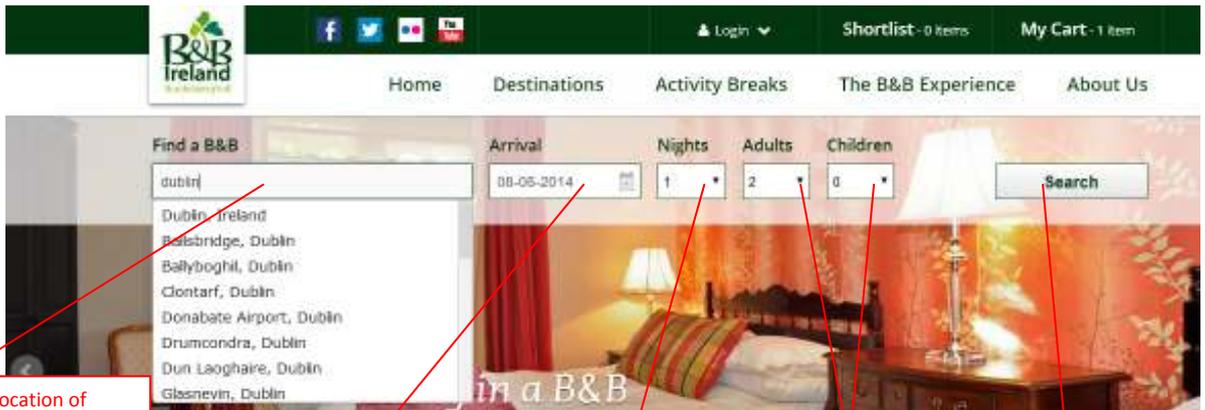


How to Book a B&B with a Tour Operator Voucher

1. Find a B&B – click into the text box under the heading ‘Find a B&B’ and type your destination of choice – a drop down menu will appear with a list of locations. Click your location of choice into the text box.
2. Select your arrival date
3. Select ‘Number of nights’ you wish to stay
4. Select ‘Number of Adults / Children’
5. Click ‘Search’



1. Type your location of choice into the ‘Find a B&B’ Text Box

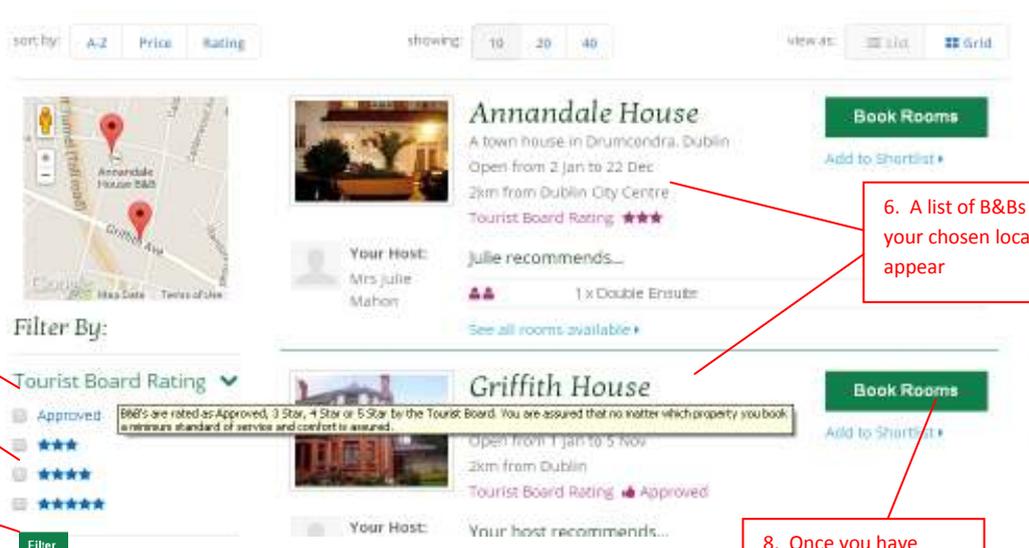
2. Select your arrival date

3. Select no. nights you wish to stay

4. Select no. of adults / children

5. Click ‘Search’

6. A list of B&Bs in your chosen location will appear.
7. To filter B&Bs by your voucher star-rating – Under the ‘Filter By:’ heading on the left-hand side of your page, click on ‘Tourist Board Rating’ – A list of B&Bs that accept your voucher star-rating will appear. Tick your star-rating of choice and click ‘Filter’.
8. Once you have found your ideal B&B – click ‘Book Rooms’.



