

How to send out multiple quotes on www.GroupConnect.com

1. Login to www.GroupConnect.com with your e-mail & password:

The largest network of Tour & Motor Coach Operators in North America! An ABA & OMCA company.



PLEASE SIGN IN

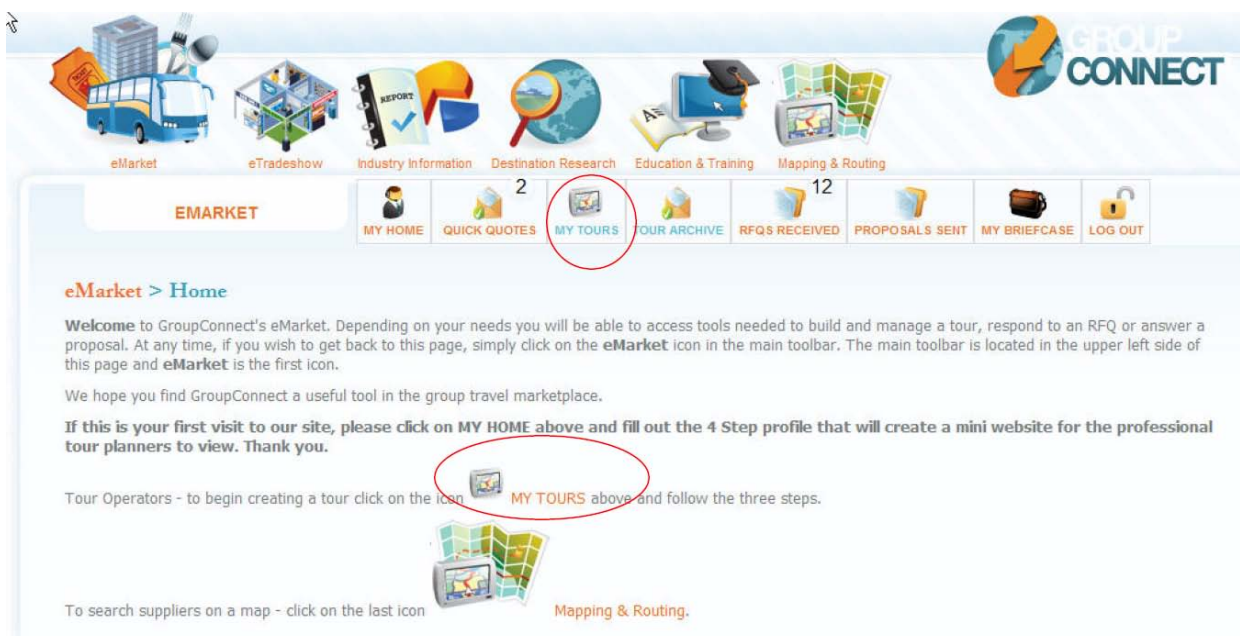
[Forgot your client password? Click here.](#)

Enter your information in the form provided to gain access to this area.

email

enter

2. Click onto "MY TOURS"



EMARKET

MY HOME **QUICK QUOTES** **MY TOURS** **OUR ARCHIVE** **RFQS RECEIVED** **PROPOSALS SENT** **MY BRIEFCASE** **LOG OUT**

eMarket > Home

Welcome to GroupConnect's eMarket. Depending on your needs you will be able to access tools needed to build and manage a tour, respond to an RFQ or answer a proposal. At any time, if you wish to get back to this page, simply click on the **eMarket** icon in the main toolbar. The main toolbar is located in the upper left side of this page and **eMarket** is the first icon.

We hope you find GroupConnect a useful tool in the group travel marketplace.

If this is your first visit to our site, please click on MY HOME above and fill out the 4 Step profile that will create a mini website for the professional tour planners to view. Thank you.







Tour Operators - to begin creating a tour click on the icon **MY TOURS** above and follow the three steps.

To search suppliers on a map - click on the last icon **Mapping & Routing**.

3. Click onto:



STEP #1: Name Your Tour & Enter General Tour Data.

