE TO HAVE 75% BACK IN JANUARY 2021

Other Options for purchase

NAME A RELATIVE – Great for babysitters – dog sitters – critically ill non traveling friends etc.- I recommend adding within 14 days of initial trip deposit to waive pre x medical conditions WEDDING BUNDLE – if bride or groom cancels wedding – only for guests- must be purchased within 14

days of initial trip deposit

Very popular very expensive – but if they have an expensive destination wedding we believe the mom &/or dad or the bride or groom may be purchasing

Due to 'bad feeling" about this expensive wedding!

INCONVENIENCE BUNDLE – this is for the traveler who always comes back with a multitude of complaints – hotel pool was closed – locked out of rental car or condo-

Numerous list – very inexpensive - \$250 for pain and suffering per complaint up to \$750 aggregate

Company Training Notes for May 28, 2020 COVID19 – Summer Plans

The entire company met this morning for Brian's

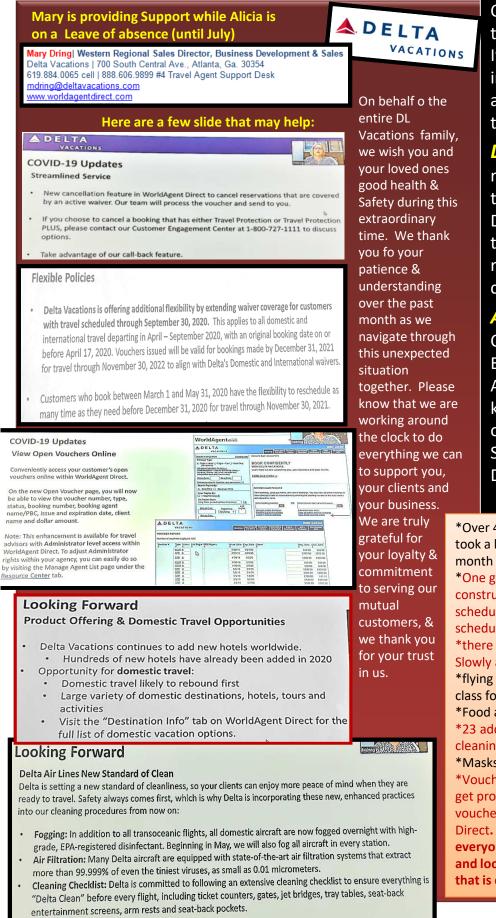
presentation on how the company will move forward. Hopefully everyone understands the direction the company is taking. Here is a brief overview.

The Government has made special arrangements for Businesses to keep people employed at minimum hours and still able to collect unemployment. To keep our company solid and protect ourselves, we need to take advantage of this opportunity. This is great because we can keep everyone employed, rather than furloughing people. We expect a busy 2021, so thankfully we can keep everyone employed. <u>New hours will will begin Monday, June 1st</u>.

- Almost everyone (with the exception of a few that are busy and need to stay full time) will be cut to 28% of normal hours & Pay. This equals 12 hours of work each week.
- You will each receive a personal letter today with specific information about how much you will be paid, important company information, workforce website information, etc. That letter will come to you from your manager.
- You should go online and apply Sunday May 31st (link below). If you qualify, The Federal money of \$600 will come automatically. Just apply for State money and you will get the federal money. If you have a 2nd job or make money other ways, this may affect your qualification. Be careful of working more hours, or you may not qualify.
- On the Workforce site, be sure to state that your hours have been reduced and that it is because of COVID19.
- Everyone needs to work everyday. 2-3 hours each day. This should allow us to keep up with work, stay in contact with Clients, etc. It would be a good idea to state your hours and let clients know that you are 'working reduced hours, but still here to help' on your VM message. This will help your clients and co-workers.
- The Company will still provide all benefits and continue paying the normal company portion. In some cases, an employee may owe the company money if their 28% pay doesn't cover everything.
- You can cut back on 401k, and other benefits you are paying for if you wish. YOU MUST TELL DEBBE BARTOW ASAP if you are considering cutting back your benefits.
- Paychecks for the end of May will be paid to us June 1st (rather than the 8th)
- Going forward we will be paid weekly. That should help with unemployment .
- If you have HR or other questions call Debbe Bartow x6118 or your manager.
- For Unemployment money or benefit questions, please see below website.
- There are other benefits and good things you should know that can be learned by watching recorded Webinars that can be found on the 'jobs.utah.gov ' website.

https://jobs.utah.gov/ui/home/initialclaims

<u>Company Training Notes for May 21, 2020</u> Delta & Delta Vacations by Mary Dring



Tips & Company Business

Kathy: Wondering when Cancun is opening up. Info on the Gov't pages appear to be old. It is hard to find accurate information right now on where and when you can travel. Hope things will get better soon.

Doni: Clients not getting ful refund from Celebrity and it takes 3 hours to get through! Debby Swindall explained that taxes and Commissions are being refunded separately and will come later.

Annette: See SigNet for Covid19 Supplier information. Easy to find when you log in. Also, see training section for all kinds of great training opportunities. Want to be a Social Media expert? Probably a Dozen classes you can take.

Items of interest:

*Over 40,000 DL & DLV employees voluntarily took a leave of absence for their choice of 1 month - 3 months.

*One good thing about the quarantine... construction on SLC and LAX airports are ahead of schedule! SLC airport is 2 years ahead of schedule! LAX should be done by year end. © *there are 85% less flights that 1 year ago. Crazy! Slowly adding flights back

*flying with 60% capacity in coach and 50% in First class for social Distancing purposes.

*Food and Drink service service scaled back. *23 additional minutes between flights for deep cleaning.

*Masks required for all on plane.

*Vouchers are coming, but taking 10-12 weeks to get processed and mailed out. You can view vouchers that are processed on World Agent Direct. NOTE – Annette is working on making everyone an Administrator, so you can all go in and look at vouchers. She will email you when that is done.

<u>Company Training Notes for May 14, 2020</u> Customer Service: Self Promotion Facilitated by Gary

Why do people call you? They don't unless they know who you are, what you do & have confidence that you have the information & knowledge they want. So... How do we get the word out?

THANK you to Karen Stucker, Tara Moncur & Jim Rayburn for great presentations on Self Promotion!

