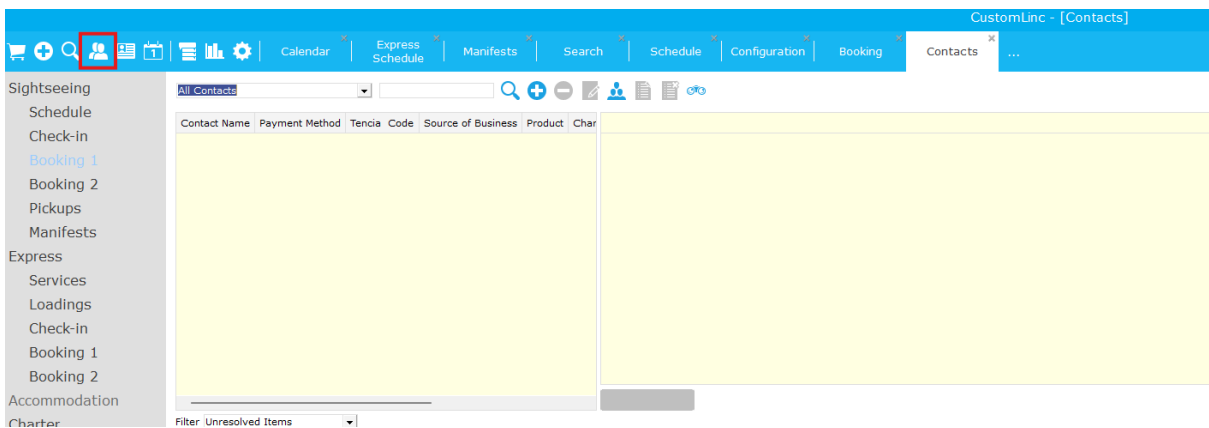


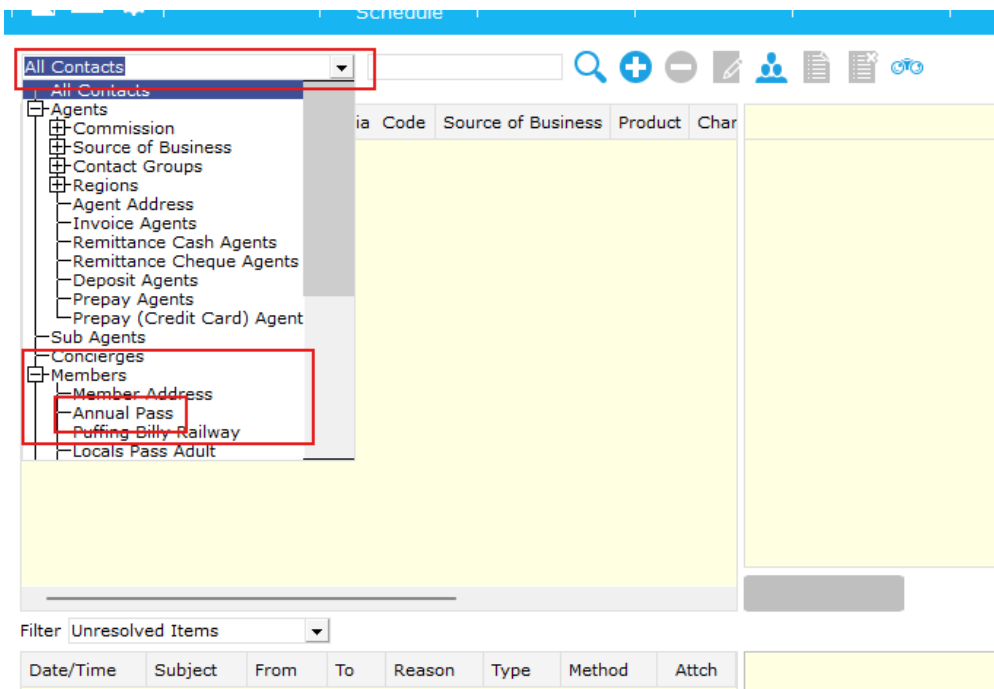
# How to: Send or re-send a Sign up/Confirmation Email for Annual Pass Customer

If the customer can provide their booking reference number, you can search for the booking as normal

