

# SIGNET HOW TO GUIDE: TRAVEL ADVISOR PROFILE UPDATE

## “CALL TO ACTION” FOR CLIENT COMMUNICATION TOOLS

**TRAVEL ADVISOR PROFILE**

**SHANNON GARRETT**  
SIGNATURE TRAVEL NETWORK

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Beverly Hills, California, 90210  
Website: <http://www.signaturetravelnetwork.com>

It's not my passion, I don't do it. It's what we believe in spending time with Signature Members to help them become more efficient and profitable by using all the great tools we have to offer. The travel business is a wonderful place to be and I feel fortunate to work in the great industry. I'm confident with my husband and teenage daughter that we will always be the go to. It's not too late to travel, I also love being home.

Signature Travel Network provides travel expertise and a level of service unrivaled by your travel agent.

SigNet includes a detailed profile where travel advisors can provide an overview of their industry background, areas of expertise, credentials, and other relevant details. This information is incorporated into a “call to action” for Signature’s one-to-one client communication tools.

The profile details are automatically included in the “call to action” section of any content emailed from SigNet (cruise and land offers, hotel profiles, destination info, etc.)

### Step by Step Instructions

1. Access SigNet, [www.signaturetravelnetwork.com](http://www.signaturetravelnetwork.com), and sign in using your login credentials.



2. Once logged in access your advisor profile: Hover over or click to cascade the **Tools & Reports** menu item and select **My Advisor Profile** from the submenu OR click on your photo (or the photo icon if you have not yet loaded a photo to SigNet) at the top right of the page.

Menu Settings

**SIGNATURE TRAVEL NETWORK**

Welcome Mary Smith, CTC - ABC Travel | Monday, January 24, 2022 | Privacy Policy | Terms & Conditions | Sign out

**Tools & Reports**

- Home/Admin
- Branch Graphics
- Hotel Connection 2.0
- My Branch Profile
- My Advisor Profile**
- My Engagement Report

**Manage Travel Advisor Profile**

Mary Smith, CTC View Consumer Profile Update My Photo

Agent ID: 5303

Agency: ABC Travel

General | Destination & Interest Specialties | Certifications & Specialist Training | Sales Profile | Communication Preferences | Marketing (Print & Electronic) | Social Media

Cruise Track | Booking Tools | SigNet Privileges/Preferences | Pocket Travel Consultant | EMBARK

Let us guide you through each question, or answer individual questions below. [Start Guide](#)

3. The Travel Advisor Profile is separated into tabs. You can update an entire tab by clicking on “Start Guide” within a tab.

You can update a section within a tab by clicking on “Start Section.”

You may edit a particular item by clicking “Edit.” If the “Edit” option is not displayed, this means the field must be updated by an Owner or Signature Admin.

### Manage Travel Advisor Profile

Mary Smith, CTC [View Consumer Profile](#)

[Update My Photo](#)

Agent ID: 5303

Agency: ABC Travel

- General
- Destination & Interest Specialties
- Certifications & Specialist Training
- Sales Profile
- Communication Preferences
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- Social Media
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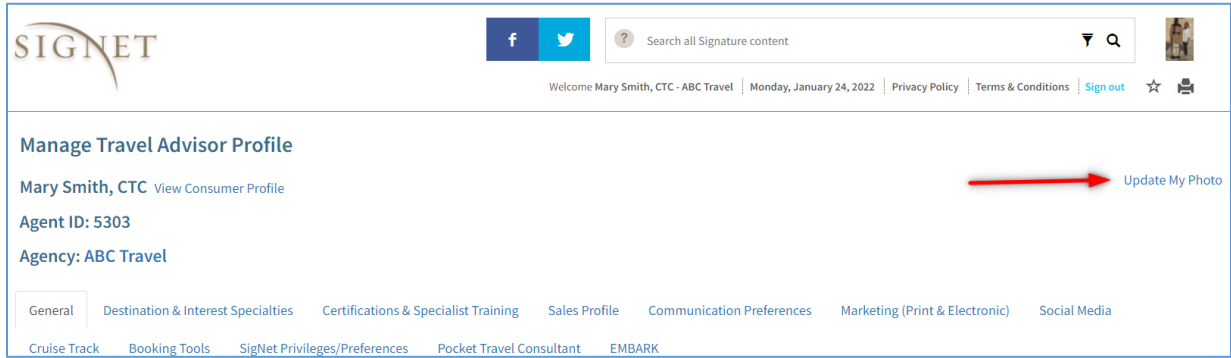
#### Login & Credentials

[Start Section >](#)