Karen Stucker: 1) be alert and aware of conversations around you. Let neighbors and friends know what you do. 2) Be your own advocate, tell people how valuable you are. 3) give people more than they expect (WOW) use your SigNet tools such as Cruise tracker. It really works! 4) Use Social Media! It is important to be online. Karen was at dinner one night and overhead a group conversation about travel. She waited for the right moment and joined the conversation telling them about places she had traveled and introduced herself as an Advisor. She has done over 13k in business with one of them! She passed out flyers to her Neighbors in her condo and is now helping her neighbors. 5) Update your MMT web profile. People do look at them to decide who to call. Check out Karen's profile it is awesome and shows off her fun adventures. Thanks Karen!

Jim Rayburn: Jim has a great business Facebook site & consistently receives Business from it. Search for 'Jim Rayburn, Morris Murdock Travel" . He reach more folks asking friends to share his posts to their friends. Jim reciprocates by sharing his friends Business posts. To make FB work, you must post often, daily if possible. Jim looks for good resort deals and packages that with air (uses DL website to find cheapest days to travel) then posts. Staying active in FB keeps friends following. Pushing Hawaii right now because that will be a popular spot when people start traveling again. Don't talk people into something they don't want. Give them what they want.

Tara Moncur: Tara is also has a Face Book Business

Tips & Company Business

Brent: Signature is reviewing a few Suppliers for financial stability. Don't book Shore Trips at the moment. Continue using Shore excursions. Other Suppliers are being Reviewed. Brent will keep us posted.

Brian: The Press Sensationalizes a lot of stuff so be careful in what you believe. The Cruise companies are a big target. Most are financially Sound. They have assets worth Billions, so they can borrow and most will get through this time OK. Same with the airlines.

Austin: Review of bad emails. Hover over the senders email to get more infor on who truly sent the email. Never click on a link and absolutely never enter credentials into and email or a pop-up box! Continue sending emails to IT if you are unsure.

Site. You can find her page by searching "All about travel with Tara Moncur". With the quarantine, people are on Social Media! Great way to connect with them right now. Not hard to set up, but can be hard keeping it updated. You need to spend at least 30 minutes a day updating the page. Tara is working on using Instagram and twitter to reach the younger crowds. She is trying to use 'Schedule an Appt' on FB. Tara sends clients multiple Business cards and asks them to give one to a family or friend interested in travel. It works! She takes great 'personal' notes in CB so she can connect personally with clients. Costco is getting horrible reviews. We need to capitalize on the problems people are having with Online TA's. Every transaction is important... Booked a car for a guy, the next week he booked a 10K trip with her!

Company Training Notes for May 7, 2020



Up-to-date Destination info & Policies:

https://www.vaxvacationaccess.com/suppliers/appleleisure-group/pages/algv-gives-you-more/Policies/#hotel/

Join 'Kate's Way to Travel' FB page for lots of Fun and good Travel articles, statistics, etc. Join ALG weekly Travel Talk webinars for more information. Go to Vaxvacationaccess.com to sign up.

News Flash: Change from this mornings meeting:

Tips & Company Business

Linda: Australia isn't allowing anyone out of the country without Govt approval and an exemption form. Not sure about peoOle coming into the country, but probably not

Brian: Hawaii is in quarantine until end of May at the moment. He expects Hawaii to be a big destination when things open back up.

Sylvia: heard British Columbia has closed borders for 2020. no cruise ships or anyone in or out.

Discussion: Cruise Line cancellations continue to change Daily. HAL and Princess have cancelled all Europe Cruises for summer Season. Carnival just announced all Cruises cancelled through Aug 31. it's hard to keep up.

We received news today that we will be extending the 25% for June and July Travel. Everything launches tomorrow, and I will be sure to post everything on my 'Kate's Way to Travel' Facebook page...(However, it will follow the same process as the others.) So if you are currently working on a June or July booking with us right now, STOP. Pick back up tomorrow or Monday when you details!

Find tons of information in www.vaxvacationaccess.com

Look under Suppliers for the Anchor page of each vendor for vendor specific details. Lots of great training under the 'Training' section. Learn more about Rewards and recognition, etc.

www.vaxvacationaccess.com/suppliers/apple-leisure-group/algv-gives-you-more www.vaxvacationaccess.com/suppliers/apple-leisure-group/training-pages/library www.vaxvacationaccess.com/suppliers/apple-leisure-group/rewards-and-recognition/Waves

Up-to-date Destination Policies:

https://www.vaxvacationacces s.com/suppliers/apple-leisuregroup/pages/algv-gives-youmore/Policies/#hotel/ Self Help – Learn how to find and take action on rebooks, cacenllations, etc. <u>https://www.vaxvacationaccess.c</u> <u>om/suppliers/apple-leisure-</u> <u>group/pages/travel-agent-self-</u> <u>help-guide/</u>

<u>Company Training Notes for Apr 30, 2020</u> Royal Caribbean– by Ginny



FUTURE CRUISE CERTIFICATE Redemption Made Easy

In this period where time is of the essence, avoid hold times on the phone and use the simple, automated process on CruisingPower.com to locate and redeem your clients' Future Cruise Certificates (FCC). This saves time, plus makes your job planning their vacation as easy as possible.

1

Redeem FCCs in 3 easy steps

Step 1:

Use the 'Booking Tools' dropdown menu, select 'Insight' and then 'Export to Excel' to easily view a complete list of clients with FCCs and all pertinent information.

If you don't have access to insight please contact your agency administrator.

Step 2:

Use Espresso® or your preferred automation tool to create the new booking.

Step 3:

Once your client's new booking is made it's time to redeem their coupon.

- After creating the new booking, use the 'Booking Tools' dropdown menu to select 'Coupon Redemption' and enter your client's information.
- Select 'Future Cruise Certificate' as the Coupon Type.
- Use the FCC number as the 'Certificate/Request#' and input your client's previous booking number.

Then you're all set!

Please note that these requests must be submitted one per guest per FIT booking and it will generally take up to 14 days for the FCC to be applied to the new booking. However, due to the high volume in requests, it may take longer.

Additionally, FCCs are not transferable among Royal Caribbean Ltd. brands.

Visit CruisingPower.com today.

