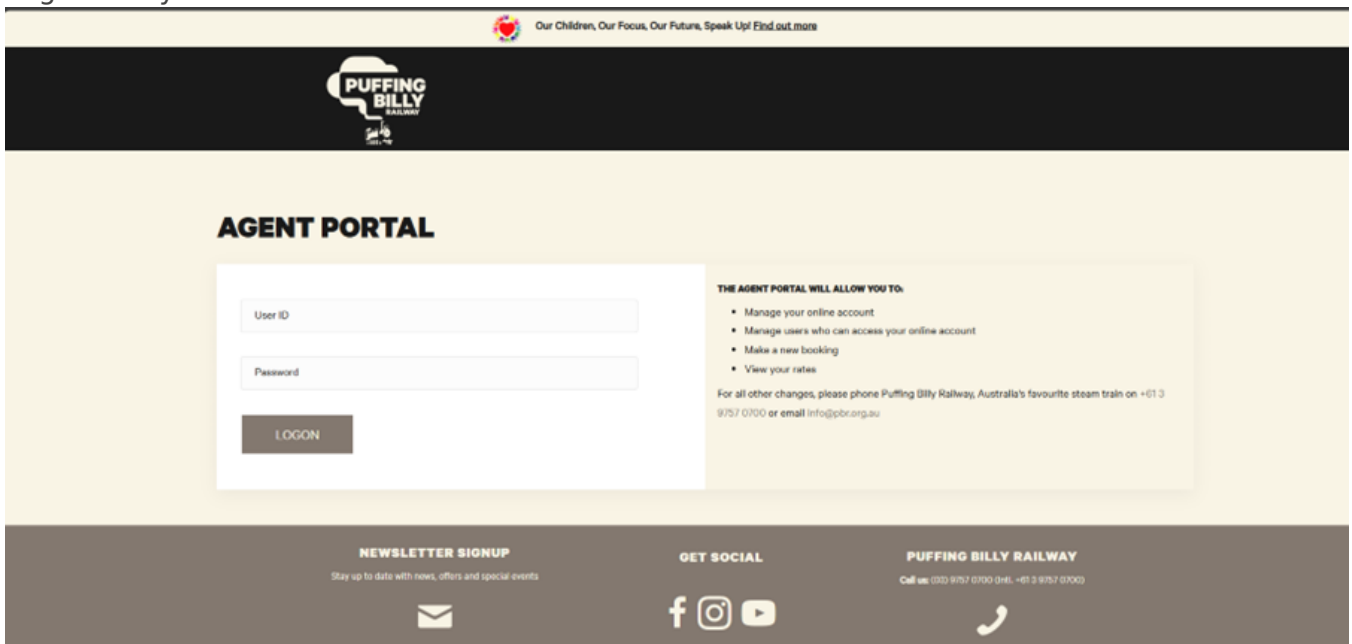


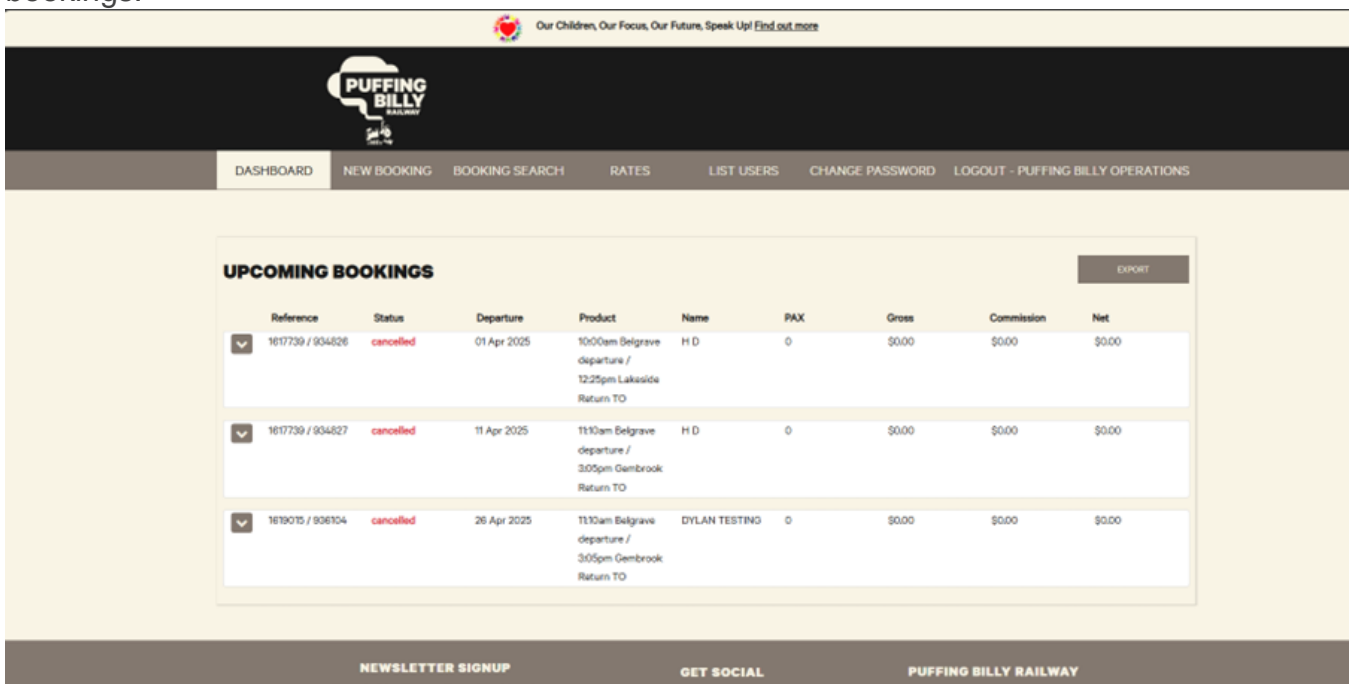
Agent Portal Instructions

1. Navigate to <https://bookings.puffingbilly.com.au/AgentPortal/> in your chosen internet browser.
2. Login with your credentials.



The screenshot shows the Puffing Billy Agent Portal login page. At the top, there is a navigation bar with the Puffing Billy logo and the tagline "Our Children, Our Focus, Our Future. Speak Up! Find out more". Below this is a large heading "AGENT PORTAL". To the left of the heading is a login form with fields for "User ID" and "Password", and a "LOGON" button. To the right of the heading is a section titled "THE AGENT PORTAL WILL ALLOW YOU TO:" with a list of features: "Manage your online account", "Manage users who can access your online account", "Make a new booking", and "View your rates". Below this list is a note: "For all other changes, please phone Puffing Billy Railway, Australia's favourite steam train on +61 3 9757 0700 or email info@pbr.org.au". At the bottom of the page, there is a footer with three sections: "NEWSLETTER SIGNUP" (Stay up to date with news, offers and special events), "GET SOCIAL" (Facebook, Instagram, YouTube), and "PUFFING BILLY RAILWAY" (Call us: (03) 9757 0700 (Int. +61 3 9757 0700)).

