



WORLDGUIDE

Your personal consultant.

Independent. Sophisticated. Trusted
www.worldguide.eu

A Mission-Critical Tool for Premium and
Luxury Travel Agency Professionals

Quick Start Guide



WORLDGUIDE Quick Start Guide

Congratulations!

We feel that congratulations are in order, because you are now in possession of a WorldGuide membership card. This card has the power to save you time and money, so look after it well.

Your new WorldGuide membership is amazing. It gives you access to some 50,000 articles on travel, art, health and lifestyle. You'll find a wealth of insider tips, hotel and restaurant reviews for around 1,000 worldwide destinations, countless guides on cultural etiquette and a special privileges programme.

With **Collectors' Quest**, you'll find a unique and powerful search engine for collectors' items*. And, our **Concierge Service** includes an impressive selection of exclusive concierges to cater to your every need*.

This **Quick Start Guide** provides a quick, basic introduction to WorldGuide. More detailed instructions for using the WorldGuide service can be found in our booklet, **A Closer Look**, which can be downloaded at www.worldguide.eu.

* Membership upgrade required.



WORLDGUIDE Quick Start Guide

First things first: Activating your membership.

Your pack contains a membership card and registration code. Use this code to activate your membership at www.worldguide.eu. It takes just two minutes.

Actually, it takes 1 minute and 45 seconds. We timed it.

1. Find the registration code provided in your pack and go to www.worldguide.eu. Then enter this code in the text box on the left. We've conveniently called this box "REGISTRATION CODE" to make life a little easier. We're nice people, after all.
2. Next, you'll see a form called "INDIVIDUAL REGISTRATION". Here, create a username, a password and enter your e-mail address, city and country.
3. Please read our Privacy Policy and Terms & Conditions at the bottom of the form, and tick the corresponding boxes to tell us that you've read them.
4. Click "Register Now"

All done! Next stop, WorldGuide!



WORLDGUIDE

Quick Start Guide

1. GET TO YOUR DESTINATION!

Raring to go? Click **Travel** in the navigation bar on the left-hand side of the page. This will land you on the **Destinations** page. From here, you can access listings and insider tips for around 1,000 locations around the world. There are **five** ways to reach a location from the **Destinations** page:

1. From the interactive map. Each red flag represents a country listed on WorldGuide. Selecting a red flag takes you to the corresponding country page, from where you can choose a destination.
2. From the drop-down menu labelled “Where do you wish to go?” Simply select the region, country and city to be whisked away to that destination.
3. By using the “Browse by region / country” tool. Use the tabs to select a continent and country. This will take you to the country page, from where you can choose a destination.
4. By entering the exact destination in the search box underneath the left-hand navigation bar and pressing “Search”.
5. From the “Travel” link at the bottom left corner of the interactive map. Hold the mouse over “Travel” to open a menu with more options.



WORLDGUIDE Quick Start Guide

Your turn!

Now it's time to navigate the **Destinations** page yourself. You didn't think you'd get away with not doing any work, did you? Use one of the five methods above to find **Paris, France**. You'll land on the main page for Paris, which contains the latest info about what's hot in the city plus general insider tips.

At the top of this page, you'll also find navigation buttons for each category of listing, such as **"Events"**, **"Shopping"**, **"Hotels"** and **"Wellness"**. Each set of listings includes only the best of the best. Next, we'll see what is behind these navigation buttons, using **"Hotels"** as an example.

2. SEARCHING FOR A HOTEL

Imagine you're going on a trip to Paris. Unless you plan on staying with your long-lost aunt, you'll need a hotel.

Click on **"Hotels"** to reveal a list of luxury establishments in the French capital. The blue hotels at the top of the list – labelled **"Benefits Partner"** – offer special services to WorldGuide members, like free upgrades or complimentary breakfasts. For more info on our benefits section, called **WorldGuide Privileges**, consult our second booklet, **A Closer Look**, which can be downloaded at www.worldguide.eu.

Look at the list of hotels. With the exception of the benefits partners, the hotels are listed in alphabetical order. The list for Paris is long, so try refining it by clicking the link **"Show options"** at the centre above the blue



WORLDGUIDE Quick Start Guide

hotels. Here you can narrow your search by ticking certain hotel criteria and selecting “Go”.

