ETM's Online Meeting Portal

User guide v2.4

Contact Details

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Event Travel Management

Contents

Welcome to ETM's online meeting portal

This handy user guide has been put together to give you a bitesize overview on how to booking meetings, conferences and events using the new online system. To access ETM's Online Meetings – use the following link:

Quick Search	
Country	
United Kingdom	
Destination	
Show all	
Venue Group	
Show all	
Venue name	
Room Layout	
Show all	
Attendees	
Matches: 36674	

Welcome to travelETM Client Login.

Once you have logged in you can either send us a quick enquiry and we will source suitable venues for you, alternatively, you can use the search function to select suitable venues and include these with your enquiry.

You will also be able to view all your past, current and future meeting and events projects lodged on the system.
Once logged in you can run a few simple reports based on your activity on ETMOnlineMeetings.

We also have a few extra features for you including loading your favourite venues and using the 'Call Me Back' facility that prompt us to call you.

If you are not already working with Event Travel Management and would like a login, please contact us on 01274 726424 or email us at meetings@redfern-travel.com

Email address

Password

☐ Remember Me   Forgot Password?

Sign In   Register

My Enquiry 0   Sign In

Dynamic Map Search
Quick Enquiry
Call Me Back
Login / Register

Reset   🔍 Search

https://corporatetravelmanagement.myeventsportal.co.uk

How to Login

If you are already registered, then all you have to do is enter your email address and password to login.

If you haven't got a username and password yet, then click the REGISTER button to get started.

Register

Company Name *   Enter your company name

Title   Enter your title

First Name *   Enter your first name

Last Name *   Enter your last name

Nick Name   Enter your nick name

Email Address *   Enter your email address

Password *   Enter your password

Confirm Password *   Enter your password again

Job Title   Enter your job title

Tel No *   Enter your telephone number

Mobile   Enter your mobile number

Marketing and other services

For more information you can review our full Privacy Policy

☐ Please confirm that you have read and agree to the Privacy Policy

Communication preferences

From time to time we would love to send you information relevant to our services. Please choose from the options below to let us know how and if you would like to hear from us.

☐ Email   ☐ Phone   ☐ Post

3rd Parties

Please choose from the options below to let us know how and if you would like to hear from third parties.

☐ Email   ☐ Phone   ☐ Post

Submit

Complete the registration details as above and click submit.

However, if you have previously booked a meeting, conference or event with us (by picking up the phone and speaking to one of our experts) then you might get the message 'User already exists'

This means we have already entered your details when you contacted us to make a booking.

If this happens, all you have to do is refer back to the first page and click 'Forgotten Password'

Meetings & Events Request Portal
www.traveletm.co.uk

Quick Search

Country
United Kingdom

Destination
Show all

Venue Group
Show all

Venue name

Room Layout
Show all

Attendees

Matches: 37203

Reset   🔍 Search

Get a password

Email address

Submit

Pop your email address in the box and the system will rest your password and send you an email with a temporary one and instructions on how to login and reset it.

We have now reset your password. Your new password is: J8khAY6N
You can now log in clicking here.
Do not forward this email. Your new password should remain private.
Should you require any assistance please call: 01274 726424

Disclaimer - This message may contain legally privileged and/or confidential information. If you are not the intended recipient(s), or the employee or agent responsible for delivery of this message to the intended recipient(s), you are hereby notified that any dissemination, distribution or copying of this message is strictly prohibited. If you have received this message in error, please immediately notify the sender and delete this e-mail message from your computer.
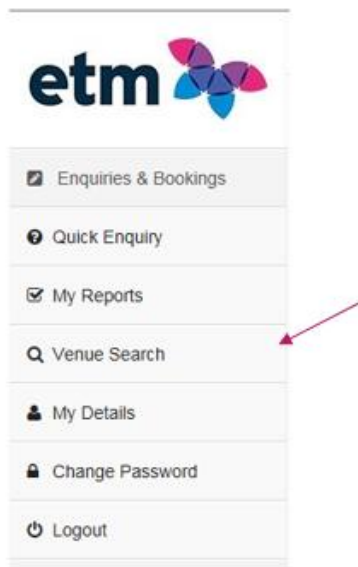
They will see the screen below once they have logged in.