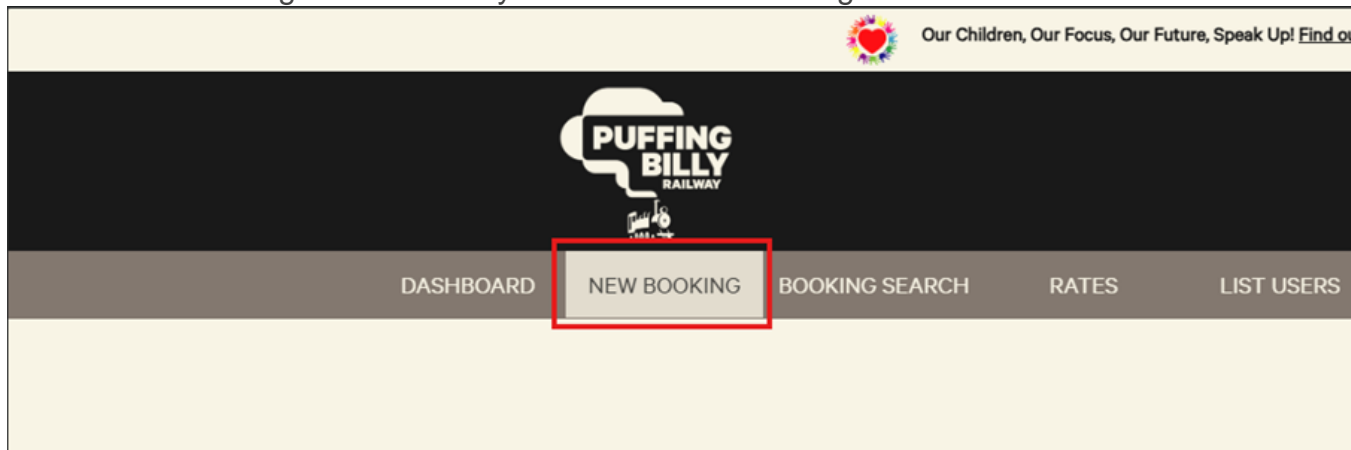
3. Once logged in you will be met with your dashboard. Here you can see any future bookings.



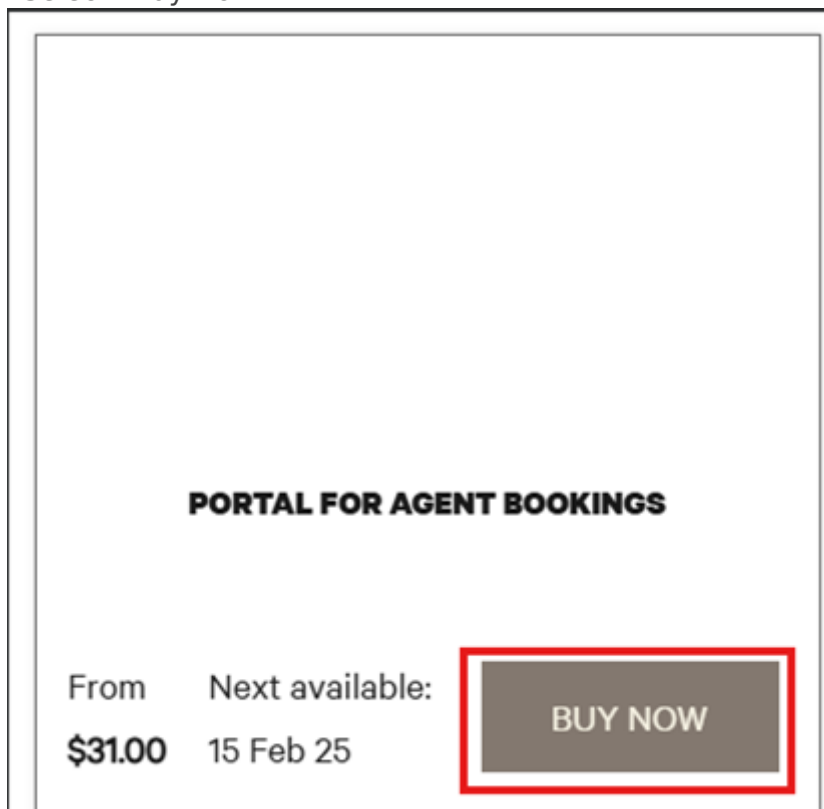
The screenshot shows the Puffing Billy Agent Portal dashboard. At the top, there is a navigation bar with the Puffing Billy logo and the tagline "Our Children, Our Focus, Our Future. Speak Up! Find out more". Below this is a large heading "AGENT PORTAL". To the left of the heading is a login form with fields for "User ID" and "Password", and a "LOGON" button. To the right of the heading is a section titled "THE AGENT PORTAL WILL ALLOW YOU TO:" with a list of features: "Manage your online account", "Manage users who can access your online account", "Make a new booking", and "View your rates". Below this list is a note: "For all other changes, please phone Puffing Billy Railway, Australia's favourite steam train on +61 3 9757 0700 or email info@pbr.org.au". At the bottom of the page, there is a footer with three sections: "NEWSLETTER SIGNUP" (Stay up to date with news, offers and special events), "GET SOCIAL" (Facebook, Instagram, YouTube), and "PUFFING BILLY RAILWAY" (Call us: (03) 9757 0700 (Int. +61 3 9757 0700)).