7. Filter By: ‘Tourist Board Rating’

7a. Tick star-rating of choice

7b. Click ‘Filter’

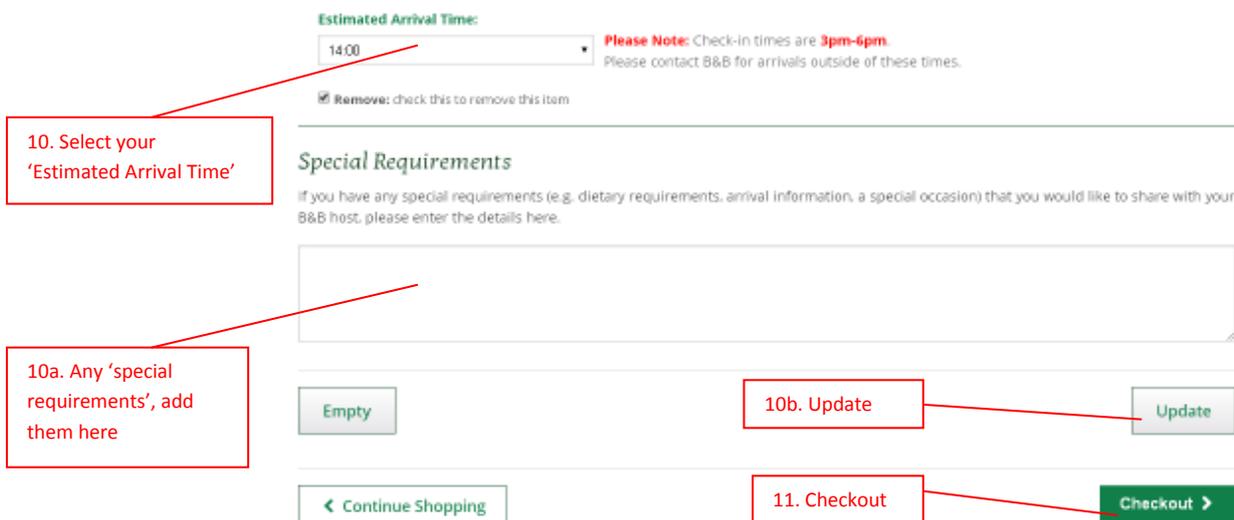
6. A list of B&Bs for your chosen location appear

8. Once you have found your ideal B&B, Click ‘Book Rooms’

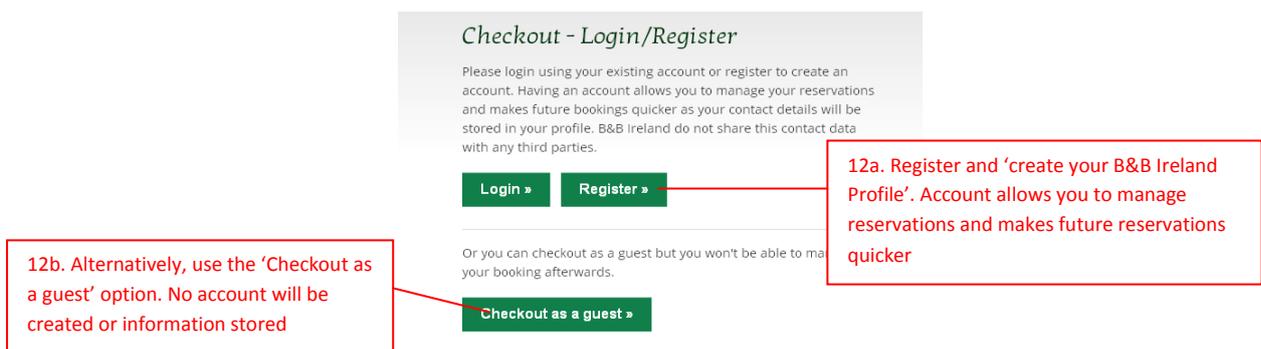
- Click **'Add Room to my Cart'** or if you want to see the other room types the B&B is offering click **'see all room types available'**.



- Cart page - Scroll-down the page to view your booking details. Select your **'Estimated Arrival Time'** and include any **'Special Requirements'** you may have. Click **'Update'** to save your information.
- Once you are happy that all your booking details are correct – click **'Checkout'**.



- Options: New voucher customer click **'Register'** and **'Create your B&B Ireland Profile'** by filling out the form. (Having an account allows you to manage your reservation and makes future reservations quicker as contact details are stored. Alternatively, you can click **'Checkout as a guest'** no account will be created or information stored.



13. Complete your **'Contact Details'** then click **'next step'** (only used to confirm booking).
14. Complete your **'Billing Details'** - then click **'next Step'** (only used to confirm booking).

Contact Details

Please enter your contact details below. We respect your privacy and your contact details are only used to confirm your booking.

Fields marked with * must be completed.

First Name *

Surname *

Phone *

Mobile *

Email Address *

Confirm Email Address *

13. Complete 'Contact Details'

13a. Click 'next step'

Billing Details

Please enter your billing details below to confirm your booking.

Fields marked with * must be completed.

House or Building Name

Street *

Town / City *

Post Code / Zip

State / Province *

Country *

Choose...

14a. Complete 'Billing Details'

14b. Click 'next step'

15. Complete your **'Payment Details'**

Please Note: No money will be deducted from your card. Credit Card details are held in the event of a No-Show or late cancellation.

Payment Details

Your booking is completely secure and your payment information is protected at all times.