EMARKET      

eMarket > My Tours > Create Tour

step 1

NAME YOUR TOUR:



TYPE OF TOUR

Please choose one of the following that best describes the theme/type of tour you are building


AGRICULTURE CULTURAL/HISTORICAL STUDENT VOLUNTEERING

FAITH BASED SPORTING EVENTS ADULTS SENIORS

GENERAL TOUR DATA

DEPARTURE DATE:  RETURN DATE: 

APPROX # OF PASSENGERS: ADULTS: CHILDREN: SENIORS:

DEPARTURE CITY, STATE: 

ACCOMMODATION INFORMATION

SINGLE BEDDED ROOMS WITH QUEEN: KING:

DOUBLE BEDDED ROOMS WITH DOUBLE: QUEEN/KING:

WHEELCHAIR ROOMS:

continue

Click "Continue"

STEP #2: Select Travel Industry Categories to work within.

eMarket > My Tours > Create Quote

LEGEND

ACCOMMODATION ATTRACTIONS FESTIVALS/EVENTS FOOD SERVICE PROVIDER RECEPTIVE OPERATORS RETAIL OUTLETS SCHEDULED TRANSPORTATION

step 2

DAY 1 (MAY 7, 2010) CLICK ICON ON RIGHT TO REQUEST QUOTING COMPONENTS.

DAY 2 (MAY 8, 2010) CLICK ICON ON RIGHT TO REQUEST QUOTING COMPONENTS.

DAY 3 (MAY 9, 2010) CLICK ICON ON RIGHT TO REQUEST QUOTING COMPONENTS.

send

Legend:



- Accommodations – Hotel Bed
- Attractions – Ticket
- Festivals & Events – Music Notes
- Food Service Providers – Plate & Silverware
- Receptives – Hand Shake
- Retail Outlets – Shopping Bag
- Scheduled Transportation – Ferry or Ship

STEP 2A: Click to Add Additional Requirement. This will map over to the quotes that will be sent out.

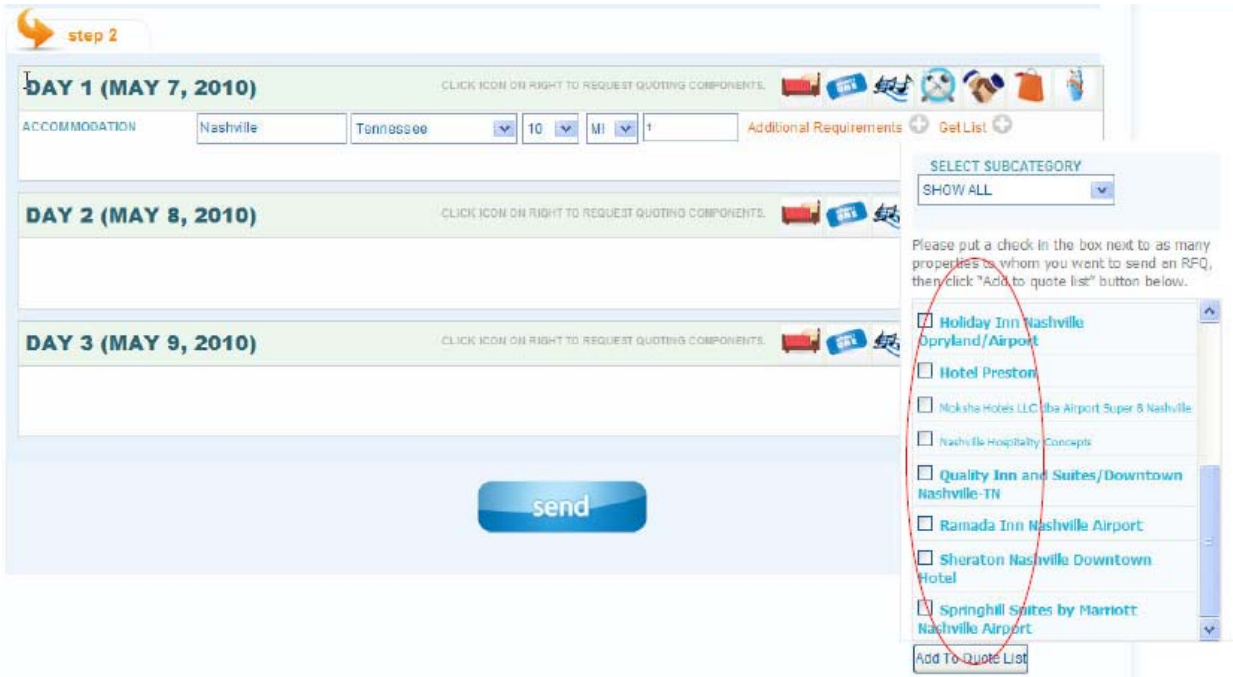
DAY 1 (MAY 7, 2010) CLICK ICON ON RIGHT TO REQUEST QUOTING COMPONENTS.

ACCOMMODATION Nashville Tennessee 10 MI 2 click to Add Additional Requirements click to Get List

Breakfast each morning. First floor rooms.

