

How To Book Students On An EiL Travel Trip

(All images are examples only and do not
represent a real trip)



CONTACT US

Should you require assistance in the booking process, you can contact us through any of the following methods...



Give us a call on **020 8135 4991**

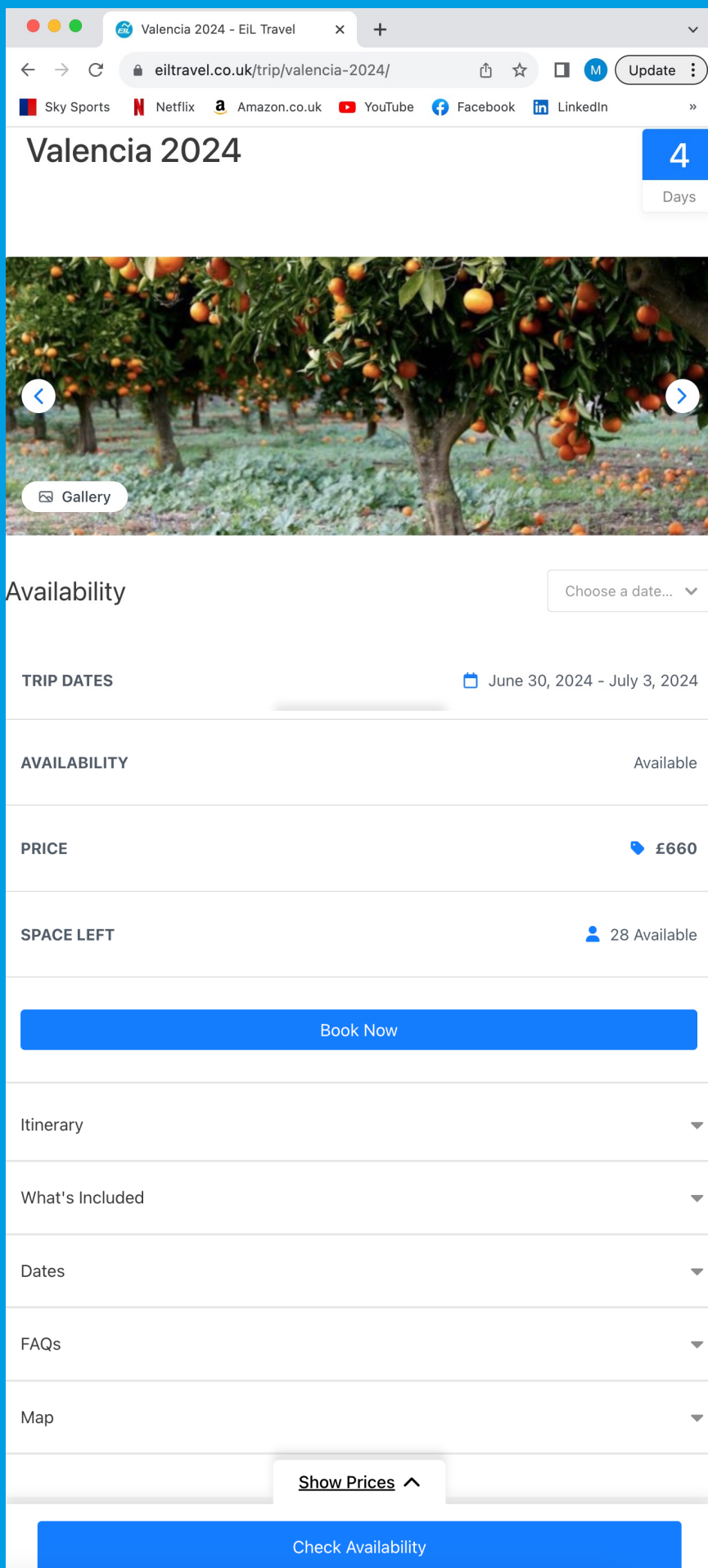
Phoneline open Monday-Friday, 9am-6pm



Email **info@eiltravel.co.uk**

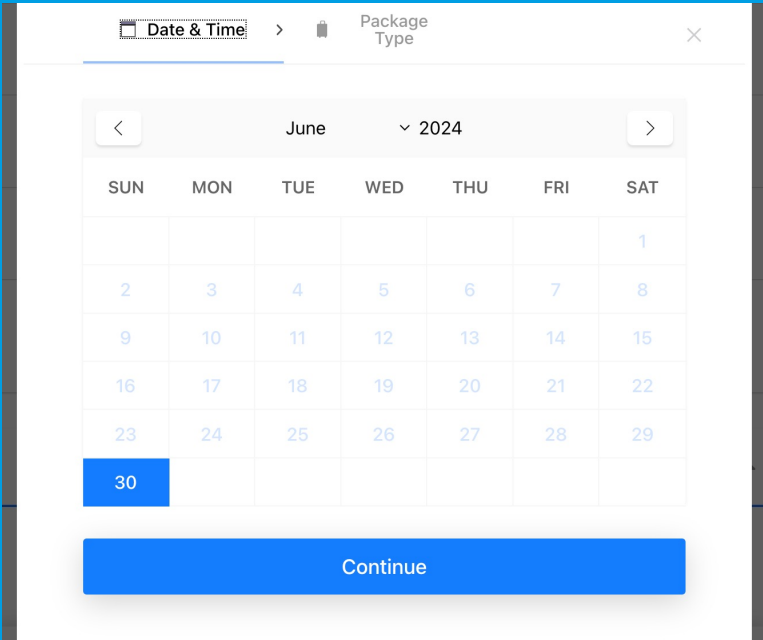


Visit our website **www.eiltravel.co.uk** and use our livechat feature



The screenshot shows a web browser window with the URL eiltravel.co.uk/trip/valencia-2024/. The page title is "Valencia 2024" and there is a blue button with the number "4" and the word "Days" below it. Below the title is a large image of an orange grove with a "Gallery" button in the bottom left corner. Under the image is an "Availability" section with a date picker set to "June 30, 2024 - July 3, 2024". Below this are four rows of information: "TRIP DATES" (June 30, 2024 - July 3, 2024), "AVAILABILITY" (Available), "PRICE" (£660), and "SPACE LEFT" (28 Available). A large blue "Book Now" button is positioned below these rows. At the bottom of the page is a "Check Availability" button. On the left side of the page, there is a vertical menu with links to "Itinerary", "What's Included", "Dates", "FAQs", and "Map". A "Show Prices" button is also visible near the bottom.

1. Navigate to the booking page using the link provided by your school. This will take you to a page on our website that looks like this.
2. Browse images and read the trip information provided to find out everything you need to know! Ensure you make yourself familiar with the "What's Included" tab.
3. Once you have digested information and would like to book on, click the "Book Now" button. This will be roughly half way down the page. This will open a pop-up module.
4. You can also book on using the "Check Availability" button. To do this you will need to scroll to the month the trip departs and select the departure date of the trip.