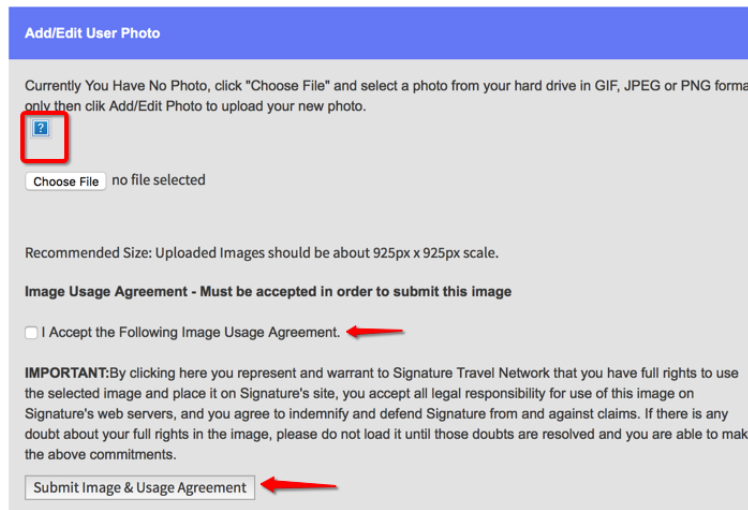
SigNet Privilege	ADVISOR	✓
SigNet Username	smithm	✓ <a href="#">Edit</a>
SigNet Password		✓ <a href="#">Edit</a>



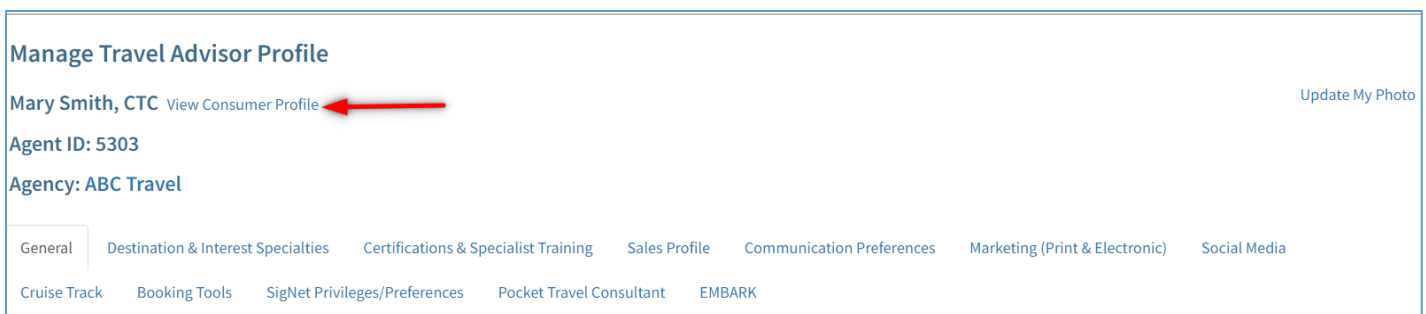
4. Travel advisors may now add/edit their own photo within their profile (previously restricted to Owner/Admin logins). To add/edit a photo for display within your Travel advisor profile, click on the “Update My Photo” link at the top right of the profile manager.



If you already have a photo loaded within your profile, it will display where the red box is indicated on the screen snap below. Otherwise, it will say, “Currently You Have No Photo”. Follow the instructions to choose the desired photo from your computer’s hard drive. You must accept the “Image Use Agreement” in order to load the photo to SigNet and your profile by clicking the “Submit Image & Usage Agreement” button. If you choose to not accept the Image Usage Agreement, your profile will still display to consumers, just without a photo.



5. Once you have completed your travel advisor profile updates and wish to see your profile as it would be seen by a consumer, click on the “View Consumer Profile” link next to your name in the Profile Manager.



# TRAVEL ADVISOR PROFILE



## MARY SMITH, CTC

**Phone:** 203-505-9396

**Address:** 1234 Main St  
Somewhere CA California, 90292

**Website:** <http://www.abc-travel.com>

**Email:** [Contact Me](#)

I have been a travel professional for over 20 years. My passion is to create customized memorable travel experiences for each and everyone of my clients. From a couple's romantic getaway for two on a secluded beach to a wonderful family reunion on a fabulous resort or cruise ship, I want my clients to return ready to entrust me with the planning of their next adventure. Education is very important to me. I have completed comprehensive destination training and am a specialist for Australia, Tahiti and South Africa. To complement my formal training I have visited Tahiti three times, been to various regions of Australia five times and have visited South Africa just last year.



### YEARS OF EXPERIENCE

25

### LANGUAGES SPOKEN

English, French

### INTEREST SPECIALTIES

Cruises (River), Custom Vacations, Family, Food & Wine, Honeymoon/Romance, Safari, Spa/Wellness

### DESTINATION SPECIALTIES

Alaska, Australia, Cape Town, Caribbean, Hawaii, Papeete, South Africa, Sydney, The Islands of Tahiti

### PRODUCT EXPERTISE

Abercrombie & Kent, AmaWaterways, Regent Seven Seas Cruises®, Uniworld Boutique River Cruises