Do you attend Vicki's weekly Coffee talk? Register on loyaltoyou.com Next weeks coffee talk falls on Travel Agent day (May 6th). Be sure to sign up

Problems or questions? Contact Ginny Tujague <u>gtujegue@rccl.com</u> Or Ali Ozan (Inside sales support) <u>GinnyTsupport@rccl.com</u> 800-327-2056 x 83653

Tips & Company Business

Austin: It's unbelievable the amount of Fraudulent Emails that are coming in right now. In times of Tribulation, the bad guys will work overtime to take advantage of us. Be vigilant. Never give out info through an email. Don't click on attachments or links. If you think it might be legit, pick up the phone and call to be sure. Just this week, we know people that have been scammed out of \$40,000 & given tax ID and bank information to bad guys. Even the best of us can be fooled. Just pick up the phone and call to verify. Or start a new email message to verify. (never reply). I'm afraid this is going to be the 'new normal'.

Thank you valued Travel Partners for your patience and support as we work through this fast paced and fluid situation for our beloved travel industry! To stay up to date on all things Royal Caribbean during this time, please

visit: <u>https://loyaltoyoualways.com/</u> or <u>http://www.cruisingpower.com/</u> protected/alert.do

We are here to support you – through virtual trainings, webinars, smart business practices to use this time effectively – We are here for you and we will get through this together!



×- 0

Company Training Notes for Apr 23, 2020

Carnival – by Swapna Kulkarni



 Carnival Plan to start cruising again is June 27th for some sailings. See goccl.com for details.

Tips & Company Business

Kathy: Working with Apple Vacations and Kate had been great through this whole ordeal. It is easy to get the 125% Credit of re-booked trips. You do it all online, no reason to call. You put !\$ down on the new booking, fill out the form and you will get the credit. If you have questions, call Kathy.

Distancing practices on board – more info to come.
 * New Ship – Panorama (Mexico) is a destination in itself. So much Fun to be had!

Onboard With You Pledge

ONBOARD WITH YOU PLEDGE: LIVE WEBINAR, MONDAY APRIL 27th AT 2PM EST. (1 hour)

During the webinar he will go into detail about our two main commission related initiatives: commission protection through 2021 and 1% bonus commission incentive, as well as other benefits from the "Onboard with You Pledge." In order to join, you will need to register via this <u>link</u>.

- More information about the Onboard With You Pledge: <u>https://www.goccl.com/Agent-Programs/Onboard-With-You-Pledge</u>
- Onboard With You Pledge FAQ's: <u>http://carnivalconversations.com/documents/FAQ_BonusCommissionIncentive_FINAL.pdf</u>
- Onboard With You Pledge video: <u>https://youtu.be/xk0A00HXsGk</u>

Carnival Health and Sailing Updates

https://www.carnival.com/health-and-sailing-updates#

Carnival Away We Go (food and drink recipes, and so much more!)

https://www.carnival.com/awaywego

CARNIVAL "HOMESCHOOLING!"

Live webinars, recorded trainings & tutorials...more to come!

Be A Carnival Expert with 'Knowledge Center' Thursday, April 23. 2pm est (15 min)

Learn where to obtain answers to any question available in GoCCL "Knowledge Center." Quickly access volumes of information about Booking Procedures, Itineraries, Before You Board, Onboard Experiences & more. Link for webinar: <u>https://zoom.us/j/91545514866</u>

Carnival: Welcome to the FUN! Apr 27, 2020 01:00 PM est (45 min)

Join us for an overview of Carnival Cruise Line. This webinar is geared towards new travel advisors, or those new to selling Carnival. Register in advance for this webinar: <u>https://zoom.us/webinar/register/WN_Mp39dxq8Qpy04nAH0RP5JA</u>

Recorded Trainings on YouTube!

Now is a great time to brush up on your Carnival knowledge and we make it easy to do so with recorded tutorials and webinars on our Carnival Independent Agent Team You tube channel. Check it out! <u>CIAT Youtube Channel</u>

SWAPNA KULKARNI Business Development Manager

Carnival Cruise Line

- 1 (800) 327-7276 Sales Support
- 3655 NW 87th Avenue Miami, FL 33178



Company Training Notes for Apr 16, 2020 Viking Cruises - by Reiner

Lot's of great NEW information presented by Reiner this morning. The full presentation can Be found on Homeport. Training-> Destinations.

Viking Expeditions

State of the art expedition Ships Built for Polar & **Great lakes Itineraries.**

On Sale Now For 2022 Departures



Tips & Company Business

Brian: The recent Earthquakes are unsettling to most of us. The best way to put our minds at ease is to be ready in case a biggerr one hits. Llast year we participated in the Great Utah Shake-out. Probably won't this year with the quarantine, but you can still prepare yourself. See the website:

For great information of what you can do and need to know to be prepared.

Viking Polaris and Viking Octantis

All toys including Submarine included in Price.







13 day itinerary First 5 sailings in 2022 already sold out! See 8 day Itineraries in full presentation on Homeport

The Viking Mississippi coming in 2022. Available for booking now.





<u>Company Training Notes for Apr 9, 2020</u> Customer Service, Facilitated by Brent

Thank you to Elaine, Cindy Kirby & Laura Murdoch for sharing today!

Elaine: Being responsive is important. Talk to people like I talk to my family and Friends. I try to get personal with them and find out about their family, etc. I don't have a script, I just talk to people and see how the conversation goes. Everyone is different in how you have to deal with them. My top client has become my friend. I go to her house to deliver things. I know her kids, we are like old friends. Just be friendly and be yourself.

Cindy: Important to Listen and take notes! Cindy likes to sit face to face, she remembers more and can make better impression. Because she takes good notes, she can bring up family and other discussion she had in the past. Using their name is important, if they have a nick-name, use it. Important to put that in the notes so you don't forget. I treat people how I want to be treated. Every trip no mater what it is, I treat like it is there trip of a life time. I like to call people to ask questions like... what is your seat preference. Attention they wouldn't get on line. Be sincere. You don't need to lie... if you haven't been somewhere, tell them you are excited to book this place and have the tools to do it. If you get grumpy people, just treat them as you do anyone else. Don't be afraid of them. commiserate with them. You can win them over. Building Rapport means building Repeat clients!

Laura: Loves to send people extra things. She sent an article on a property a lady was interested in, sent a list of Audio books to a blind client. ... nothing to do with travel, just being nice and staying in touch. Think outside the box. These extra things make a big difference.

Let people take the lead...do they want to chat or get right down to business. Change the way you talk to them accordingly. Reminds herself to slow down when really busy... and listen and take time with them. She is staying busy by going through all current reservations, repricing & letting clients know what things are looking like for future. Finding next years prices are not cheap... actually a little higher. Also spending time doing training and webinars to sharpen her skills. Final advice, look for people in your life that are really good with people. Focus on what they do to make people like them, then emulate what they do.