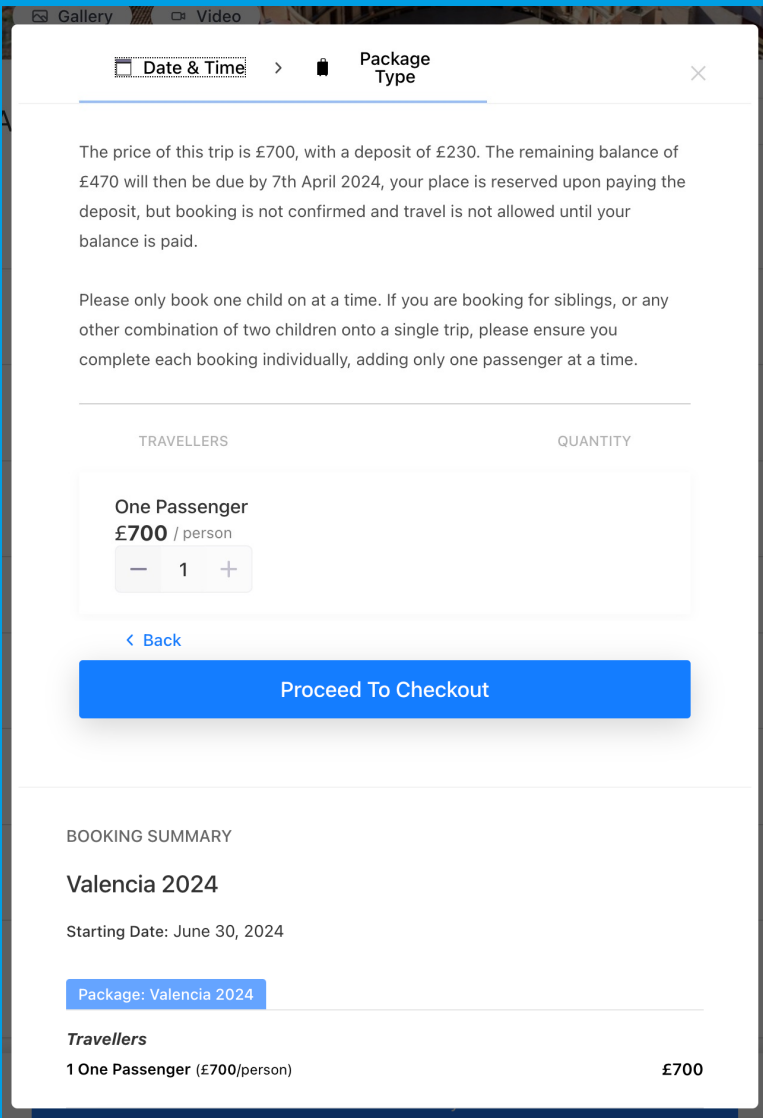
Date & Time > Package Type

June 2024

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Continue

5. When you have a calendar with the departure date of the trip selected, click the “Continue” button. This will be pre-selected if you clicked “book now” in step 3, and all you need to do is click “Continue”.



Date & Time > Package Type

The price of this trip is £700, with a deposit of £230. The remaining balance of £470 will then be due by 7th April 2024, your place is reserved upon paying the deposit, but booking is not confirmed and travel is not allowed until your balance is paid.

Please only book one child on at a time. If you are booking for siblings, or any other combination of two children onto a single trip, please ensure you complete each booking individually, adding only one passenger at a time.

TRAVELLERS	QUANTITY
One Passenger £700 / person	1

[< Back](#)

Proceed To Checkout

BOOKING SUMMARY

Valencia 2024

Starting Date: June 30, 2024

Package: Valencia 2024

Travellers

1 One Passenger (£700/person) **£700**

6. Read the text provided. This will explain the cost of the trip and the payment structure. If you do not adhere to the payment structure, your booking will be treated as cancelled by you.

7. Ensure you only have 1 passenger selected, you cannot book on multiple passengers at the same time. Should you wish to book on siblings, you will need to repeat the process and do each sibling separately.

8. When you are sure the passenger selector only has “1” selected, click “Proceed To Checkout”.

Login

Email or username*

Password*

☐ Remember me

[Forgot Password ?](#)

LOG IN

Don't have an account? [Sign up](#)

9. You will then be greeted with a login screen. If you have booked a trip with us before, you can use the login you created previously.

10. If you have not booked a trip with us before, you will need to create an account by entering your email address and choosing a password.

Create an account

Email*

Password*

SIGN UP

Have An Account? [Log In](#)

11. Make sure you note down your password. You will need to use your account to manage your booking and track the remaining balance that you owe.