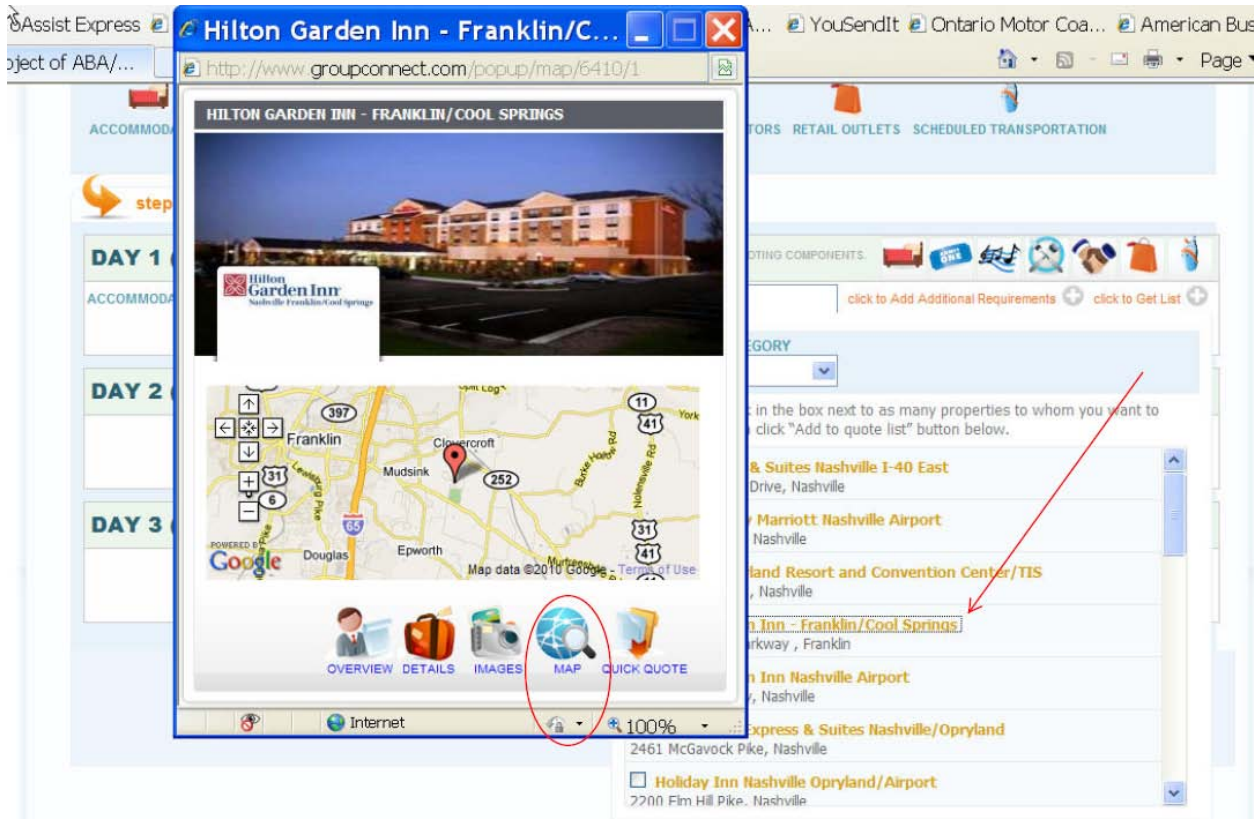
DAY 2 (MAY 8, 2010) CLICK ICON ON RIGHT TO REQUEST QU

STEP 2B: Select Travel Industry Suppliers to send multiple quotes. Click “Get List”. Click on box and a green checkmark will appear. Those that are in bold have completed company profiles.



STEP 2C: Click on the name of the supplier in order to view their Company Profile/Mini Website. Company Profiles/Mini Websites Include: Location on Google Map, Overview, Details, and Images.

MAP



OVERVIEW

Hilton Garden Inn - Franklin/C...   

http://www.groupconnect.com/popup/overview/6410/1 

HILTON GARDEN INN - FRANKLIN/COOL SPRINGS



**9150 Carothers Parkway
Franklin, TN US**




Enjoy one of Cool Springs finest - the Hilton Garden Inn Nashville/Franklin Cool Springs hotel - new to the area, but always a favorite of the corporate traveler, or family vacationer.


