family of brands

Setting up your MyAccount

Thank you for choosing your next holiday with the Globus family of brands. To help us get you on your way to your dream holiday, we will require you to create a MyAccount, your personal booking portal that will hold all traveller details and allow you to reserve optional excursions. Follow our step by step guide below to begin.

How to create a MyAccount?

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3.)

Visit <u>www.globusfamily.com.au</u> in your web browser and select **'Log in to MyAccount'**

> My Account - Your personal account at the Globus family of brands

> My Account enables you to book your holiday excursion or activity online; update your pre-holiday information; manage your booking; and much more...

Once you have clicked 'Create Account' a unique code will be sent to the nominated email address. This code can then be entered into the newly appeared field on the website and you can activate your MyAccount.

LOG IN TO MYACCOUNT



(2.) Select **'Sign Up'** and complete the fields required

Login to MyAccount	What is MyAccount?		
S Email	MyAccount is where you can manage all of your bookings with Globus, Cosmos, Monograms and Avalon Waterways Logi		
B Password	to:		
Forgot password?	View & manage your booking		
LOGIN	excursions		
Or	Access your travel documents		
SIGN IN WITH MICROSOFT			
f SIGN IN WITH FACEBOOK			
G SIGN IN WITH COOGLE			
Don't have an account? Sign up			

How to link your booking?

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Once you have created your MyAccount you then need to link your booking.

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Nelcome Jane	
Congratulations on your new booking. Before you travel, look out for any outstanding actions you need to complete for your booking. You can also add optional envirutions travel, howing her clicking Manage Booking's below.	MAKE A NEW BOOKING EINK EXISTING BOOKING

2. Enter your 6-digit booking number starting with 1, then click 'Link Booking'

	BOOKING
If you have a current booking	g, and you cannot see it, enter your booking number below.
Booking number*	
	LINK BOOKING

) Accept the Terms and Conditions and the Health and Safety Waiver by scrolling to the bottom of the screen.



(4.)	When your booking is linked, scroll down the page and	l click on 'Manage Booking
	129 days to your trip!	
(5.)	Under the tour details, click the red and white $+$ ($\textcircled{\bullet}$) b	utton to expand the sectior
	Home > Your Booking	
	Your Booking	
	cosmos.	
	PRAGUE, VIENNA & BUDAPEST	
	6050 • MUNICH → MUNICH • 9 days	
	Traveller Information, Booking Extras, Documents, Payment History and Before You Co information	
		_

How to link your booking?

6.) Under the traveller names, click **'Edit Traveller Details'** to add passport details, emergency contact information, on-tour contact information etc. All fields with a red asterisk must be completed.



nbership Number

8.) Once you have completed all the fields, scroll to the bottom of the page and click Save.

On-tour contact email*	On-tour contact telephone number*	
1		
If you have any special requirement	ts for your trip, please fill out this form. (CUCK HERE)	

9.) If you would like to pre-purchase optional excursions, click **'Your Bookings'** and return to **'Manage Booking'**, click the red and white + (plus) button and scroll to the bottom and click **'Optional Excursions'**. The payment on your booking must be finalised in order to proceed with any additional extras.



We hope you have found this guide helpful.

If you require any further assistance please don't hesitate to contact us on 1300 230 234 or contact your travel agent.