AUSTRALIA | NEW ZEALAND | NORTH AMERICA | ASIA | EUROPE
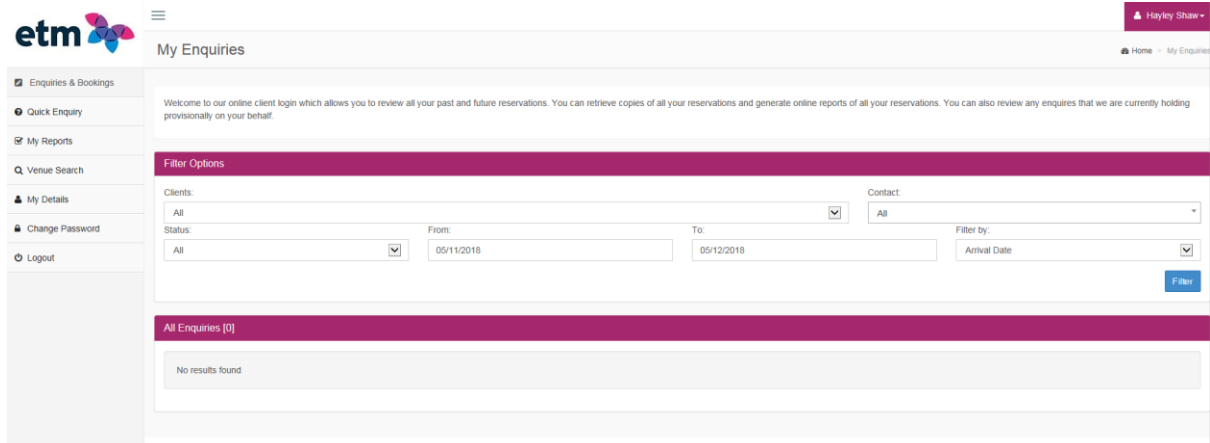
Once you have logged in, you can change your password by clicking on the change password option down the left side of the homepage

Creating a New Enquiry

To create a new enquiry, or if you just want to do a bit of window shopping, click 'Venue Search' on the left.

Meetings & Events Request Portal
www.traveletm.co.uk

Quick Search

Country
United Kingdom

Destination
Show all

Venue Group
Show all

Venue name

Room Layout
Show all

Attendees

Matches: 37203

Reset | Search

🏠 Search Results — My Enquiry 0 | My Home | Hayley Shaw ▾

There are **37203** matches for your search

Redfern Travel Quick Search - Venues update their entries on-line and are listed in order of those most recently updated with full entries listed first and including a thumbnail picture. Click on the venue name or image to view detailed information and check the boxes next to each property you would like to add to your enquiry list

+ Add checked venues to my enquiry — Map view | Compare | Sort by: Last updated ▾

Jurys Inn Croydon
Croydon   Max. capacity: **120**   Bedrooms: **240**   + Add

Jurys Inn Croydon offers 240 bedrooms and 14 dedicated conference rooms in the heart of Croydon, With East Croydon station only a 2 minute walk. All 14 meeting rooms comes with, Natural Daylight, Air Conditioning, Stationary toolbox, Mineral Water, Fruit Bowl, Sweets, Projector screen, Blackout Facilities, Premium WIFI for all delegates etc

Jurys Inn Birmingham
Birmingham   Max. capacity: **275**   Bedrooms: **445**   + Add

Jurys Inn Birmingham hotel is in the heart of the city,on Broad Street,and perfectly situated for the world-class convention centres that England's Second City is famous for, including the National Exhibition Centre (NEC),the International Convention Centre (ICC) and the Barclaycard Arena (formerly known as NIA).

If you just want to see what type of venues are available, you can search using the drop down options on the left.

Meetings & Events Request Portal
www.traveletm.co.uk

Quick Search

Country
United Kingdom

Destination
Bradford

Distance

Venue Group
Show all

Venue name

Room Layout
Boardroom

Attendees

Matches: **41**

Reset | Search

🏠 Search Results — My Enquiry 0 | My Home | Hayley Shaw ▾

There are **41** matches for your search

Redfern Travel Quick Search - Venues update their entries on-line and are listed in order of those most recently updated with full entries listed first and including a thumbnail picture. Click on the venue name or image to view detailed information and check the boxes next to each property you would like to add to your enquiry list

+ Add checked venues to my enquiry — Map view | Compare | Sort by: Last updated ▾

Jurys Inn Bradford
Bradford   Max. capacity: **40**   Bedrooms: **198**   + Add

This superb 198 room hotel has been centrally located at Thornton Road, giving guests not just an excellent hotel experience with fantastic value but also a perfect starting-out point for exploring one of England's largest and most vibrant cities

Clarion Cedar Court Hotel Leeds/Bradford
Bradford   Max. capacity: **850**   Bedrooms: **131**   + Add

Located right at the heart of the M1 and M62 motorway network, Cedar Court Hotel Leeds/Bradford is in perfect proximity of both these vibrant Yorkshire cities.