Great advice everyone!! Thanks Ladies!

Tips & Company Business

Brian: You may have seen that the CDC warned against Cruise travel in general. That is because Cruise ships that doc in the US are examined and scrutinized more than a resort would be. Anything outside the US isn't examined and would never be on the list.

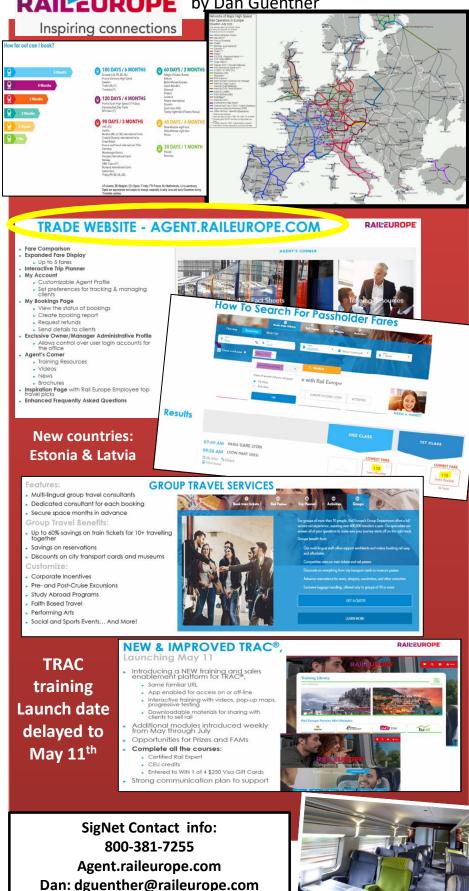
Kari: has a DLV voucher she will share to make sure money goes back to the correct person when you have multiple party trips.

Annette: The CB cheat sheet has been updated on Homeport (Training->Client Base page) with the new codes you need to use in the Res Cycle box. This will help assure Client Reach messages go out correctly. Please go back and update all CB Res Cards that have cancelled due to Covid19. Please try and get that done by next Friday, April 17th)

Brent: Tplease Query all clients who had trips planned in 2019 and reach out to them. Brent will be following up to make sure you do. You could send this great video message and invite them to watch. Here is the link:

https://www.travelagewest.co m/Travel/Cruise/Vicki-Freedand-Fellow-Cruise-Executives-Explain-How-RCL-Cares-Will-Help-Advisors

Company Training Notes for Apr 2, 2020 **RAILEUROPE** by Dan Guenther



Tips & Company Business Brian:

Worry is wide spread. This morning unemployment hit 3.6 million nationwide. Brian has spent hours wading through the stimulus package, working with our Bank (Key Bank), filling out applications for Stimulus package money, etc. It is about an 8 week process to get money, but we are eligible and we should receive help. a big concern is with the airlines. At the moment they are only extending credit until the end of the year 2020. buy they are receiving pressure from congress to extend through 2021. can't image they wont, because they need financial help also.

Please do what you can to help contain the virus and keep yourself safe and healthy.

My Wife told me to stop acting like a flamingo... I had to put my foot down.

New airport Codes for current travel:

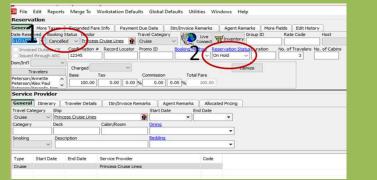
LVG - living room DNR - dining room BTH - Bathroom BKY - back yard PAT- patio MBR - master bed room OFC - office WNC - wine celler

New: Premium service selating

Company Training Notes for Mar 26, 2020 March 19th cancelled do to Covid19 & the EARTHQQUAKE! March 26th - COVID19 virus Discussion

Annette/ Discussion:

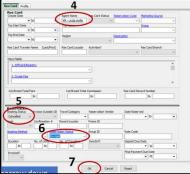
Client Base: Please follow the instructions for Cancelled and rebooked trips presented this morning. It will help everyone, if we are all doing it the same. Full instructions can be found on Homeport, under Training - > Client base.



* Use the AGENT REMARKS area in the Res card to make important notes, note the number of the Credit letter you will need in the future when rebooking trips, etc. Anything you need to remember yourself or someone would need to know if you weren't here.

If you do the above,

then you can query later for clients that have credit.



Staying organized. Cindy Kirby:

- Generate a CB list month by month in 2020 of clients that are scheduled to travel
- Contact all March and April clients to cancel or REBOOK
- Check prices on all future bookings, month by month, and rebooking if the fares are lower
- Sending emails with confirmations of changes and encouragin passengers to travel
- Set up schedule to contact recent quotes to check prices and entice new bookings

ara Maxfield:

- Make an itemized list of the vouchers, credits etc., keep all the
- important details together

Amber Johansen:

Clear out a drawer or set aside a specific place for all your clients impacted by the CV

Please Invoice at Deposit or earlier. Accounting has nothing in Trams until vou do!

Tips & Company Business

Brian:

We have had a difficult few weeks. The changes we made this week were hard, but needed to keep us stable and secure.

Thanks to all for your understanding and helping us get through this difficult time.

Yesterday the senate finally passed the first stimulus package. We were one of the first to start the application for help. We are moving forward carefully as we still don't know what the other packages will contain. ASTA needs to be thanked as they made sure there was language in the package for Travel Agencies. We are secure and the changes we made this week will make us more secure. The coming months are going to be challenging, but we are grateful for wonderful partners that are helping us, including the landlord. The cruise lines couldn't be better. The land operators could be better, we are working with them. Our biggest concern is the safety and health of our employees and their families. Please do what you can to help

contain the virus and keep yourself safe and healthy. Thank you!

Joke: compliments of

Brilianna (Brian's granddaughter) What did the little Dalmatian say to his mom after having a snack? "that hit the spot" LOL

Company Training Notes for Mar 12, 2020 COVID19 virus update by Brian

Brian's update: Comments from our meeting:

- If you are sick, stay home. We will probably all be working from home soon.
- We are not Healthcare or Insurance people. Don't give advice. Let them make their own decisions.
- Book preferred and large companies we know and trust are financially stable. .
- It is much better for us if the credit card is processed by the vendor, not by us. It's all about our risk

This is pretty interesting times we are living through right now. In 200 years, there have only been 4 financial crashes in our country (measured by the stock Market falling more than 20%) this is one of those times.

