

Uploading the latest files for booking conditions

These will come from Mike paige and Steph Hamel any changes to these have to go through them not regions directly. Once a new set is ready Mike will usually send a fresh desk ticket with links on sharepoint to download the pdf versions of the conditions which we then in turn update on several areas of the website. There will be a set for TT and a set for CS. These will need updating for both brands and all regions respectively.

Here is where they get uploaded and sit within the media library, please try to use the same naming and filing structure I have used (as this will help with urls and redirects for you later on when updating the site.

/sitecore/media library/PDFs/Trafalgar/Website Terms of Use

/sitecore/media library/PDFs/Costsaver/CS Website Terms of Use

Vanity Urls set up in Sitecore 7 for brochure links to booking conditions (please leave these as are unless Karen requests a new one as these are what get printed inside our brochures.)

TT: <https://www.trafalgar.com/booking-conditions>

<https://www.trafalgar.com/bookingconditions>

CS: <http://costsavertour.com/booking-conditions>

<https://www.costsavertour.com/bookingconditions>

/booking conditions	/\$region\$/conditions	302	false	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
/bookingconditions	/\$region\$/conditions	302	false	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

These then have been set up to go to each region individually so when updating with new pdf links you will need to find the below for each required region and update the link. So for example:

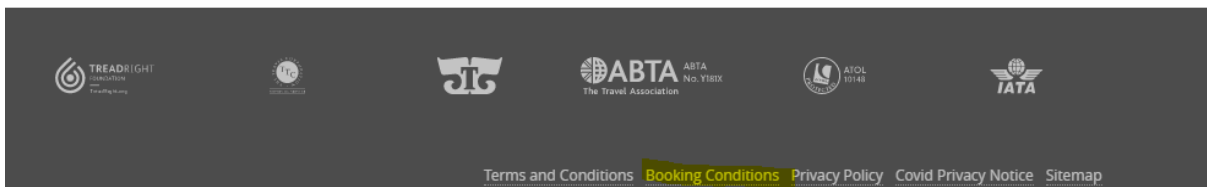
For TT AU

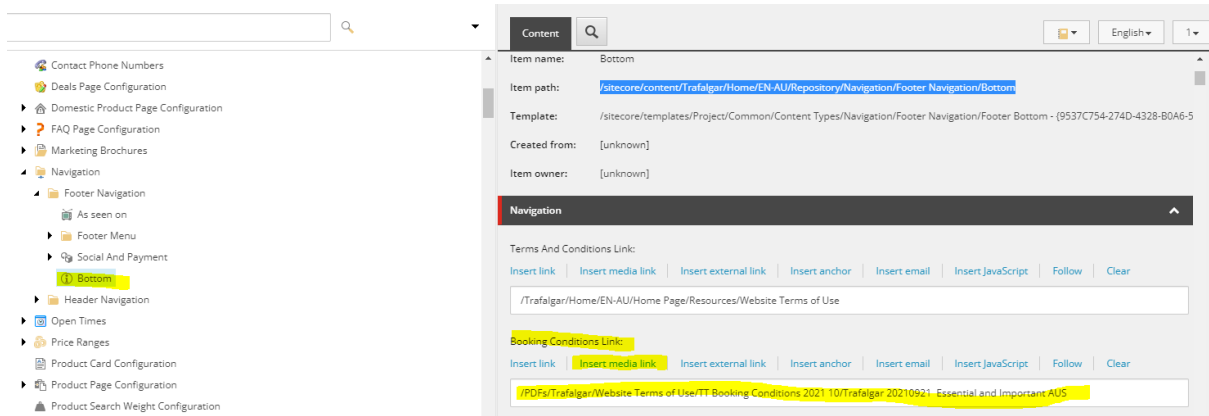
/en au/conditions	/-/media/PDFs/Trafalgar/Website%20Terms%20of%20	302	false	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
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For CS AU