Discover the rich history and lush nature just south of Nashville in the beautiful town of Franklin, filled with a wealth of historical sites within easy reach of the thrills and excitement of Music City, USA. The NEW Hilton Garden Inn Nashville/Franklin (Cool Springs) hotel is located near the historic downtown area of Franklin, offering convenient access to



OVERVIEW DETAILS IMAGES MAP QUICK QUOTE

DETAILS

Hilton Garden Inn - Franklin/C...   

http://www.groupconnect.com/popup/details/6410/1 

HILTON GARDEN INN - FRANKLIN/COOL SPRINGS








Accommodation Details

CURRENCY	MIN ROOM RATE	MAX ROOM RATE
USD	89	189

APPLICABLE TAXES
17.25% TAXES ARE SUBJECT TO CHANGE WITHOUT NOTICE. 9.25 STATE TAX, 8 % OCCUPANCY TAX

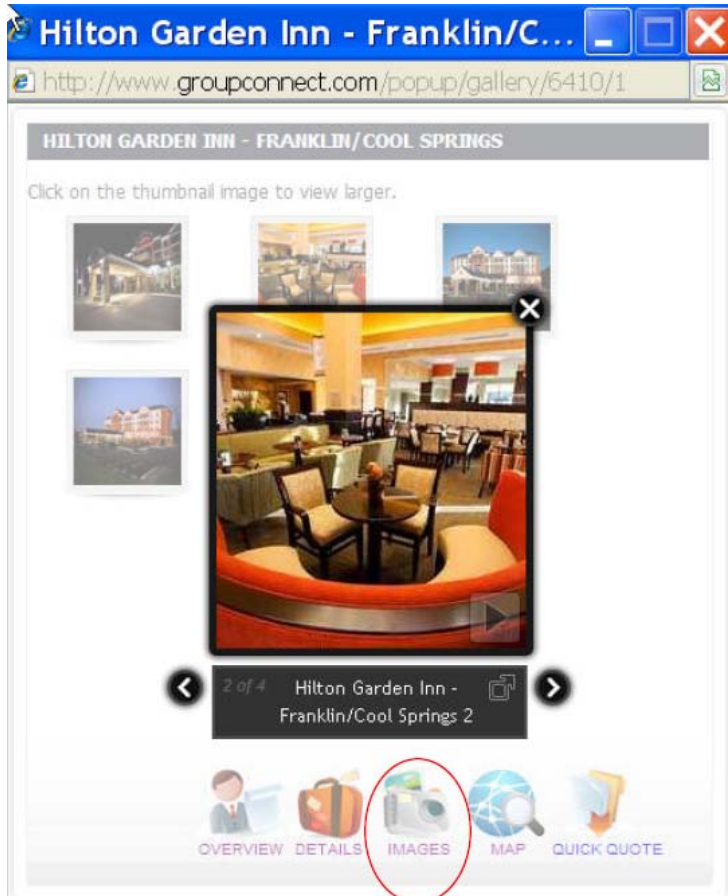
YEAR ROUND	OPENING DATE	CLOSING DATE	CHECK IN TIME
YES	N/A	N/A	15:00:00

CHECK OUT TIME	FLOORS	ROOMS	ROOMS WHEELCHAIR
11:00:00	5	131	N/A

OVERVIEW DETAILS IMAGES MAP QUICK QUOTE

IMAGES



STEP 2D: Click "Send" to complete quoting request process. All Travel Industry Suppliers selected will be notified via e-mail that there is a Request for Quote waiting for their response in the GroupConnect system.



STEP 3: Select motor coach companies to send a charter quote.

eMarket > My Tours > Transportation Request

If you are using your own equipment, you have completed the quoting process. [Click here to return to "My Tour"](#). OR complete the form below to get a quote for equipment.

step 3

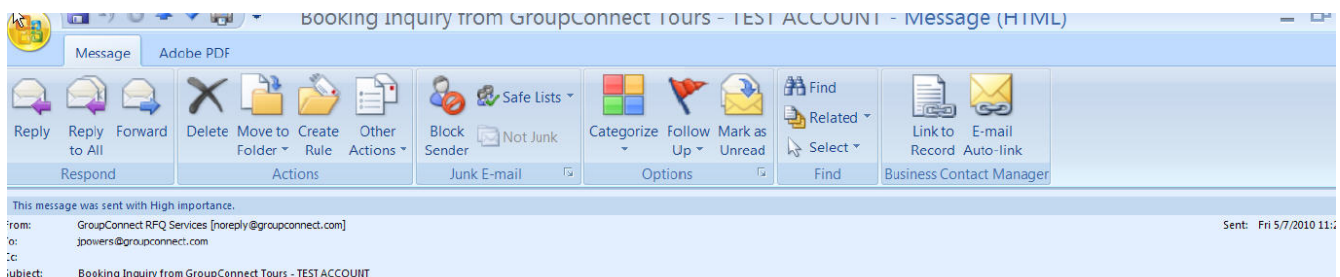
COACH OPERATOR: Reading, Pennsylvania, 25 MI, 3. [click to Add Additional Requirements](#) [click to Get List](#)

SELECT SUBCATEGORY: SHOW ALL

Please put a check in the box next to as many properties to whom you want to send an RFQ, then click "Add to quote list" button below.