 In the coming weeks, we will need to put plans in place to deal with company needs and make sure we can weather the storm, but <u>we will</u> weather the storm. Financially we are secure, but we may need to make changes to assure we stay that way.

The Economy is resilient. History shows that. Since 2000, Travel has increased every year. This is temporary, we will have pain and feel uncomfortable, but we will get through it. People will start traveling again... at some point "Value will overcome Fear' and there will be a lot of great Values out there to get people traveling again!

 We realize that most of our employees are on commission, and we know you can't work for months without income. We will do what we need to do take care of you. More information will be forth coming.

The good news is that most of the business is not being cancelled, just postponed. 2021 may be our best year ever!! ©

Tips & Company Business

Austin: Be careful of websites and email viruses right now. People taking advantage of Coronavirus situation to try and get you to click on things you shouldn't . be cautious.

Kathy: Great time to reach out to clients. Be upbeat, let them know we are here for them. Lara Maxfield does a great job everyday of calling clients. Here is a great example from Tara of how we can stay in front of clients & Friends on Social media. This is a great time to explain why you should use a TA, rather than booking online!

Tara Moncur 7 hrs

I get asked quite a bit if being a travel agent is hard right now.... Actually, it is part of my job to deal with issues that affect travel whether it be a natural disaster, terror threats, a virus, etc. I love the fact that my clients do not have to be on a 2 + hour hold time to get information.... I love that the travel industry is stepping up in amazing ways - especially the cruise lines who are offering full credit for a future cruise because of what is going on based on when you sail and that is constantly being evaluated and updated. The airlines are offering clients no change fees depending on where your flight is going and when. The travel industry is doing an amazing job in the face of something so uncertain. Bottom line is that everyone in the travel industry wants our clients safe and healthy and are coming up with amazing ways to help them not be out a lot of money - I am also very grateful for my amazing clients that are being understanding and asking for advice and options instead of stomping their feet about how unfair it all is - We have to fight this as a community to protect the most vulnerable and slow the spread down as much as possible - I cannot stress enough that when you book travel - use a Travel Agent - I have up to date travel advisories and vendor policies that I am given several times a day and I care that you are happy with your trip, safe for your trip, and your health and well being is my top priority. I'll help you work out the details and find the options that can work the best for your situation. Traveling right now is a personal decision based on a lot of factors specific to the traveler. That is where being a Travel Advisor comes in handy to weigh ALL options not just to follow some media article that is there to get clicks and not the full picture. Stay safel Follow the www.cdc.gov information and get accurate information about how you can help prevent and slow down this virus so we can get on top of it.



February recognition

12) Linda Hofer	\$10,054.76
11) Amber Lee Johansen	\$10,869.49
10) Debbie Swindall	\$10,925.19
9) Cindy Butler	\$11.026.19
8) Kathy Hirst	\$12,260.63
7) Cindy Kirby	\$12,972.19
6) Laura Murdock	\$13,098.41
5) Patty Crim	\$13,994.02
4) Karen Johnson	\$15,866.58
3) Lara Maxfield	\$19,444.98
2) Murielle Blanchard	\$22,044,26
1) Elaine Beckstrom	\$52,370.06

Company Training Notes for Mar 5, 2020 Princess Cruise by Bret Gove

\gg **PRINCESS**^{*}

Coronavirus updates see:

https://www.princess.com/news/notices and advisories/

What the travel advisors say:

Alaska	#1			
Mexico	#1	Mediterranean / Europe		#2
Panama Canal	#1	Hawaii		#2
Asia & South Pacific	#1	Caribbean	2	#4
South America	#1	Gallup poll travel ad	visor st	urvey 2

Congratulation's to Bret for making Princess BDM of the year last year! (thanks in part to us 🙂)

Medallion Class – Fleet wide

Medallions will be on all US ships by the end of 2020

If client orders them, Ahead, they come in the mail in a nice box about 3 weeks before sailing.

Using the Medallion and the phone app makes onboarding fast and easy. Client can upload a personal pic & a passport pic and bypass all the long lines!

Caribbean Princess# | Activated Regal Princess[®] | Activated Royal Princess* | Activated Crown Princess" | Activated Sky Princess® | Activated Ruby Princess® | Activated Grand Princess® | March 2020 Enchanted Princess# | June 2020 Emerald Princess[®] | August 2020 Coral Princess® | October 2020 Island Princess® | December 2020 Discovery Princess | November 2021

Tips & Company Business

Brian: Coronavirus: it is impossible to keep up with information and changes to policy coming from Countries, vendors, Insurance companies, etc. Daily if not hourly, there is new information. The email sent from French Polynesia yesterday has already been changed and will be sent out again later today. Here is a few things to keep in mind: 1) if traveling to Asia, be aware of Connecting hub policies. You may not be able to enter a country if you connected through certain airports/countries. 2) Unfortunately we have a 2nd Princess Cruise (the Grand) guarantined off the coast of San Francisco, 3) Israel is taking very restrictive measures for all incoming visitors, 4) vendors and airlines are offering relaxed and liberal cancellation policies, 5) if you purchase Travel Protection now, it will most likely not cover Coronavirus, even if you do get sick, 6) countries to watch right now are Germany, France and Spain.

The good news is the virus in rapidly decreasing in China now. 117 countries have not reported any cases of the virus. This John Hopkins website may be the

best source of current information on how the virus is spreading.