Booking Summary

Valencia 2024 LHS

Starting Date: June 30, 2024

Trip Code: WTE-8342

Package:Valencia 2024

1 One Passenger ----- £720

Subtotal : £720

Total : **£720**

Billing Details

Parent/Guardian First Name *

Parent/Guardian Last Name *

Parent/Guardian Email *

Parent/Guardian Phone Number *

Payment Method

☒ Book Now Pay Later

If checked, no payment gateways will be used in checkout. The booking process will be completed and booking will be saved without payment.

Book Now



12. At the top of the checkout you will see a booking summary. This shows the total cost of the trip. Please refer to step 6 for your payment schedule which breaks down this payment.
12. Ensure you read our booking conditions, which can be found at the top and bottom of the page or [here](#).
13. If you have a box to enter a discount code, you can ignore this or dismiss it.
14. Enter all the details requested for the parent or guardian. This will be used as the billing information, so make sure it matches the information on the card that will be used for payment.
15. “Book Now Pay Later” will be selected, your deposit will be paid later in the process following an email sent to the address you used to set up your account. **Your place is not confirmed until this deposit is paid.**
16. Click “Book Now”: however, this is not the end of the process and you must progress to the next stage.

Extremely important, please read!

Please use this page to give all essential information about the child that will be traveling. It is very important to ensure this is all correct and matches the passport and documents they will be using to travel.

Incorrect traveler information can result in admin fees from airlines and suppliers, or even ineligibility for travel.

Passports must have at least 3 months remaining before expiry at the time of travel. If your child does not have an GHIC Card, please leave this section blank and apply for one on the [NHS Website](#), updating this information once the card arrives.

Personal details for Traveller: #1

Title *

Student's First Name (as on passport) *

Student's Last Name (as on passport) *

Student's Middle Name(s)

Date of Birth *

Emergency contact details for Traveller: #1

Title *

First Name *

Confirm Booking

18. Ensure you read the information at the top of the page describing the risks of inaccurate information.
19. Enter all information about the child that is travelling, it is crucial you provide all information and that everything is accurate and in line with the passport your child will be travelling on. Inaccurate or missing information can result in admin fees or at worst refusal for travel with no eligibility for refund.
20. Once you have entered all information about the traveling student, enter information for the emergency contact. This individual should be able to respond while the trip is running.
21. When you have entered all information, go back and check everything you have entered is correct. Once you are 100% certain, click “confirm booking”

21. You should then see our “Thank You” page. This confirms the booking details such as your booking number, which you should make a note of.

22. By this point you will have received an email from info@eiltravel.co.uk with a description of your booking.

23. Within 24 hours of us receiving your booking, you will receive a link from info@eiltravel.co.uk to pay your deposit through our Felloh system. **Your place is not reserved until you have paid this.**

24. Once your deposit is paid, you will receive confirmation of this via email. You will then also receive a confirmation of your booking and all details you have entered. Please check these are correct as incorrect details can result in denied of travel at the border.

Thank You, We Have Received Your Booking.

Please check your email for your confirmation (be sure to also check your spam folder), which includes a link to pay your deposit. **Be aware, your place is not confirmed until your deposit is payed.**

We will follow up via email in the build up to your trip to confirm additional details. Please ensure you have read our [booking conditions](#).