Get an idea of where the hotels are located by using the “Show map” function at the top right corner of the page. This will open an interactive map with the location of all hotels in your selection. Clicking on a green symbol on the map opens a photo and link to the corresponding hotel description on WorldGuide.

When you’re ready, click on a hotel name – either on the map or from the list. This opens a hotel description and, if available, insider tips. At the bottom of the listing, a details box gives you the hotel’s address, website, phone number and more. This box often includes an “Online booking” link, which takes you directly to the hotel’s reservations website.

At the top left corner of the page, the button “Show photos” opens a pop-up window with photographs of the hotel. At the top right, “Show map” reveals a map with the hotel’s location. The grey button “Show all listings in map”, just above the hotel name, displays this map including all the other listings in the city, such as restaurants, sights and events.

Selecting either black button under the hotel name, “Add to my own guide” or “Add to favourites”, enables you to bookmark the listing to your profile. For a more detail explanation of these tools, consult our booklet A Closer Look, which can be downloaded at www.worldguide.eu.

Underneath the details box, choose “Print/nearby listings” to print out the hotel description. Ticking the box “Include nearby listings” in the top right corner of the print window will also print out map locations of surrounding WorldGuide listings. This is useful for seeing what places of interest are near your hotel.



WORLDGUIDE

Quick Start Guide

3. FINDING AN EVENT

Our **Events** section covers the world's major events as well as lesser-known happenings. You can find events within a destination or by clicking on **Travel** and then **Events** in the left-hand navigation bar.

Searching for events within a destination

If you have already navigated to a destination, you can easily find out what events are taking place there. Continuing with Paris as our example, simply click on the **"Events"** button on the main Paris page. You'll see a list of happenings in the French capital, listed according to date.

Paris has tonnes of events. To refine your search, select **"Show options"** at the top of the list. Then tick the boxes with the criteria you are looking for, for example **"Fashion"**, **"Opera"** or **"Trade Fairs"**. It is possible to tick several boxes. It may also help to narrow your search by date range. To do this, click on the calendar button next to **"Begins on"** and choose the beginning of the date range. Enter the end of the date range at the **"Ends on"** box. Then click **"Go"** to see your refined search.

From the list, select an event to reveal a description. Under that, a details box shows you the event dates, address, website and more. As with **"Hotels"** (see above), you can select **"Show map"** to display the location of the event. If an event is taking place in multiple locations, a generic location will be displayed.



WORLDGUIDE **Quick Start Guide**

Searching for events from the navigation bar

You can perform a wider search for worldwide events from the left-hand navigation bar. Simply click on **Travel** followed by the subsection **Events**.

The main **Events** page features a list of upcoming festivals, trade fairs and celebrations, regardless of location. Use the box marked “**Events search**” to search for an event by name, keyword or location. Clicking “**Advanced search**” on the right-hand side of this box allows you to refine your search, as described in the previous section.

Next steps

We’ve now taken a basic look at **Destinations**, **Hotels** and **Events** – three important sections at WorldGuide.

There is, however, much more to WorldGuide than that! In our second booklet, **A Closer Look**, you’ll uncover even more about what WorldGuide has to offer. You’ll discover further sections like **Modern Life**, **Product Guide** and **Collectors’ Corner**, a wide range of WorldGuide benefits, tips on culture and business etiquette abroad, and fantastic articles on art, food and drink, lifestyle and technology.

What’s more, you’ll learn how to customise the website to view the content that interests you most.

We don’t want to overwhelm you right now with another booklet, so we provide **A Closer Look** as a download that you can save at your convenience. You can find the download link in the bottom navigation bar where you log in at www.worldguide.eu.

We wish you a rewarding time with WorldGuide. Enjoy!

Contact us now!

For more information, to join WorldGuide or
for a free trial membership, contact:

Tracy Crawford
CEO, Rain8 Group LLC
tracy@raineight.com
<http://raineight.com>

Rain8 Group is a
Representative of WorldGuide



WORLDGUIDE

WORLDGUIDE AG
Hildegardstrasse 9 80539
Munich Germany
Phone: +49 (89) 21 11 37-0
Fax: +49 (89) 21 11 37 39