- Advance Coach Ltd.
184 Bomberger Rd, Lititz
- Bieber Transportation Group
P.O. Box 180 / 320 Fair St., Kutztown
- Elite Coach
1685 W. Main St., Ephrata
- Klein Transportabion
P.O. Box 246, Douglassville
- Melard Coach
1289 Division Highway, Ephrata
- Perkiomen Tours
875 Main St, Pennsburg

NOTIFICATION: When "SEND" button is selected, an e-mail is sent to all suppliers selected advising them of a booking inquiry in the GroupConnect system. The supplier will need to logon to the system to retrieve their Request for Quote.



Dear GroupConnect Member:

There is a RFQ from GroupConnect Tours - TEST ACCOUNT for tour Nashville Nights Tour arriving at Hotel GroupConnect - TEST ACCOUNT 5543 Edmondson Pike Nashville, TN on May 7, 2010 awaiting your response in the GroupConnect system. Please log into your GroupConnect account and respond to the inquiry as soon as possible; this is a time sensitive inquiry. To access the login area please click on the following link: <http://www.groupconnect.com/emarket>

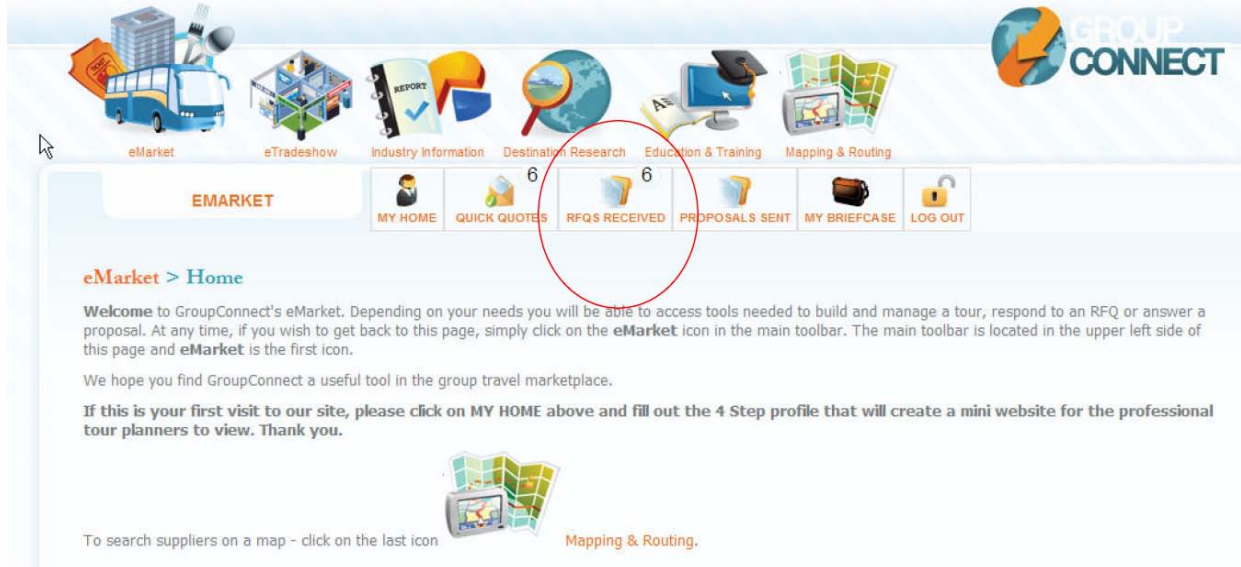
GroupConnect is a wholly owned joint venture between the American Bus Association and the Ontario Motor Coach Association. Thank you for supporting your association.

If you have questions about GroupConnect, please call our service representatives at 866-644-1664.

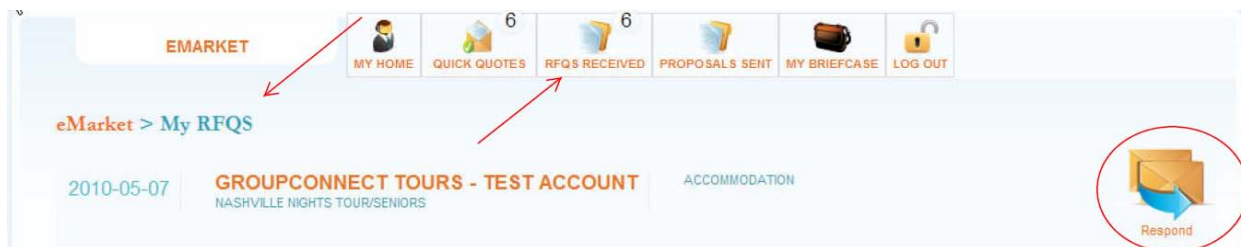
Sincerely,
Team GroupConnect

What happens on the supplier side?