| Reference | Status | Departure | Product | Name | PAX | Gross | Commission | Net |
|------------------|-----------|-------------|---|---------------|-----|--------|------------|--------|
| 1617739 / 934626 | cancelled | 01 Apr 2025 | 10:00am Belgrave departure / 12:25pm Lakeside Return TO | H D | 0 | \$0.00 | \$0.00 | \$0.00 |
| 1617739 / 934827 | cancelled | 11 Apr 2025 | 11:10am Belgrave departure / 3:05pm Gembrook Return TO | H D | 0 | \$0.00 | \$0.00 | \$0.00 |
| 1619075 / 936104 | cancelled | 26 Apr 2025 | 11:10am Belgrave departure / 3:05pm Gembrook Return TO | DYLAN TESTING | 0 | \$0.00 | \$0.00 | \$0.00 |

4. In the “New Booking” tab is where you can create a booking.



5. Select “Buy Now”.



6. Here you can select the service and date of the booking.

[← BACK](#)

- You can also click the calendar to look at other dates. If a product is not available on that date, it will take you to the next available date.

Please select the date of travel above. The table will only show available services following the selected date.

| | Fri 21st Feb | Sat 22nd Feb | Sun 23rd Feb | Mon 24th Feb | Tue 25th Feb |
|---|---------------|---------------|---------------|---------------|---------------|
| 10:00am Departure from Belgrave to Lakeside - Return Trip departs Lakeside at 12:25pm | Fully Booked | Fully Booked | Fully Booked | Fully Booked | Fully Booked |
| 11:10 Departure from Belgrave to Gembrook - Return Trip departs Gembrook at 3:05pm | Book Now | Fully Booked | Fully Booked | Not Available | Not Available |
| 11:10 Departure from Belgrave to Lakeside - Return Trip departs Lakeside at 4:00pm | Fully Booked | Fully Booked | Fully Booked | Not Available | Not Available |
| 11:10am Departure from Belgrave to Lakeside - Return Trip departs Lakeside at 2:15pm | Not Available | Not Available | Not Available | Fully Booked | Fully Booked |
| 12:35 Departure from Lakeside to Gembrook - Return Trip departs Gembrook at 3:05pm | Book Now | Book Now | Fully Booked | Not Available | Not Available |
| 2:15pm Departure from Belgrave to Lakeside - Return Trip departs Lakeside at 4:15pm | Not Available | Not Available | Not Available | Book Now | Fully Booked |
| 2:15pm Departure from Belgrave to Lakeside - Return Trip departs Lakeside at 4:35pm | Fully Booked | Fully Booked | Fully Booked | Not Available | Not Available |
| 10:00 Departure from Belgrave to Menzies Creek - Return Trip departs Menzies | Fully Booked | Fully Booked | Fully Booked | Not Available | Not Available |
| TOTAL \$0.00 AUD | | | | | BACK |