AUSTRALIA | NEW ZEALAND | NORTH AMERICA | ASIA | EUROPE

A list of venues matching your requirements will be displayed.

You can also compare the properties on a map If you need to check distance from train stations / airports etc.

After you have decided on a shortlist, you can then make an "enquiry" for availability / costs etc by ticking the box on the left of each venue and click 'add checked venues to enquiry'
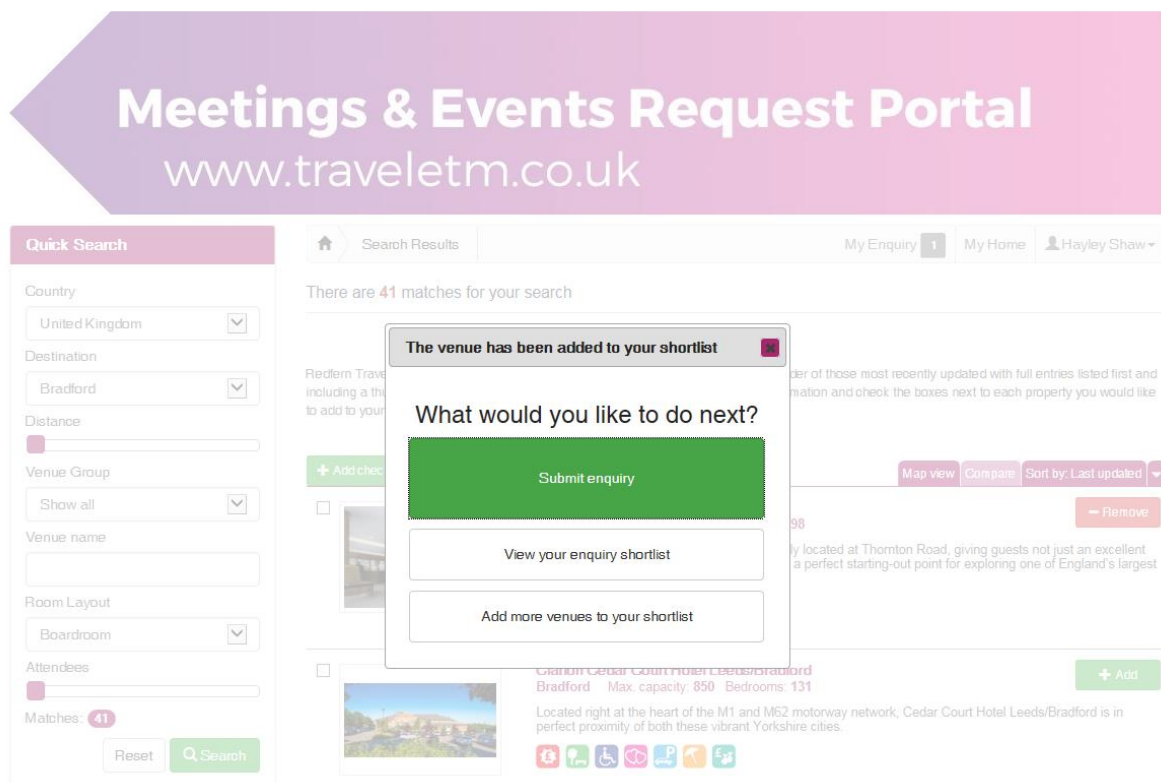
You can view the venues you have selected by clicking 'View your enquiry shortlist' or you can add more venues to the shortlist by selecting 'Add more venues to shortlist'

Once you are happy with your shortlist, click 'Enquire to this venue'

The venues selected will then be shown as above.

You then can compare the venues and remove some if needs be.

Once happy, click 'Enquire to all'

The screen will then show as above. You will need to check your contact details and input the information required to obtain a quote in 'Your event requirements'

You can enter the basic details as above.

You will see a section called 'Event Brief' which gives you space to enter the requirements for the day. Ignore this bit!

You can add more detailed information about your requirements in the two sections below that.

"Meeting Room Requirements" and "Accommodation Requirements"

Event Brief:

Please use this area to tell us about the event or copy and paste the brief from an e-mail you have received. Alternatively, you can use the "Your meeting room requirements" and "Your accommodation requirements" sections to provide more detailed information about your event.

Call to discuss?   ☐

Your Meeting Room Requirements

To tell us more about your event room requirements, click "Add" and complete the pop-up.

Room layout	Room title	Arrival date	No.Days	Delegates	AC	Daylight	Overall Requirements	Room Detail	
No rooms have been added									

Add

Your Accommodation Requirements

To tell us more about your event accommodation requirements, click "Add" and complete the pop-up.