Total Confirmed 3,346

https://gisanddata.maps.arcgis.com/apps/opsdashboard

/index.html#/bda7594740fd40299423467b48e9ecf6

Best Sale Ever morphs into: Best Value Ever! Princess Plus! Includes Drinks, Wi-Fi, & gratuities. A \$95 per day value for \$40 per day!

new fare – our best value ever! tarts: Monday, March 2, 2019 (12 am PST) nds: It doesn't! oduct: Cruises & cruisetours sailing April 2020 and later plies: 3 days and longer ALL categories, <u>INCLUDING 3rd & 4th guests</u> (even 5ths in Sky Suites & Family Suites). is package is capacity controlled and subject

Re-faring for Princess Plus

Can be combined with previous offers:

+ PRINCESS PLUS

with drinks + wi-fi + gratuities included Upsell amenity options/charges for sales launched prior to Princess Plus

Promo Code	Sale	Sale Offer	Upsell Items	Per person Cost/day	Offer Code
N5*, K5*	May Sale	OBC, Gratuities	Drink, Wi-Fi	\$25/day	BEST2DW
N6*, K6*	Sip & Sail	Drinks	Wi-FI and Gratuities	\$25/day	BEST2WG
N7*, K7*	Landmark	OBC	Drinks, Gratuities, Wi-Fi	\$40/day	BEST3
N9*, K9*	3-for-Free	OBC, Gratuities, Stateroom location upgrades	Drink, Wi-Fi	\$25/day	BEST2DW
NY*, KY*	Anniversary	OBC, Wine & Dine, Stateroom location upgrades, EZair disount on Summer Trades	Drinks, Gratuities, Wi-Fi	\$40/day	BEST3
NYC, KYC	Anniversary + Cyber	OBC, Wine & Dine, Stateroom location upgrades, EZair disount on Summer Trades, Wi-Fi	Drinks, Gratuities	\$30/day	BEST2DG
NL1, KD1, FE* YI*, YT*	Fare-only		Drinks, Gratuities, Wi-Fi	\$40/day	BEST3

Company Training Notes for Feb 27, 2020

Coronavirus update by Brian

The Coronavirus may be the greatest challenge for the Travel industry in the last 20 year, maybe worse than 9/11. We can probably plan on a year before things are totally back to normal.

It is important we don't speculation or speak extemporaneously about CODIC-19. if clients inquire about cancellation/concerns, refer to the Supplier cancellation Policy or the US Dept. of State website. it is important to let them make their own decisions.

Websites to refer to for information.

1- US Dept. of State

https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/ 2- Center for Disease Control (CDC)

https://www.cdc.gov/coronavirus/2019-ncov/index.html

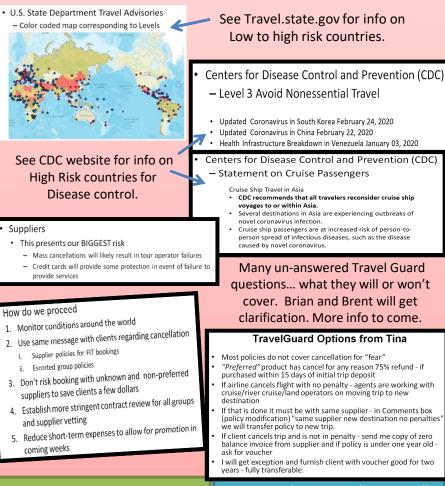
3- World Health Organization (WHO)

This map from Johns Hopkins

recovered.

740fd40299423467b48e9ecf6

https://www.who.int/emergencies/diseases/novel-coronavirus-2019



Be sure to have your Clients enroll in the 'Smart Traveler Enrollment shows current statistics. Not just program' (STEP). This Free service how many have contracted and allows US Citizens traveling abroad Deaths, but also how many have to receive the latest security updates from the nearest US https://gisanddata.maps.arcgis.com/ap **Embassy or consulate.** ps/opsdashboard/index.html#/bda7594 https://step.state.gov/step/

Tips & Company Business

Brian: Cruise Fee delayed

With Cruising at the forefront of the Coronavirus scare, now is not the right time to implement a Fee. The Cruise lines are taking a huge hit and we don't want to do anything that will deter a client from booking a cruise. So, status Quo for now. Do as you have been doing. We will watch how things unfold and determine a better time in the future to launch our Cruise Fee program.

Karrie: Homeport:

https://homeport.morrismurdock.com/login.cfm

Make sure you are going to the right Homeport, not the old one 🙂 . Please get familiar with homeport. Lots of good information there including a list of all internal phone numbers, cell phone nbrs for Co-workers, etc. On the Training Homepage you will find links we talked about today for Coronavirus info and updates. Recently we added 3 new Docs under the 'ClientBase' page for 1) Charging Cruise Fee's, 2) Charging a Misc. Fee and 3) Invoicing a Gift card. On the 'Thursday Morning' Page you can find these weekly notes and a list of training scheduled out for a couple months. If you have something you would like to see on Homeport, let the support team know.

Barb: We will be adding a Shared Folder' ICON on your desktop in the next couple weeks. This folder will contain Letters and Travel-Related Documents you have written and shared. Examples are: What your clients need to know when booking Disney cruises, or Things to know when going to France.

If you are an expert in an area and would be willing to share your knowledge, we would love to add your document to the shared folder. Barb is happy to help you write it or proof read it and add it to the folder. This could be a Huge thing for everyone!! Please share with your expertise with your coworkers. Thanks!

<u>Company Training Notes for Feb 20, 2020</u> UniWorld & U River Cruise by Nicole

 No longer

 restricted by

 age, anyone

 18+ can sail.

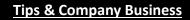
 Only

 requirement:

 "Young at Heart"

"Anyone can go, but everyone shouldn't. This isn't a 5 star UniWorld River Cruise." -Nicole -Average age 30 – 55

- -Younger activities. Mixology classes, Silent Dancing, Ice Bar, 50 bikes on board, more Free time, late nights, sleepy mornings, All geared toward young & active.
- -English speaking U-hosts instead of cruise Director. Local folks that know the area's.
- -Included: 3 meals; 2 excursions per itinerary, Daily Happy Hour, Gratuities, & Wi-Fi.
- -Add-on's: 1) Drink packages or purchase by the glass. 2) Romance Packages. 3) Spa treatments.-2020 Specialty Cruises: Singles & Foodie Cruises.



Marsha: Use Travel Impressions for a hotel only, they will usually pay double or triple the amount of commission DLV or FJ will pay.

Marsha: Concerned that Travel Guard sent a quote and client clicked on quote and booked. Marsha didn't get commission. Everyone jumped in and said that wasn't true. If Client books from an email that was sent out, advisor will still get commission. When sending an email from Travel Guard website, send it to clients email address, and CC yourself in. Verify with Support desk if you are still confused.

Cindy K: If you book a carnival and change anything, like taking advantage of a senior discount after you have already booked, beware! Cindy did this and had the Final Payment Due date moved up, she missed it and the cruise cancelled on her. Be careful.

Kathy H: Oceana: all Asia cruises are cancelled right now.

Annette: Please keep track of your passwords! Have had issues with Live connect in CB with passwords expiring, etc. Please keep passwords in a doc or somewhere secure. It is important you remember them or can find them when needed.

