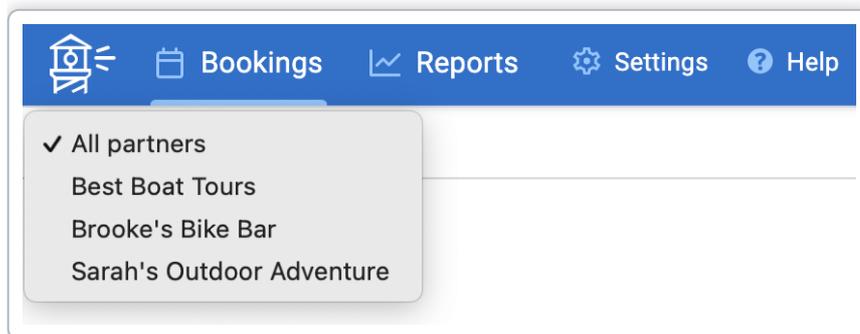


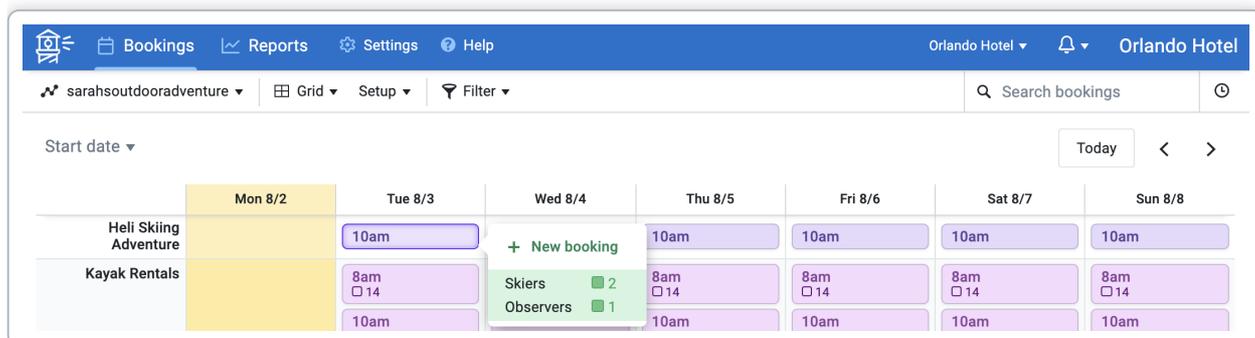
Last updated: December 8, 2021

The affiliate Dashboard allows an affiliate to use one login to make bookings for any company on FareHarbor that they're affiliated with. They will be able to run reports on all bookings that have their affiliate name tagged, but they will not be able to view any other bookings on your manifest.

Users logged into the affiliate Dashboard can select which company's booking calendar to view from the Partners dropdown:



This gives them access to the items from that company that they have permission to book:



Keep the following in mind for affiliate booking calendars:

- Affiliates can only see the default bookings calendar of your Dashboard. Custom calendars can't be created for affiliates.
- Affiliates will see all items that have been added to your default calendar, even if you limit which items they are allowed to book.

For items not on your default calendar, you can choose which items your affiliates have access to. If you limit an affiliate's access to an item, here is what it looks like when they try to book that item from their affiliate Dashboard:

←

SUP River Tour
Tuesday, August 3rd 2021
@ 9:30am - 12:30pm

Voucher

AGENT
No agent selected ▼

Full name *

Phone number

Email address

[Add booking note](#)

Sorry, there are no available options for this time.

How does payment work? ▲

Each affiliate is set up with a default payment method, depending on the way that you work together. Affiliates can collect payment themselves outside of FareHarbor and you can bill them for your net rates (*Billing setup*), or the affiliate can enter a credit card on the booking, allowing you to receive payment directly and send the affiliate their commission (if applicable) at a later date (*Referral setup*).

Billing Setup

If an affiliate is collecting payment outside of FareHarbor, they will create the booking in FareHarbor by selecting **Collected by You** (in this case, “you” is the affiliate).