Guest name	Arrival	Room basis	Room type	Nights	Smoking	Disabled	Overall Reqs	Additional Reqs	
No rooms have been added									

Add

A copy of your request will be sent by pressing the button below.

Submit

Click 'Add' underneath 'Your meeting room requirements'

Then fill in the room details as shown below.

Room requirements

Overall Requirements:

Tell us about your meeting room requirements, meal requirements and AV equipment or complete the individual room section below highlighted in blue.

Room Layout:	Boardroom style ▾	
Room Title:	Main Meeting Room	Main room, syndicate, exhibition, etc...
Date of Arrival: ☆	16/01/2019 📅	
Number of Days	1	
Number of Delegates:	10	
Natural Daylight?	☐	
Air Conditioning?	☐	

Room Detail:

Please detail here the timings required for this room including any refreshments and equipment.

Timings 09.00 - 16.00
Tea, Coffee & Biscuits: 09.00, 11.00 & 14.00
Buffet Lunch: 12.30

Complete your event room requirements and press save. Then you can add any additional rooms if required.

Save   Cancel

If you need more than 1 meeting room, then all you have to do is select "add again" and fill in the required details.

Number of Days:	☆	1
Number of Attendees:	☆	10
First Day Start Time:		09:00
Last Day End Time:		16:00
Total Budget:		Total budget
Disability Access:		☐

Event Brief:

Please use this area to tell us about the event or copy and paste the brief from an e-mail you have received. Alternatively, you can use the "Your meeting room requirements" and "Your accommodation requirements" sections to provide more detailed information about your event.

Call to discuss? ☐

Your Meeting Room Requirements

To tell us more about your event room requirements, click "Add" and complete the pop-up.

Room layout	Room title	Arrival date	No.Days	Delegates	AC	Daylight	Overall Requirements	Room Detail	
Boardroom style	Main Meeting Room	16/01/2019	1	10	✘	✘		Timings 09.00 - 16.00 Tea, Coffee & Biscuits: 09.00, 11.00 & 14.00 Buffet Lunch: 12.30	🗑

Add

Your Accommodation Requirements

To tell us more about your event accommodation requirements, click "Add" and complete the pop-up.

Guest name	Arrival	Room basis	Room type	Nights	Smoking	Disabled	Overall Reqs	Additional Reqs
No rooms have been added								

Add

A copy of your request will be sent by pressing the button below.

Submit

If you need to book accommodation as well, just select 'Your accommodation requirements'.

To add more than 1 bedroom all you have to do is enter the number of rooms required in the 'Guest Name' box, then click save.

Double check all the details you have entered and hit Submit.

Your Meeting Room Requirements

To tell us more about your event room requirements, click "Add" and complete the pop-up.

Room layout	Room title	Arrival date	No.Days	Delegates	AC	Dayfight	Overall Requirements	Room Detail	
Boardroom style	Main Meeting Room	16/01/2019	1	10	✖	✖		Timings 09.00 - 16.00 Tea, Coffee & Biscuits: 09.00, 11.00 & 14.00 Buffet Lunch: 12.30	🗑

Add

Your Accommodation Requirements

To tell us more about your event accommodation requirements, click "Add" and complete the pop-up.

Guest name	Arrival	Room basis	Room type	Nights	Smoking	Disabled	Overall Reqs	Additional Reqs	
Hayley Shaw	15/01/2019	Dinner Bed & Breakfast	Double - (single occ)	1	✖	✖			🗑

Add

A copy of your request will be sent by pressing the button below.

Submit

You will then be given a reference number and a brief of what you have submitted.

Your enquiry reference: RED23556/1

Your Contact Details

Email Address:	Hayley.shaw@travelctm.com
First Name:	Hayley
Last Name:	Shaw
Telephone:	01274 726424
Mobile:	

Your Event Requirements

Urgent Meeting:	✖
Event Title:	Team Meeting
Preferred Venue:	
Preferred Date of Event:	16/01/2019
Location of Event:	Bradford
Alternative Dates:	
Number of Days:	1
Number of Attendees:	10
First Day Start Time:	09:00:00
Last Day End Time:	16:00:00
Disability Access:	✖
Event Brief:	
Call to discuss?	✖

If you need to contact us regarding your enquiry, make sure you keep a note of your reference number and then we will be able to find your enquiry easily.