2020: What's new at Uniworld?

Amazon river cruises. Leasing a ship from Aria Amazon. 16 cabins, 32 people. Sailings Sept – Dec, 2020. Not in Brochure, find info online.

<u>12 day Rhine & Mossell</u>: from Baden-Baden to Frankfurt on the River Queen.

New Ship's this year: -The Mekong Jewel. in Vietnam & Cambodia -SS Sao Gabriel – Portugal -SS La Venezia – Italy (Venice area) -SS Sphinx – Egypt Nile river (fall of 2020)

<u>Company Training Notes for Feb 13, 2020</u> Sales performance & Organization/Time management

Sales performance and Time Management. Thanks to Kari, Lara & Sylvia for their sharing tips.

Being organized and using your time wisely is a very personal thing. It is great to share idea's, but in the end, you will need to find what works best for you! ©

Kari Cellan: Kari is still pretty new, but already learning how important organization is. She has created a Word Doc with 3 sections: 1) People she needs to get back to; 2) things she needs to follow-up on; 3) Payment deadlines. She also uses 'At a Glance" in CB to help keep her on top of payments due, etc. To stay on top of special deals, she saves the PDF's to a folder. She also creates email folders for each client to keep track of Docs, etc.

Lara Maxfield: Lara uses AXUS for her clients, so as she gets PDF's and Docs for a clients, she immediately uploads them into AXUS. Later when she is ready to publish, Documents are already there. Lara uses Activities in CB to help her with her To-Do list. It works really well, & saves paper! Side note- She doesn't use the outlook 'reminder' feature, but most people would. It's a good way to add your action items to outlook calendar, which will pop up on a specific day reminding you. Laura keeps a 'Paper Folder' for each client. This is where she keeps notes as she is talking with clients, and keeps it updated as the trip progresses. Everything on and in the folder is organized so she can quickly find what she needs. It may look like scribble to some, but it all makes sense to her. She also uses email folders she creates for each client trip.

Sylvia Thomas: Sylvia attends lots off classes on TM and Organization. She taught a Summer school class last summer, so we asked her to review the info she presented. 1-Make a Plan. Do hard & urgent things at your biological Prime time 2-Allow for interruptions during your day.

3- Make your to do list before you go home & Prioritize the list4-the 4 Ds of your task list:

DO – follow 2 minute rule. If can be done in 2 minutes, do it now DEFER- the things you have to do, but not immediately DELEGATE- Give clear instructions and get out of the way. DELETE – does it deserve your time? Can it manage without you Tips: turn off your email notifications pop up. Look at email a specific times of the day. Ask your clients to make appts. Keep your workspace clear and only have out what you are working on.

Tips & Company Business

Brian: Keep yourself updated with regard to the Coronavirus. We need to be transparent with our clients, so they can make their own decisions. You may have notices a spike in reporting Coronavirus cases over night...that is just because the way they are reporting it now is different. We need to keep things in perspective. Only1% of cases have been reported outside of China.

Annette: After issuing a Sabre ticket, you must do a DIN or at least ER the record. If you don't, the accounting lines don't come into the record and interface to Accounting. Someone (either Annette or accounting) has to manually build the Accounting lines. So PLEASE don't forget the DIN. Thanks!

Joke of the day from Brian: I read a survey that said 6 out of 7 dwarfs are not happy. ©

Top 10 Over 10k for January

10) Kim Rubel	\$10,148.89
9) Cindy Kirby	\$14,795.46
8) Amber Lee	\$15,418.77
7) Cindy Butler	\$16,397.11
6) Sandy Wolff	\$17,046.02
5) Linda Hofer	\$17,423.02
4) Elaine Beckstrom	\$17,725.00
3) Karen Johnson	\$17,805.89
2) Murielle Blanchard	\$17,972.51
1) Kathy Hirst	\$30,395.73

Congratulations!

	Client	Task	Final	Depart	Vendor	Insurance
2do	Adams / Deelstra	Follow up with Colette on	Paid	8-Jan-20	Collette	Vendor
\$	Adams / Deelstra / Adams				Princess	Travel Guar
\$	Allen/ Ed & Patty		5.10.20	8-Aug-20	Princess	Travel Guar
\$	Allen / David & Janine		5.10.20	8-Aug-20	Princess	Travel Guar
\$	Allen / Dan & Erin +2		5.10.20	8-Aug-20	Princess	Travel Guar
\$	Godfrey / Monica & Matt		5.10.20	8-Aug-20	Princess	Travel Guar
\$	Allen / Andrew & Heidi		5.10.20	8-Aug-20	Princess	Travel Guar
\$	Allen / Adam & Amber		5.10.20	8-Aug-20	Princess	Travel Guar
2do	Allen group	Book air				
D	Arnell/ Clay & Launa		Paid	25-Mar-20	Disney Cruise	Travel Guar
D	Arnell/ Kyle & Katie		Paid	25-Mar-20	Disney Cruise	Travel Guar
D	Brinkerhoff		Paid	25-Mar-20	Disney Cruise	Travel Guar
D	Barney	Print NCL docs	Paid	7-Jun-20	NCL	Declined
2do	Barney/Flinders	Air Pre/post package				
D	Flinders		Paid	7-Jun-20	NCL	Declined
\$	Boyer		2.15.20	14-Apr-20	Europe Express	Quoted
2do	Boyer	Add tours in Italy				
D	Boyer		Paid	19-Apr-20	NCL	Declined
\$	Bronson / Johnson		5.13.20	13-Jul-20	MMETours	MODIFY @ Fina
\$	Cardall		7.1.20	24-Sep-20	Carnival	MODIFY @ Fina
2do	Cardall	Air & Pre / Post package				
\$	Carter		6.21.20	19-Sep-20	Holland America	Declined

Sylvia's spreadsheet

Company Training Notes for Feb 6, 2020

Post Expo & IT reminders!

2020 - IT Reminders

Password: Longer is better! Find a sentence or phrase easy for you to remember. Austin's example: "ILoveBurntToast" 🙂 Lock your computer behind you! WIN+L will quickly lock it. Always do this as you walk away from your computer. EMAIL FRAUD: as always, never open and attachment, click on a link, etc. that you weren't expecting. Call IT if your not sure. CB: ALWAYS Exit CB when not at your desk. Remember CB has all your client info, credit cards numbers, etc. Don't 'Check Mark' the "Remember my Password" box! Super Important.

