

How to Use the Copy and Paste Page

Upon hire you will be given access to our Disney Resorts and Universal Quote copy and paste pages. These pages are for exactly what they are called.... Copy and Paste.

Why do we use copy and paste pages?

As a travel agent we say the same things over and over and over and over and over again... these pages not only keep you from typing the same thing multiple times a day but they also ensure you do not forget something like "prices and availability are subject to change" after every quote. Trust us when we say that you never want a client demanding YOU pay the difference in a price increase because they didn't know it would go up if they waited a day to book. It is not fun.

When do we get access to the rest of the copy and paste pages?

As you grow and gain access to your CLIA (earn 5k in commissions) we will give you access to all of our copy and paste pages which includes copy and paste for new client emails and final client emails and so so so so much more! Until please request access to the pages that apply to you.

You must use your agency email address for access.... We will not approve any other email address.

Disney Quotes –

<https://docs.google.com/document/d/1spcFR2uAvIMgdOPUMMkyynB2z1pyGbBNPrYJuNKIY/edit#>

Universal Quotes –

<https://docs.google.com/document/d/1QxP6DQlww2q5QE3HW57X645s6taVjd4v3X7wFNDywZk/edit>

Cruise Quotes –

<https://docs.google.com/document/d/1weQfc0EF67HddD5e-5zxp9v9KililQObm3fv9I09a-cw/edit>



ROTW Quotes –

<https://docs.google.com/document/d/16zp6gg8bN39p2Y3b3EG6JSRASx1VW36t4QzmNmutzKY/edit#>

Save the page once you are given access to your browser. I use folders to keep track of my bookmarks and many save bookmarks directly to their desktop. Whatever works best for you. **If you do not have access within 24 hours please send us an email requesting access to vacations@crazyaboutvacations.com**

Step 1:

Visit the copy and paste page you need. From there you will see topics in the chart. Those are quick links to that area on the document. Just click and then a little box should pop up like below. Click the blue "Bookmark" which will take you straight to that area. See red arrow.

Boardwalk Inn	Grand Floridian	Boulder Ridge	All Star Movies
Animal Kingdom	Riviera		All Star Sports
Kidani	Beach Club	Coronado	Art of Animation
Polynesian	Yacht Club	The Cabins	Pop Century
Contemporary	<div> Bookmark  Disney's Yacht Club - Deluxe Resort</div>		Grand Californian
Bay Lake Tower			Paradise Pier
Copper Creek	Old Key West	Caribbean Beach	Disneyland
Preferred Rms	Deposit Required	Back to D Quote	Quote
What I need to Quote	Resort Characteristics		

Step 2:

Notice color coding. Those colors are there to help you. For example in the above chart which can be found on the Disney Resort copy and paste page you will see white, purple, green, yellow and orange.

White – Disney Deluxe resorts

Purple – Disney Moderate resorts

Yellow – Disney value resorts

Green – Disneyland resorts

Orange – copy and paste wording for your quotes

Boardwalk Inn	Grand Floridian	Boulder Ridge	All Star Movies
Animal Kingdom	Riviera		All Star Sports
Kidani	Beach Club	Coronado	Art of Animation
Polynesian	Yacht Club	The Cabins	Pop Century
Contemporary	Wilderness Lodge	PO French Quart	Grand Californian
Bay Lake Tower	Saratoga Springs	PO Riverside	Paradise Pier
Copper Creek	Old Key West	Caribbean Beach	Disneyland
Preferred Rms	Deposit Required	Back to D Quote	Quote
What I need to Quote	Resort Characteristics		

Step 3:

Practice using the page by quoting several different options. The easy way to copy and past on a Windows PC is to:

1. First highlight what you want to copy.
2. Then hold down the "Ctrl" button and then hit the "C" button to COPY. Then release all.
3. Now put your curser where you want to past what you just copied
4. Again hold down the "Ctrl" button but instead of hitting the C this time hit the "V" button.

Step 4:

Remove what you do not want. Many resorts will have a ton of room types. We recommend always giving them the lowest price room and preferred. If preferred, then a room with a view. All the other room categories you may have copied and pasted you should delete before sending to your client.