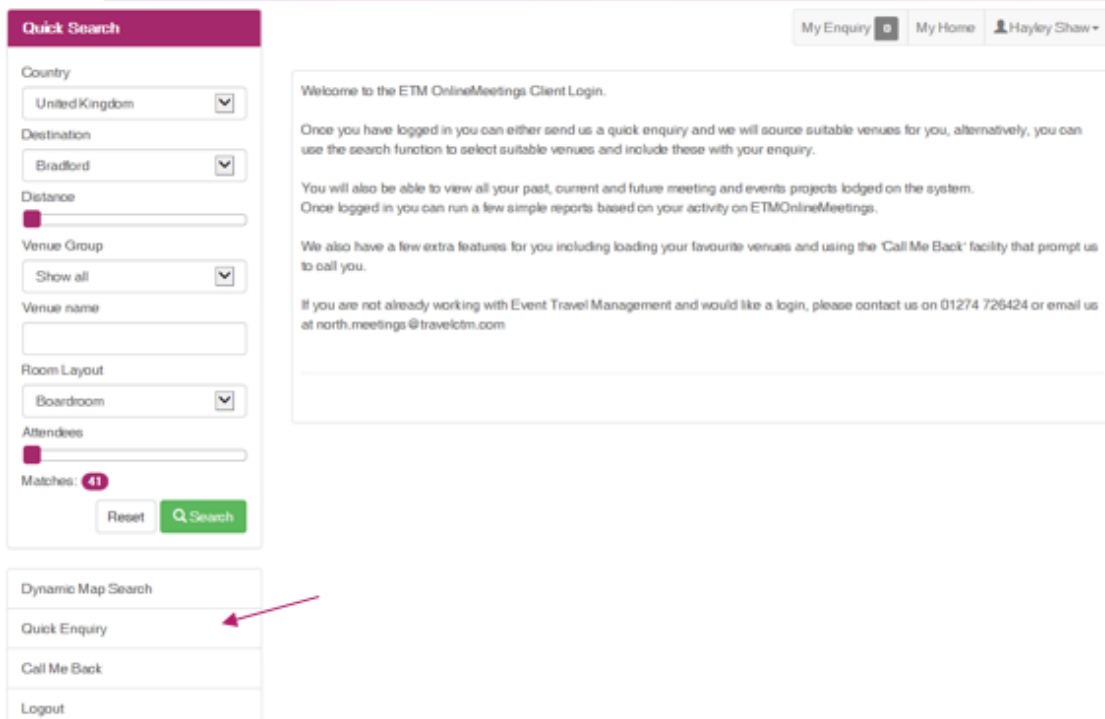To view your enquiries or bookings, go back to 'My Home'

You can then filter the bookings and see which bookings are New, Provisional, Confirmed, Released or Cancelled.
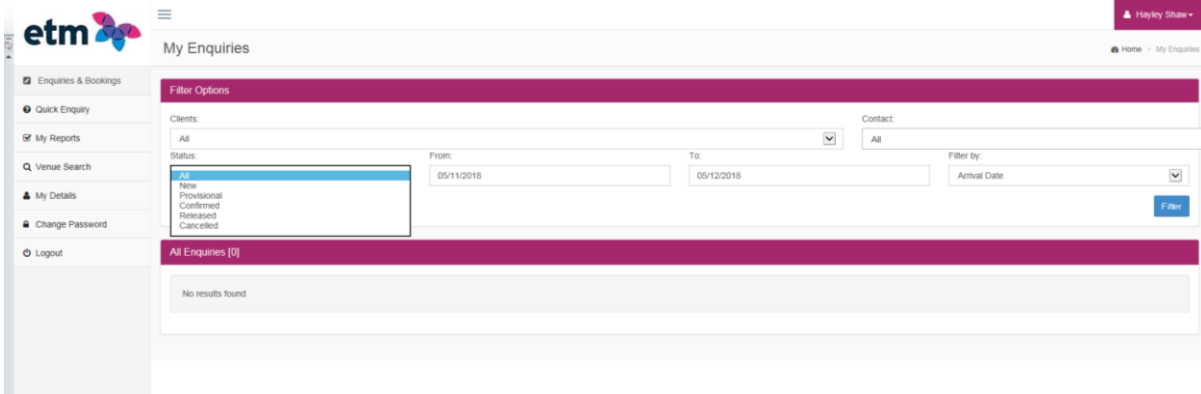
Quick Search

If you don't want the job of searching, comparing and shortlisting venues – we can do it for you. All you have to do is select 'Quick Enquiry' at the bottom left of the page when on 'Venue Search'

Once in 'Quick Enquiry' it looks the same as before and you fill the details in the same way.

Once we receive your "quick enquiry", we take over and do all the hard work for you. We will shortlist, which suitable venues will be and add on venues to the enquiry.

We aim to send a proposal with at least 3 options that meet your requirements within 24 hours. If we are having problems, finding availability or quotes within budget we will contact you to advise that it may take longer.