THANK YOU for being Diligent in keeping our Data safe!

CB – Profile Primary agent vs Res Card Agent

Profile, Primary Agent: Marketing messages that are automatically sent to clients from SigNet or other sources using CB, will have the 'Primary' Agents name and information on the message. **Res Card, Agent:** the Agent on the Res Card is the agent who is signed into CB. The agent attached to the Res card receives credit for the booking. Messages sent out regarding the Trip (final due, Insurance, etc) will have the Res Card Agents name on it.

Please do NOT change a Primary agent just because you are making a booking for the client. Here are a few reason's you can:

- 1) The primary agent no longer works here
- 2) There is NO travel history in the profile, OR it has been several years since they have traveled.
- 3) The Client tells you they would rather not work with the Primary agent anymore.

VACATION GEREW

Call Support if you need help or have questions. Thanks!

Tips & Company Business

Marsha/Sandy: At Expo, our Celebrity Rep explained to Marsha (Sandy clarified) that you can get ship board credit back in Cash... here's how: go to the Casino, Load the credit on a gambling card. Play at least 1 game, then cash the rest out. Tricky!!

Brent: Please support the Utah Symphony Event on Feb 15th. We need 10-15 more qualified clients. If you have Clients coming, please come and join them.

Brian: Coronavirus has become a worldwide epidemic. With 2 large ships quarantined, most flights cancelled in and out of China and surrounding Asian countries, it's a huge mess. MMI is greatly affected with our full ship charter coming up in a month and half the on-board clients are from China and can't travel. Please watch the SigNet Coronavirus page for all the vendor updates with regard to travel restrictions, etc.

Karrie: Please use the support rotary 801-483-6304 or type Support Desk in ShoreTel. The best way to train Barb is to have her take calls. Please help her learn so she will be efficient when Annette isn't in the office! thank you. 🙂

Joke of the day from Kari Cellan:

Why does the Norway Navy have a Bar code on the side of their ships?

EXPO 2020 Click on Link to see new 2020 EXPO video! https://youtu.be/cxzy5SPKoos

Tara Moncur \$79,543.94 \$83,810.12 Carli Lythgoe Karen Stucker \$93,339.56 Laura Murdock \$103,211.46 Cindy Kirby \$107,325.13 Sandy Wolff \$109,096.27 Susan Hatch \$111,372.89 Amber Lee \$116,223.49 Cindy Butler \$119,401.04 157.446.40 Claudia Miller

as of 2.5.20

THANK YOU for

making our shows so

successful!



So when they come back to port they can Scan-da-navian. 🙂

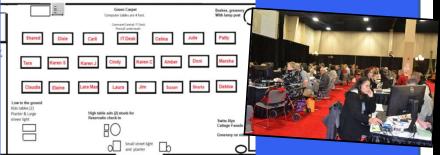
xpo 2020 as of 2.5.20 St George Total Sales \$266,178.13 **SLC Total Sales** \$1,325,738.06 Total Sales Both Shows \$1,591,916.19

Company Training Notes for Jan 16, 2020 2020 EXPO!

Lots of new things this year. Assigned seats at the Res Center, \$3 meal



coupons (ask for how many you need) Ipad's for Clients registration, etc. It's going to be a Fun year!



IT Things to do before you leave your office next Thursday (Tues for SGU):

- 1) Know or reset your Log-Me In password
- 2) Know how to unplug 1 monitor from your computer
- 3) Make a list of your vendor Passwords to bring with you
- 4) Reboot your computer on Thursday during the day
- 5) Leave your computer ON when you leave Thurs. night
- 6) Last person our Thursday night, double check everyone's computer is on please. What to bring...

Plenty of Business Cards Cell phone & CHARGER!

Things to know:

Personal Items as needed If a vendor sends a client to the Res center to book their

- product, please book their product, Don't convince them to book with someone else please.
- New Floor Plan & Config. Black Pearl will be in the back left corner
- EXPO DRESS: Any Morris Murdock Logo Shirt and jacket. No jeans please.
- We will have packets for you. Mints, tissue, hand sanitizer, etc.
- New this year: 16 page show guide:
- Please use your \$30 Shore Excursions Coupons.
- Ice Cream sponsored by Princess
- Over \$25,000 in Prize giveaways this year!!
- Lots of Vendor specials. Don't miss the round tables!
- If you need a break or want to go to lunch, please let support team know.
- Water and snacks at the Accounting table
- If you need anything at all, let the support team know...we are there to serve you!!! Let's have Fun!!!! ©

Tips & Company Business

Brent: Exciting announcement from Viking Cruise, 2 new ships that will be specific for the Artic and Antarctica.

Brian: Important company Policy Change regarding Insurance: As of now, you can no longer sell Insurance on the Deposit amount with intent to collect the rest at Final. We have had several problems with advisors forgetting to collect at Final and if something were to happen during their trip or they had to cancel, we are liable for the full amount. This could potentially bankrupt us. We are all human and can forget, so the company no longer allows this practice. If client wants coverage for pre-existing issues, they need to pay full amount within 14 days. The other option is to sell insurance at final for trip coverage only.

Brian's Jokes:

Yesterday a cop showed up at the office and told me my wife was a thief. I didn't believe him, but when I got home all the signs were there.

There are physics laws, like New newton's law of motion or, Pascal's law of fluids, then there is Cole's law, which

is definitely sliced cabbage. \bigcirc

Top 10 productivity for December!

10) Jim Rayburn	\$9,611.79
9) Sandy Wolff	\$12,127,86
8) Elaine Beckstrom	\$12,177.93
7) Murielle Blanchard	\$13,613.97
6) Karen Johnson	\$16,025.15
5) Julie Best	\$16,137.55
4) Patty Crim	\$16,456.57
3) ValRee Lowe	\$16,575.25
2) Cindy Kirby	\$17,353.81
1) Linda Hofer	\$21,785.51

YOY top 10 most improved 2019 compare

====o oompareu	10 2018	
Susan Hatch	25%	
ValRee Lowe		
Julie Best	26%	
Debbie Swindall	31%	
Patty Crim	33%	
Lara Maxfield	33%	
Elaine Beckstrom	84%	
Sharla Washburn	416%	3
Doni Rasmussen	474%	С
Carli Lythgoe	671%	
	857%	