PLEASE NOTE: B&B Ireland do not debit any money from your card for this reservation. This is a free service to Voucher customers. We do however hold your card details as a deposit in the event of a no-show or late cancellation.

Fields marked with * must be completed.

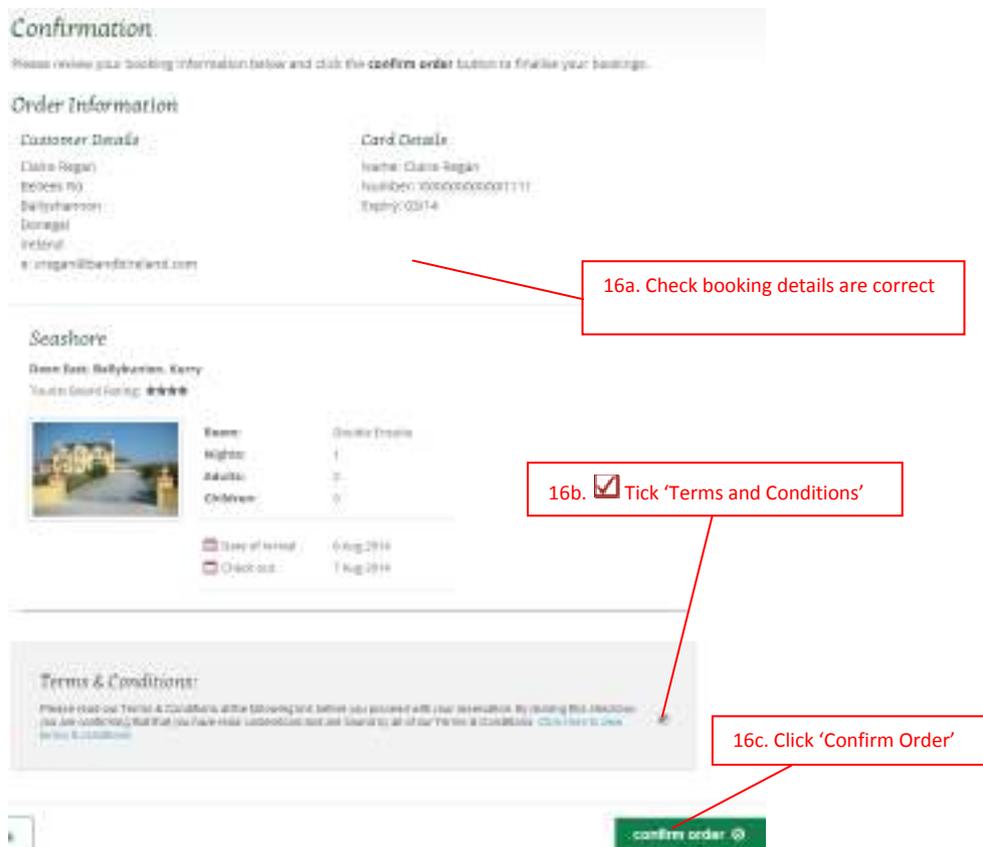
Card Type *

VISA

VISA Mastercard American Express Debit

15. Complete 'Payment Details'
No Money will be taken from your credit card. Details are held in the event of a No-Show or late cancellation

16. Confirmation page – Check you booking details are correct and then proceed to:
Tick terms and Conditions and click on ‘**Confirm Order**’.



The screenshot shows the 'Confirmation' page with the following sections:

- Confirmation:** Please review your booking information below and click the **confirm order** button to finalise your booking.
- Order Information:**
 - Customer Details:** Claire Regan, Address no, Ballyshannon, Donegal, Ireland, e: cregan@bandbireland.com
 - Card Details:** Issuer: Claire Regan, Number: 0000000000001111, Expiry: 03/14
- Seashore:**
 - Donegal, Ballyshannon, Kerry
 - Tourist Board Rating: ★★★★★
 - Name:** Seashore Estate
 - Nights:** 1
 - Adults:** 2
 - Children:** 0
 - Check in:** 6 Aug 2014
 - Check out:** 7 Aug 2014
- Terms & Conditions:** Please read our Terms & Conditions before booking with us. By clicking the 'confirm order' button you are confirming that you have read, understood and agreed to all of our Terms & Conditions. [Click here to view Terms & Conditions](#)
- confirm order** button

Red callout boxes highlight the following actions:

- 16a. Check booking details are correct** (points to the Order Information section)
- 16b. Tick 'Terms and Conditions'** (points to the checkbox in the Terms & Conditions section)
- 16c. Click 'Confirm Order'** (points to the confirm order button)

17. Booking is now complete and you will see the text:

‘Thank you for your booking through B&B Ireland’s voucher site reserveabandb.com. Your booking was successful’. This page will have detailed information on the booking you have just completed and contact details of the B&B Ireland Reservations Department.

18. You will receive a booking confirmation by email with full details of your booking

Please present your voucher to your B&B Host on arrival.