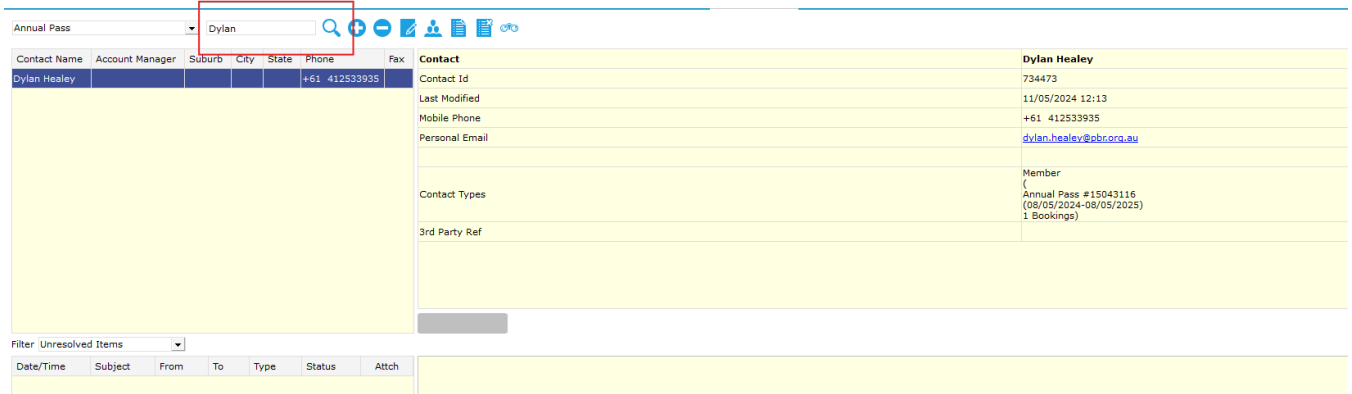
1. Click on **Contact Search**



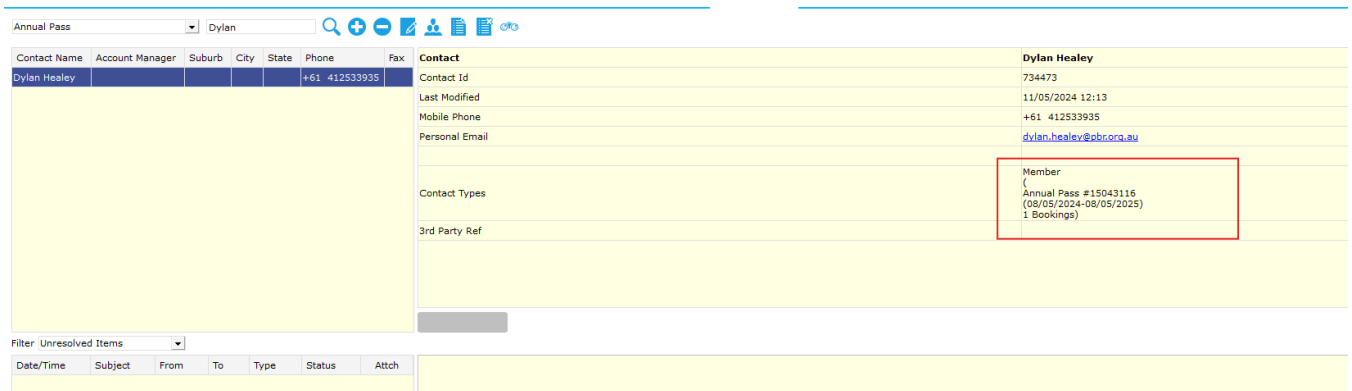
2. Bring down the dropdown menu and find and select the option **Members > Annual Pass**



3. Search for the users name that they purchased the pass with



4. Right click the Member details and select **Properties**, This will bring you to the purchase within CL.



## 5. Double click the purchase

Dylan Healey									
Status	Party Name	Product	Date	Brd	Pax	# Names	# Bookings	Amnt Paid	Amnt Owi
Confirmed	DYLAN HEALEY TEST	AP	09/05/2024	0	1	1	1	122.00	
<b>Total Confirmed</b>				<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>122.00</b>	
Total Other				0	0	0	0		

6. Follow the normal process to send a confirmation email. **Send > Confirmation to Client... > Next > Next > Finish.** This will send a confirmation to the email provided in the booking.