/en au/conditions	/-/media/PDFs/Costsaver/CS%20Website%20Terms%20	302	true	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
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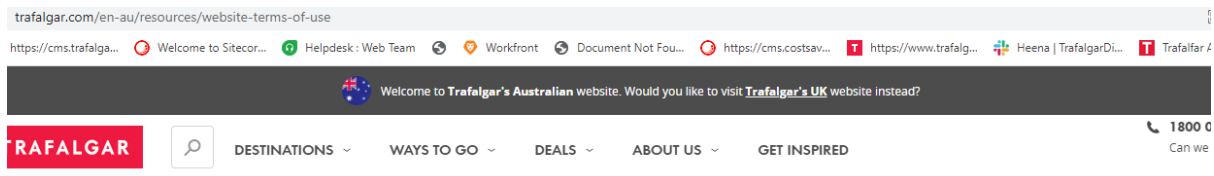
The booking conditions links will also need updating on the following areas of the site: the bottom nav link called booking conditions on each footer:





The terms and conditions pages

Eg. <https://www.trafalgar.com/en-au/resources/website-terms-of-use> update the date and the pdf link in the text files.



LAST UPDATED: 1ST OCTOBER 2021

For terms and conditions relating to offers and deals please click [here](#)

Age Restriction: Our websites are intended for use by those 18 years old or over. No one under that age should use our websites. If you are under the age of 18 years please leave our websites immediately.

What are you looking for?

Collaps

1. About These Terms and Conditions & Booking Conditions

This document sets out our general terms governing use of our websites. This document does not set out our booking conditions or other terms of supply.

For more information about booking conditions and other terms of supply, please download the full Booking Conditions document from [here](#).

I use the below to make a note of all the links I need for the new conditions docs so easier when updating:

LAST UPDATED: 1ST OCTOBER 2021

AU TT

The link used on the website terms pages:

<https://www.trafalgar.com/-/media/PDFs/Trafalgar/Website Terms of Use/TT Booking Conditions 2021 10/Trafalgar 20210921 Essential and Important AUS>

The link used in the redirects:

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</media/PDFs/Trafalgar/Website%20Terms%20of%20Use/TT%20Booking%20Conditions%202021%2010/Trafalgar 20210921 Essential and Important AUS>

CA TT

[https://www.trafalgar.com/-/media/PDFs/Trafalgar/Website Terms of Use/TT Booking Conditions 2021 10/Trafalgar 20210921 Essential and Important CAN](https://www.trafalgar.com/-/media/PDFs/Trafalgar/Website%20Terms%20of%20Use/TT%20Booking%20Conditions%202021%2010/Trafalgar%20210921%20Essential%20and%20Important%20CAN)

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[/media/PDFs/Trafalgar/Website%20Terms%20of%20Use/TT%20Booking%20Conditions%202021%2010/Trafalgar 20210921 Essential and Important CAN](https://www.trafalgar.com/-/media/PDFs/Trafalgar/Website%20Terms%20of%20Use/TT%20Booking%20Conditions%202021%2010/Trafalgar%20210921%20Essential%20and%20Important%20CAN)

EU TT

[https://www.trafalgar.com/-/media/PDFs/Trafalgar/Website Terms of Use/TT Booking Conditions 2021 10/Trafalgar 20210921 Essential and Important EUR](https://www.trafalgar.com/-/media/PDFs/Trafalgar/Website%20Terms%20of%20Use/TT%20Booking%20Conditions%202021%2010/Trafalgar%20210921%20Essential%20and%20Important%20EUR)

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[/media/PDFs/Trafalgar/Website%20Terms%20of%20Use/TT%20Booking%20Conditions%202021%2010/Trafalgar 20210921 Essential and Important EUR](https://www.trafalgar.com/-/media/PDFs/Trafalgar/Website%20Terms%20of%20Use/TT%20Booking%20Conditions%202021%2010/Trafalgar%20210921%20Essential%20and%20Important%20EUR)