7. Select who will be travelling.

Availability

Fares

Options

Checkout

Gross Price

SELECT FARES

Adult Return TOADR4O

\$62.00

- o +

Child Return TOCHR4

\$31.00

- o +

Family Fare 2 Adults, up to 2 Children

\$155.00

- o +

Child under 4 - Available for travel until 31st March 2025 ⓘ

\$0.00

- o +

Concession Return TOCNR4

\$50.00

- o +

Child Return TOCHR4

\$31.00

- o +

Family Fare 2 Adults, 1 Child

\$155.00

- o +

Infant (Under 1) - Available for travel from 1st April 2025 ⓘ

unavailable

- o +

Puffing Billy Operations

MY CART

2:15PM DEPARTURE FROM BELGRAVE TO LAKESIDE - RETURN TRIP DEPARTS LAKESIDE AT 4:15PM

Date

Wed, 19 Feb 2025

Time

2:15 pm

Departing

Belgrave Station at 14:15pm

Clear Cart

TOTAL \$0.00 AUD

BACK

NEXT

8. Select any options.

SELECT OPTIONS



Burger and Drink Special Deal
\$30.50

— 0 +

Choice of Beef, Chicken or Vegan Lentil Burger, served with a side of fries & your choice of a non-alcoholic beverage. (GF) (H) (V)



Grab + Go - Fish n Chips
\$25.00

— 0 +

Tempura battered snapper fillet served with fresh lemon, tartare sauce, served with fries – in a TAKEAWAY Box.



Grab + Go - Vegan Lentil
Burger
\$24.00

— 0 +

Vegan lentil burger, served with a side of fries. (V) (GEO)



Grazing Box for 2
\$45.00

— 0 +

For 2 people. Chef's selection of fine cheeses, cured meats, olives, hommus dip and biscuits.

TOTAL \$62.00 AUD

Puffing Billy Operations

MY CART

**2:15PM DEPARTURE FROM BELGRAVE
TO LAKESIDE - RETURN TRIP DEPARTS
LAKESIDE AT 4:15PM**

Date Wed, 19 Feb 20

Time 2:15

1 x Adult Return
TOADR4O \$62

Departing
Belgrave Station at 14:15pm

Total (AUD) \$62

CART TOTAL (AUD) \$62

Clear Cart

◀ BACK

NEXT ▶

9. Fill in the customer contact information. This will be the person travelling on the day.

CHECKOUT

CUSTOMER CONTACT

First Name*

Last Name*

Email*

Contact Phone*

AUS (+61)

Select country *

Australia

Postcode*

How did you hear about us?

-

If you need to add any additional information about your booking, please enter it here.

☐ I have read and accept the [Terms and Conditions](#). I have also read and agree to the Puffing Billy Railway Board's [Privacy Policy](#) and agree to be emailed about my booking.

Puffing Billy Operations

MY CART

**2:15PM DEPARTURE FROM BELGRAVE
TO LAKESIDE - RETURN TRIP DEPARTS
LAKESIDE AT 4:15PM**

Date Wed, 19 Feb 20

Time 2:15

1 x Adult Return
TOADR4O \$62

Departing

Belgrave Station at 14:15pm

Total (AUD) \$62

EDIT 

CART TOTAL (AUD) \$62

TOTAL \$62.00 AUD

[← BACK](#)

[SAVE AND PAY](#)

BILLING DETAILS

Card holders name

Credit card number

Expiry

MM/YY

Security number

CCV

TOTAL \$62.00 AUD

[← BACK](#)

[SAVE AND PAY →](#)

- Once paid, you can print off the booking confirmation if you like. You can confirm the booking was successful by looking in your dashboard for upcoming travel.