Product \*
AP - Annual Pass
Description

Departing Thu \* 09/05/2024 23:59 Departed

Expires on Thu \* 09/05/2024 23:59

Party Name \* DYLAN HEALEY TEST

Email dylan.healey@pbc.org.au

Mobile Phone # 0412533935 Phone # (451) 412533935

Agent Direct Booking - Australian Dollar

Sub Agent

Name / Ref

Pickup Point

Status \* Confirmed

Channel \* Web Party Ref 1553845

Source Booking Ref 871925

Country / State Australia Postcode

Notes

Private Notes

08/05/2024 09:58 - Dylan Healey  
DYLAN TESTING NEW PORTAL

Additional Information

Made on 08 May 2024 at 09:50

Made by Dylan Healey

Modified on 08 May 2024 at 10:05

Modified by Dylan Healey

Departure is ready for Posting

Tax Rate 10.00%

Is a Abstraction

Revenue Gross \$110.91

Revenue Net \$110.91

Revenue GL Code #01.6 REVENUE ON THE DAY - LOCALS PASSES

Revenue Split 1

PB8871925-205 Dylan Healey (AD) (0)

Adult's Annual Pass

Qty	Broch(Gp)	Brochure	Pr
1			\$122.00
<b>Booking Total</b>			<b>\$122.00</b>

Receipt - Cheque -

**Balance Owning**

Total Sales Tax - GST (10.00%)

Total Payable ex. Sales Tax (10.00%)

**Names**

Healey Dylan (08) | ADULT-AP | 718522 | Annual Pass

Receipt
Promotions
Options
Special Prices

Date	Pickup	Pax	Description	Price
Thu 09 May 2024		1/1	AP - Annual Pass [871925]	\$
<b>Party Total</b>				<b>\$</b>

Date/Time	Subject	From	To	Reason	Type	Method
08/05/2024 10:04	Confirmation emailed to dylan.healey@pbc.org.au OK	Dylan Healey		Confirmation Email	Confirmation Email	Email
08/05/2024 09:58	Confirmation emailed to dylan.healey@pbc.org.au OK	Dylan Healey		Confirmation Email	Confirmation Email	Email
08/05/2024 09:53	Confirmation emailed to dylan.healey@pbc.org.au OK	Dylan Healey		Confirmation Email	Confirmation Email	Email

An example of the emails is below:



Booking **Confirmation**

ABN 99 299 638 143

Tax Invoice

## Annual Pass

Thank you for booking with Puffing Billy Railway, Australia's favourite steam train.  
Please find following details of your booking.

### Reservation Details:

Reference Number: **1557845**  
Date of Reservation: 08 May 2024  
Reservation Name: DYLAN HEALEY TEST  
Contact Details: [dylan.healey@pbr.org.au](mailto:dylan.healey@pbr.org.au)

### Booking Details:

Thu 09 May 2024



Booking Ref: 871925  
Guest: Dylan Healey

### Annual Pass (AP)

1 Adult's Annual Pass

(1 x \$122.00)

**Net (AUD)**

\$122.00

Welcome to your Puffing Billy Annual Pass.  
You have unlocked unlimited travel on Puffing Billy  
Excursion Train between Belgrave and Lakeside and  
Lakeside and to Gem brook for 12 months.

**IMPORTANT** - Go to [Register](#) to complete your  
membership profile. Simply set your password and  
upload member photos to be ready for your visit.

Visit our [Member Portal](#) to make bookings for your  
future visits .

### Payments Summary:

Net	\$122.00
Total Net	\$122.00
<b>Paid in Full - Thank you</b>	

Dylan Healey  
08 May 2024

Puffing Billy Railway  
1 Old Monbulk Road (PO Box 451)  
Belgrave VIC 3160  
Australia

Reservation Systems from [CustomLinc](#)

Revision #7

Created 2024-05-12 17:45:04 UTC by Dylan Healey

Updated 2024-11-24 13:04:33 UTC by Dylan Healey