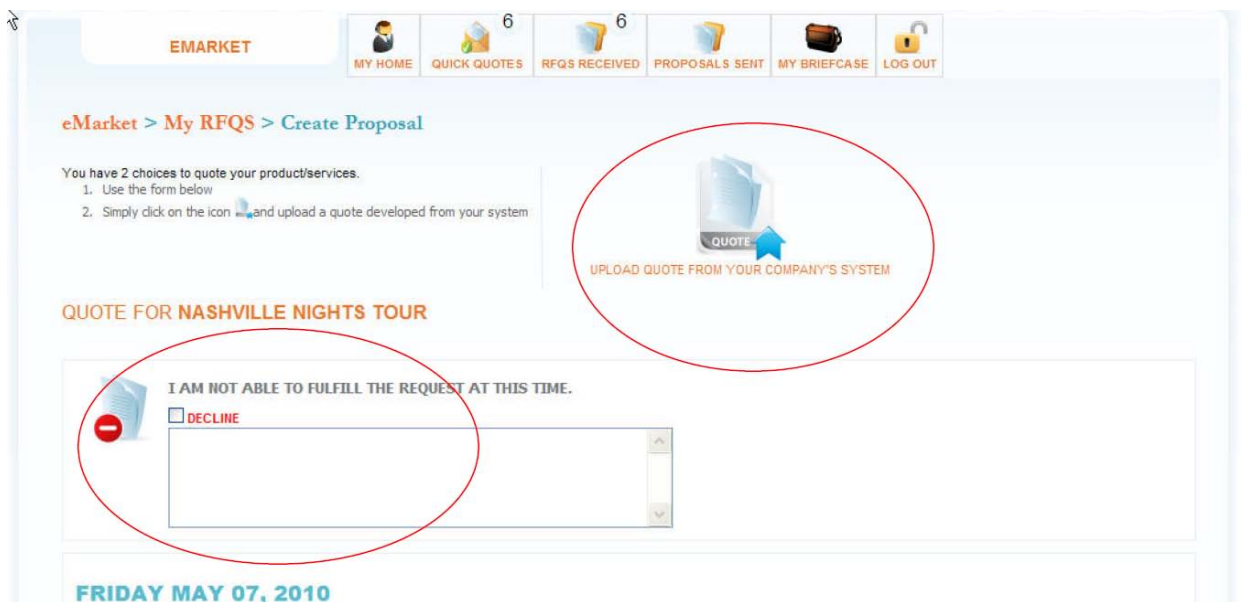
STEP 1: Supplier will login to GroupConnect and go to “RFQ’s RECEIVED” folder.



STEP 2: Clicks on “RESPOND” button.



STEP 3: Selects the way that they want to respond. Choices are to upload your own document from your system or to manually fill out form.



REQUIREMENTS

NUMBER NIGHTS	PEOPLE PER NIGHT	ROOM TYPE		
2	ADULTS: 0 CHILDREN: 0 SENIORS: 42	# OF SINGLE BEDDED ROOMS WITH: QUEEN: 0 KING: 2	# OF DOUBLE BEDDED ROOMS WITH: DOUBLE: 19 QUEEN/KING: 0	WHEELCHAIR ROOMS: 1

ADDITIONAL REQUIREMENTS

PRICING

RATES

SINGLE (\$)	TWIN (\$)	DOUBLE (\$)	TRIPLE (\$)	QUAD (\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

NOTES

TERMS & CONDITIONS

STEP 3A: Manual form completion. Click "Finished" in order to SEND.

I HAVE MY TERMS & CONDITIONS IN A PDF OR WORD DOCUMENT.

FILE:

I HAVE COMPLETED MY PROPOSAL AND IT IS READY TO SEND TO THE TOUR OPERATOR.

FINISHED

NOTES

TERMS & CONDITIONS

I HAVE MY TERMS & CONDITIONS IN A PDF OR WORD DOCUMENT.
 FILE:

I HAVE COMPLETED MY PROPOSAL AND IT IS READY TO SEND TO THE TOUR OPERATOR.
 FINISHED

OTHER FOLDERS: "PROPOSALS SENT" allows the supplier to know the status of each RFQ that has been responded to.