Dashboard

New Booking

Booking Search

Rates

List Users

Change Password

Logout - Puffing Billy Operation

Upcoming Bookings

Export

| Reference | Status | Departure | Product | Name | Pax | Gross | Commission | Net |
|---|-----------|-------------|---|---------------|-----|--------|------------|--------|
| <div></div> <div>1617739 / 934826</div> | cancelled | 01 Apr 2025 | 10:00am Belgrave departure / 12:25pm Lakeside Return TO | H D | 0 | \$0.00 | \$0.00 | \$0.00 |
| <div></div> <div>1617739 / 934827</div> | cancelled | 11 Apr 2025 | 11:10am Belgrave departure / 3:05pm Gembrook Return TO | H D | 0 | \$0.00 | \$0.00 | \$0.00 |
| <div></div> <div>1619015 / 936104</div> | cancelled | 26 Apr 2025 | 11:10am Belgrave departure / 3:05pm Gembrook Return TO | DYLAN TESTING | 0 | \$0.00 | \$0.00 | \$0.00 |

11. The “Booking Search” tab will let you search through any past bookings. This can be used if you need to find out any information such as product, departure date, reference numbers etc.

| DASHBOARD | NEW BOOKING | BOOKING SEARCH | RATES | LIST USERS | CHANGE PASSWORD | LOGOUT - PUFFING BILLY OPERATION |
|-----------|-------------|----------------|-------|------------|-----------------|----------------------------------|
|-----------|-------------|----------------|-------|------------|-----------------|----------------------------------|

BOOKING SEARCH

Date of Travel

Date of Booking

From


To




Search


SEARCH

EXPORT

| Reference | Status | Departure | Product | Name | PAX | Gross | Commission | Net |
|-------------------|--------|-----------|---------|------|-----|-------|------------|-----|
| No bookings found | | | | | | | | |

NEWSLETTER SIGNUP
Stay up to date with news, offers and special events


GET SOCIAL




PUFFING BILLY RAILWAY
Call us: (03) 9757 0700 (intl. +61 3 9757 0700)


12. The “Rates” tab will show your commission for each product.

DASHBOARD
NEW BOOKING
BOOKING SEARCH
RATES
LIST USERS
CHANGE PASSWORD
LOGOUT - PUFFING BILLY OPERAT

RATES

As At Date
13/02/2025
EXPAND ALL
COLLAPSE ALL

Day out with Thomas(TM) Departing Lakeside Station at 9:30am Ticket

Day out with Thomas(TM) Departing Lakeside Station at 11:30am Ticket

Day out with Thomas(TM) Departing Lakeside Station at 1:30pm Ticket

6:30pm Belgrave departure / 9:30pm Nobelius Packing Shed Return Murder on the Puffing Billy Express

10:00am Belgrave departure / 12:25pm Lakeside Return

| Description | Gross | Net | Commission |
|--|-------|-----|------------|
| Child under 4 - Available for travel until 31st March 2025 | | | |

10:00am Belgrave departure / 11:00am Menzies Creek Return

| Description | Gross | Net | Commission |
|--|-------|-----|------------|
| Child under 4 - Available for travel until 31st March 2025 | | | |

10:00am Belgrave departure / 11:40am Menzies Creek Return

13. The “List Users” tab will show a list of current users. You are also able to add a user to be able to login to your agent portal. You can archive/delete a user by clicking on their name and selecting “archive user”.

DASHBOARD
NEW BOOKING
BOOKING SEARCH
RATES
LIST USERS
CHANGE PASSWORD
LOGOUT - PUFFING BILLY OPERATIO

USER LIST

ADD USER

| User Id | User Name |
|-----------|---------------------------------------|
| PBROPS | Puffing Billy Operations Agent Portal |
| TESTAGENT | Test Agent Portal |

User Edit - Test Agent Portal

First Name:

Test

Last Name:

Agent Portal

Email Address:

it@pbr.org.au

User ID:

TESTAGENT

Archive User:

☐

SAVE

14.

You can change your password here.

DASHBOARDNEW BOOKINGBOOKING SEARCHRATESLIST USERSCHANGE PASSWORDLOGOUT - PUFFING BILLY OPERATI

CHANGE PASSWORD - PUFFING BILLY OPERATIONS

Current password:

New password: ?

Confirm new password:

UPDATE

Revision #2

Created 18 February 2025 00:21:31 by Keegan Hunt

Updated 19 February 2025 00:42:58 by Keegan Hunt