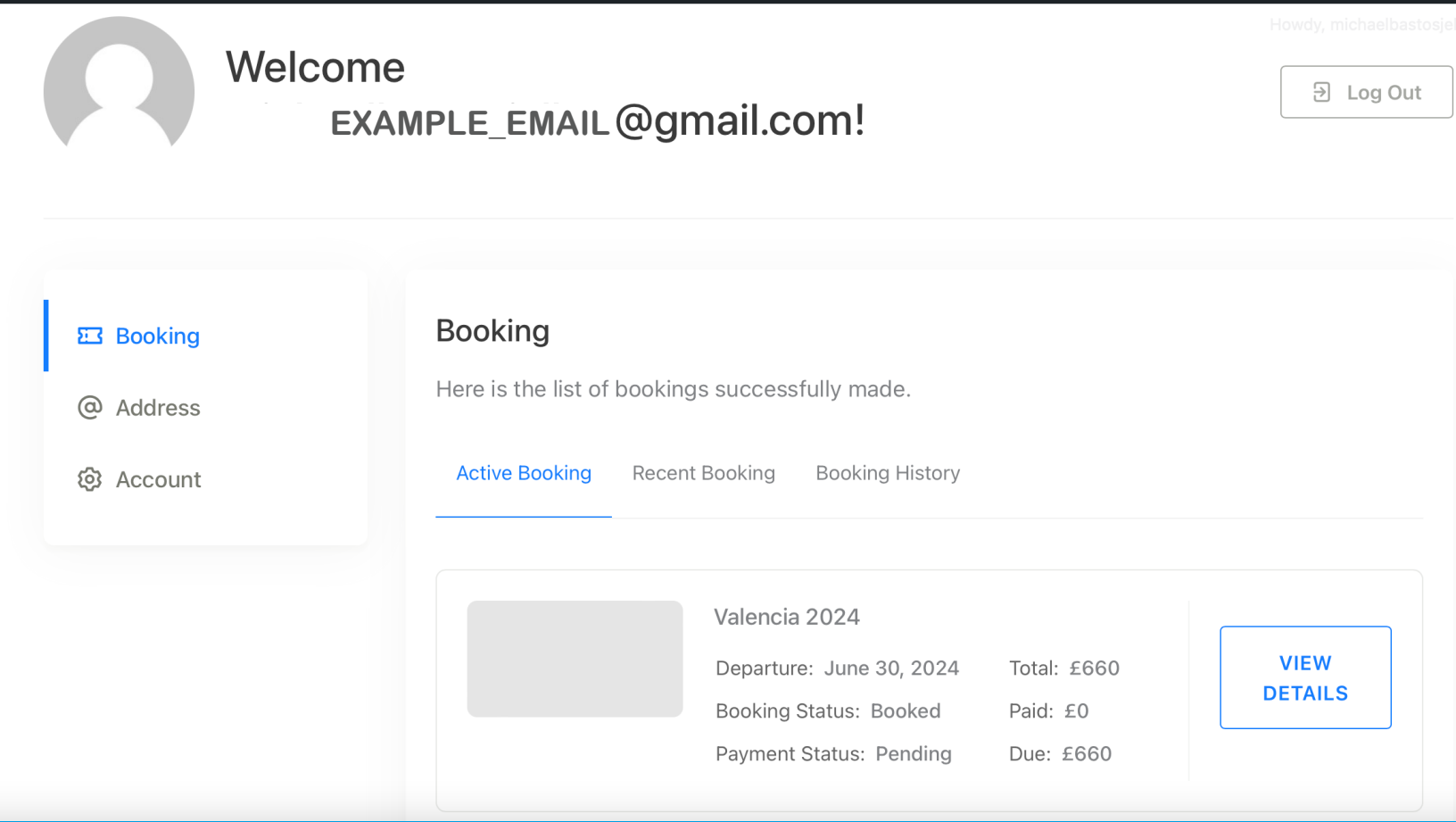
Thank you for booking the trip. Please check your email for confirmation.
Below is your booking detail:

Booking Details:

Booking ID : 8496

Trip Details

Valencia 2024[#8342]



25. Your ATOL and TTA Safe Seat Guarantee certificates will follow once the booking period is closed.

26. Please ensure you are familiar with and adhere to the payment schedule. Travel is not allowed until the full balance is paid. The deadline for full payment is 60 days before departure.

27. You can check your trip details and remaining balance required to pay to confirm your place by navigating to <https://eiltravel.co.uk/my-account-2/> Please note, it can take up to 48 hours to reflect new payments you make in the "my account" section.

CONTACT US

Should you require assistance in the booking process, you can contact us through any of the following methods...



Give us a call on **020 8135 4991**

Phoneline open Monday-Friday, 9am-6pm



Email **Info@eiltravel.co.uk**



Visit our website www.eiltravel.co.uk and use our livechat feature