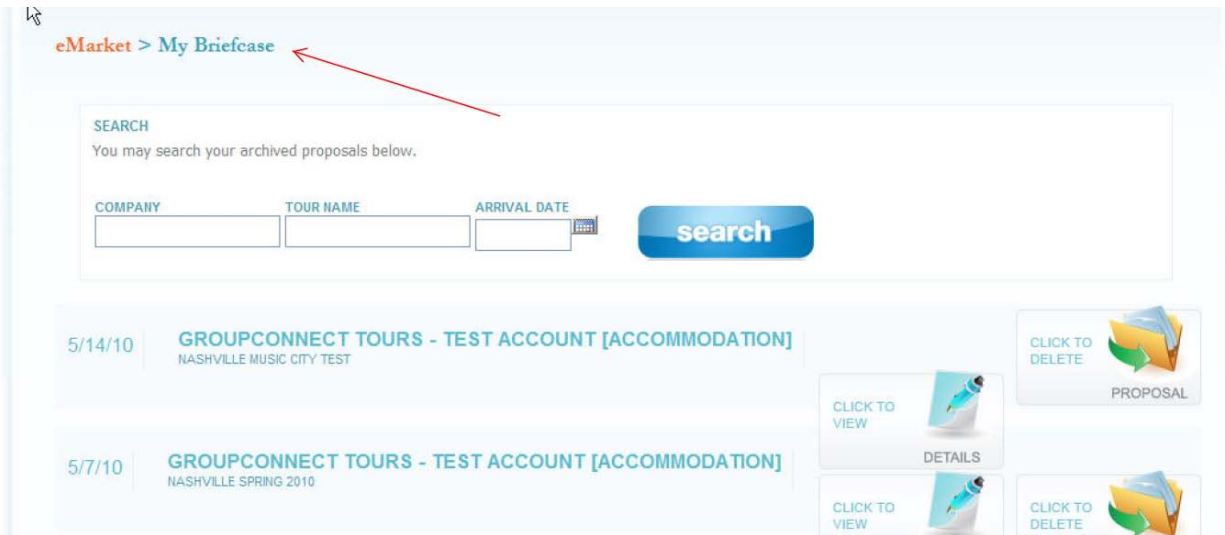
eMarket eTradeshaw Industry Information Destination Research Education & Training Mapping & Routing