Here’s what it looks like while the affiliate is making the booking:

Invoice price ⓘ \$187.00

Save card to charge later

Pay in full

COLLECTED BY

Collected by you

[Add comment to payment](#)

Complete booking

Here's what the booking will look like on the affiliate Dashboard:

← Bookings

Pat Cooper

(808) 555-1234 • patcooper@example.com

1 booking ▾ + New booking for contact

Booking #265257

Today @ 12:29pm by Orlando Hotel

■ Kayak Rentals
Tuesday, August 3rd 2021 @ 8am - 10am

Order: None + Start new order ⓘ ▾

Booking notes: ⓘ

☎ ▾ Sarah's Outdoor Adventure ⓘ

Sarah's Outdoor Adventure should make	\$187.00
Collected by Sarah's Outdoor Adventure	\$0.00
Not yet invoiced	
Due to Sarah's Outdoor Adventure	\$187.00

Booking actions

Save or hold card

Send email ⚙️ ▾

Print

Once they complete the booking, the booking total will show that the guest “Paid in Full” to you in your Dashboard:

https://fareharbor.com/nz/help/reseller-partnerships/affiliate-features/affiliate-dashboard/?swpmtx=59cffece2ff981ba07d27729ae65df46&swpmtxnonce=2bbf4c8... 3/7

Booking #265257

8/2/21 @ 12:29pm by Orlando Hotel (Orlando Hotel)

Kayak Rentals
Tuesday, August 3rd 2021 @ 8am - 10am

Paid in Full | Payments: **\$231.00**
Booking total: **\$231.00**

Order: None + Start new order

Booking notes: ✎

Orlando Hotel ✎

You should make	\$187.00
Collected by you	\$0.00
Not yet invoiced	
Due to you	\$187.00

Underneath the booking notes section, the invoice summary will show the amount your affiliate owes you. Because the commission is 20% in this example, they keep their 20% commission and owe you your net rate of 80% plus the full tax on the booking.

Referral Setup

If *you'd* like to collect payment at the time of booking (referral setup), the affiliate will select the top option, "Collected by [your_company_name]", and proceed to enter a credit card to complete the booking.

Here's what it looks like while the affiliate is making the booking:

Subtotal	\$110.00
Taxes	\$5.50
Total	\$115.50

Invoice price ⓘ \$22.00

Pay in full

COLLECTED BY

Collected by Sarah's Outdoor Adventure

PAYMENT TYPE

Pay \$115.50 with:

Charge card 

Card number [Swipe card](#)

Expiration

Month ▼ * Year ▼ *

Name on card [CVC](#) ⓘ

* *

Country/Region Billing zip code

USA ▼ *

[Add comment to payment](#)

Complete booking

Here's what the booking will look like on the affiliate Dashboard:

← Bookings

Pat Cooper

(808) 555-1234 • patcooper@example.com

1 booking ▾ + New booking for contact

Booking #265260

Today @ 12:46pm by Apollo Hotel

■ Kayak Rentals
Tuesday, August 3rd 2021 @ 8am - 10am

▶ **Paid in Full** | Payments: **\$115.50**
Booking total: **\$115.50**

Order: None + Start new order ? ▾

Booking notes: ✎

📞 ▾ Sarah's Outdoor Adventure ✎

You should make	\$22.00
Collected by you	\$0.00
Not yet invoiced	
Due to you	\$22.00

Once they complete the booking, the booking total will show that the guest “Paid in Full” to you in your Dashboard:

Booking #265260

8/2/21 @ 12:46pm by Apollo Hotel (Apollo Hotel)

Kayak Rentals >

Tuesday, August 3rd 2021 @ 8am - 10am

Paid in Full | Payments: **\$115.50**
Booking total: **\$115.50**

Order: None + Start new order ?

Booking notes: ✎

☎ Apollo Hotel ✎

Apollo Hotel should make	\$22.00	✎
Collected by Apollo Hotel	\$0.00	
Not yet invoiced		
Due to Apollo Hotel	\$22.00	

How do I know if this is a good fit for my affiliate? ▼

How do I get this set up? ▼

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- Affiliate QR Codes
- Booking Source Report

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Rated **4.8/5** stars based on 1000+ Capterra reviews

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