Step 5:

Remember... they are coming to use because booking on their own is difficult. The last thing you ever want to do is make it difficult. Make sure their quote is easy to read, easy to understand and always separate information. Always includes the resort info links. Example of a quote we would email in red below:

°° My quote below includes your resort stay for 12/1 – 12/8/23, 5 one park per day park tickets, and transportation to all of the parks from your resort °° Prices are subject to change along with availability. Prices increase usually daily around midnight. °°

Disney's Contemporary Resort – Deluxe Resort

2 queen beds

\$4800.00 - standard room

\$5100.00 - main tower theme park view

\$5500.00 - main tower courtyard view

Pros/cons, photos, and more can be found here:

<https://www.crazyaboutvacationsresortinfo.com/all-about-contemporary.html>

PREFERRED ROOMS

The difference between standard and preferred rooms are walking distance to the buses, and amenities. Standard will be about an added 15-30 minutes walk back to the resort from transportation but if you book standard we will request as close to reception as possible but I cannot guarantee they will get you close :)

DEPOSIT REQUIRED INFO:

All you need to pay is \$200.00 down to hold your reservation, after that you can make monthly payments or not, it is totally up to you. Only thing that is required is \$200.00 down and full payment made 30 days prior to check in. Everything is 100% refundable up to 30 days prior to your check in date. Please note that your money is paid directly to Disney through my Disney agent portal.

WHAT I NEED TO BOOK:

What I need from you in order to book your reservation is the following:

- Everyone's name on the reservation (first, and last)
- All guests under 18 years of age please list their age (at time of visit) with their names, and birth date.
- Your address (billing address as well if different from mailing)
- A phone number
- An email to send your important booking info

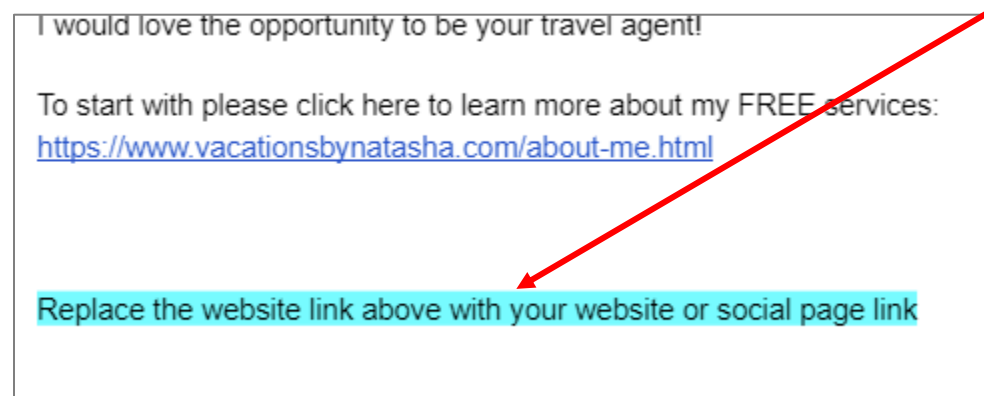
You will get a booking packet in a few weeks with fun stuff and many emails telling you some great info about your upcoming vacation. Everything from what to pack to links of where to get it! Upon final payment you will get another packet with important documents/reminders, gifts and more!

Then our email signature here.

See how everything was in its own location, went in order of what they would most likely wonder and then you adding your closing line to the end.. what I need from you to get you booked.

Step 6:

When you see bright blue that is a NOTE for you to read before copy and pasting that section. The example below tells you to replace the link above with a link to your page!



Step 7:

When using your Facebook page and many other social platforms you run into the issue of not being able to add spaces due to hitting the enter key which sends vs adding a link. To add a line

without sending simple hold down the “Shift” key and press “Enter” to add a line. Practice in your own messages before trying this with a client. 😊

Step 8:

NEVER EVER share any of our copy and paste info with other agents or agencies. We spend years perfecting this just for you and contractually it belongs to CAV. 😊