EMARKET MY HOME QUICK QUOTES RFQS RECEIVED **PROPOSALS SENT** MY BRIEFCASE LOG OUT

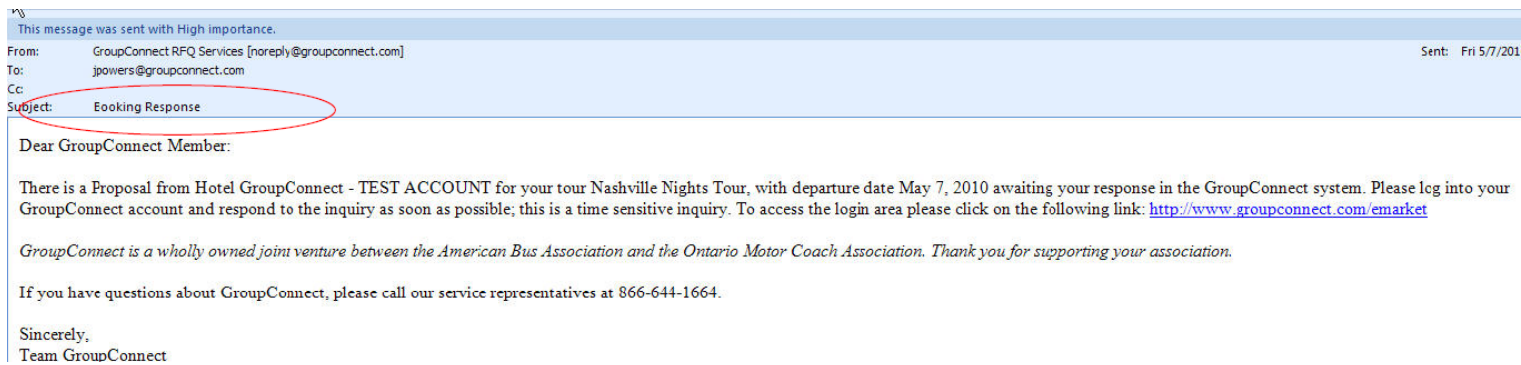
eMarket > My Proposals

5/7/10	GROUPCONNECT TOURS - TEST ACCOUNT [ACCOMMODATION] NASHVILLE SPRING 2010	<input type="button" value="CLICK TO COMPLETE"/> ACCEPTED	<input type="button" value="VIEW/SEND MESSAGE"/>	<input type="button" value="CLICK TO DELETE"/> PROPOSAL
4/23/10	GROUPCONNECT TOURS - TEST ACCOUNT [ACCOMMODATION] NASHVILLE SPRING 2010	<input type="button" value="CLICK TO COMPLETE"/> ACCEPTED	<input type="button" value="VIEW/SEND MESSAGE"/>	<input type="button" value="CLICK TO DELETE"/> PROPOSAL
9/10/10	GROUPCONNECT TOURS - TEST ACCOUNT [ACCOMMODATION] NASHVILLE FALL 2010	<input type="button" value="CLICK TO COMPLETE"/> ACCEPTED	<input type="button" value="VIEW/SEND MESSAGE"/>	<input type="button" value="CLICK TO DELETE"/> PROPOSAL
4/30/10	GROUPCONNECT TOURS - TEST ACCOUNT [ACCOMMODATION] NASHVILLE FALL 2010	<input type="button" value="CLICK TO COMPLETE"/> ACCEPTED	<input type="button" value="VIEW/SEND MESSAGE"/>	<input type="button" value="CLICK TO DELETE"/> PROPOSAL

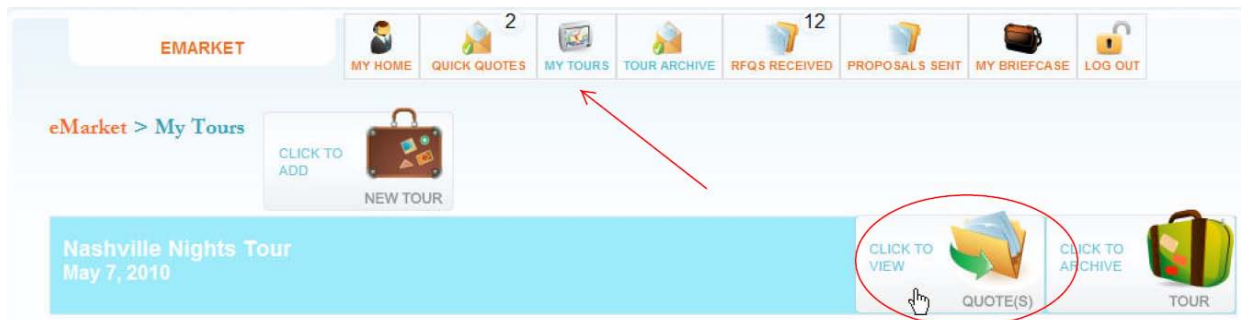
“MY BRIEFCASE” is where all responses are achieved.



What happens once a supplier responds? An e-mail is sent to the tour planner notifying them of a “Booking Response” and to login to GroupConnect. The name of the tour is listed so the planner knows which tour to look at for the response.



Planner goes to “MY TOURS” and selects the tour that has the response by selecting “CLICK TO VIEW QUOTES”.



Planner selects “VIEW” in order to see the response and then can accept or decline the proposal.

eMarket > My Tours > View Quotes (Nashville Nights Tour)

DAY 1 (MAY 7, 2010)

Nashville, TN 2 Nights

Hotel GroupConnect - TEST ACCOUNT

Single Rate (\$) ⁸⁹ Twin Rate (\$) ⁸⁹ Double Rate (\$) ⁸⁹ Triple Rate (\$) ⁹⁹ Quad Rate (\$) ¹⁰⁹

Additional Notes
Includes hot breakfast each morning and managers welcome reception.

Terms & Conditions
Total taxes 16.5%

Accept Proposal

Decline Reason:

Decline Proposal

VIEW **PENDING**

Once a planner accepts or declines a proposal, the system will trigger the status and the supplier is immediately notified of the response.

eMarket > My Tours > View Quotes (Nashville Nights Tour)

DAY 1 (MAY 7, 2010)

Nashville, TN 2 Nights

Hotel GroupConnect - TEST ACCOUNT

VIEW **ACCEPTED**

This message was sent with High importance.

From: GroupConnect RFQ Services [noreply@groupconnect.com]
To: jpowers@groupconnect.com
Cc:
Subject: **Booking Accepted**

Sent: Fri 5/7/2010 12:00 PM

Dear GroupConnect Member:

Your pricing in your RFQ has been accepted please log back into to GroupConnect and provide a confirmation number to complete the process. To access the login area please click on the following link:
<http://www.groupconnect.com/emarket>

GroupConnect is a wholly owned joint venture between the American Bus Association and the Ontario Motor Coach Association. Thank you for supporting your association.

If you have questions about GroupConnect, please call our service representatives at 866-644-1664

Sincerely,
Team GroupConnect

Now it is time to contract the business which is done outside of the GroupConnect system.