SG TT

[https://www.trafalgar.com/-/media/PDFs/Trafalgar/Website Terms of Use/TT Booking Conditions 2021 10/Trafalgar 20210921 Essential and Important FE](https://www.trafalgar.com/-/media/PDFs/Trafalgar/Website%20Terms%20of%20Use/TT%20Booking%20Conditions%202021%2010/Trafalgar%20210921%20Essential%20and%20Important%20FE)

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NZ TT

[https://www.trafalgar.com/-/media/PDFs/Trafalgar/Website Terms of Use/TT Booking Conditions 2021 10/Trafalgar 20210921 Essential and Important NZ](https://www.trafalgar.com/-/media/PDFs/Trafalgar/Website%20Terms%20of%20Use/TT%20Booking%20Conditions%202021%2010/Trafalgar%20210921%20Essential%20and%20Important%20NZ)

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[/media/PDFs/Trafalgar/Website%20Terms%20of%20Use/TT%20Booking%20Conditions%202021%2010/Trafalgar 20210921 Essential and Important NZ](https://www.trafalgar.com/-/media/PDFs/Trafalgar/Website%20Terms%20of%20Use/TT%20Booking%20Conditions%202021%2010/Trafalgar%20210921%20Essential%20and%20Important%20NZ)

ZA TT

[https://www.trafalgar.com/-/media/PDFs/Trafalgar/Website Terms of Use/TT Booking Conditions 2021 10/Trafalgar 20210921 Essential and Important SA](https://www.trafalgar.com/-/media/PDFs/Trafalgar/Website%20Terms%20of%20Use/TT%20Booking%20Conditions%202021%2010/Trafalgar%20210921%20Essential%20and%20Important%20SA)

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[/media/PDFs/Trafalgar/Website%20Terms%20of%20Use/TT%20Booking%20Conditions%202021%2010/Trafalgar 20210921 Essential and Important SA](https://www.trafalgar.com/-/media/PDFs/Trafalgar/Website%20Terms%20of%20Use/TT%20Booking%20Conditions%202021%2010/Trafalgar%20210921%20Essential%20and%20Important%20SA)

GB TT

[https://www.trafalgar.com/-/media/PDFs/Trafalgar/Website Terms of Use/TT Booking Conditions 2021 10/Trafalgar 20210921 Essential and Important UK](https://www.trafalgar.com/-/media/PDFs/Trafalgar/Website%20Terms%20of%20Use/TT%20Booking%20Conditions%202021%2010/Trafalgar%20210921%20Essential%20and%20Important%20UK)

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[/media/PDFs/Trafalgar/Website%20Terms%20of%20Use/TT%20Booking%20Conditions%202021%2010/Trafalgar 20210921 Essential and Important UK](https://www.trafalgar.com/-/media/PDFs/Trafalgar/Website%20Terms%20of%20Use/TT%20Booking%20Conditions%202021%2010/Trafalgar%20210921%20Essential%20and%20Important%20UK)

US TT

[https://www.trafalgar.com/-/media/PDFs/Trafalgar/Website Terms of Use/TT Booking Conditions 2021 10/Trafalgar 20210921 Essential and Important USA](https://www.trafalgar.com/-/media/PDFs/Trafalgar/Website%20Terms%20of%20Use/TT%20Booking%20Conditions%202021%2010/Trafalgar%20210921%20Essential%20and%20Important%20USA)

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[/media/PDFs/Trafalgar/Website%20Terms%20of%20Use/TT%20Booking%20Conditions%202021%2010/Trafalgar 20210921 Essential and Important USA](https://www.trafalgar.com/-/media/PDFs/Trafalgar/Website%20Terms%20of%20Use/TT%20Booking%20Conditions%202021%2010/Trafalgar%20210921%20Essential%20and%20Important%20USA)

CS:

LAST UPDATED: 04 OCTOBER 2021

AU CS

[https://www.trafalgar.com/-/media/PDFs/Costsaver/CS Website Terms of Use/CS Booking Conditions 2021 10/Costsaver 20210921 Essential and Important AUS](https://www.trafalgar.com/-/media/PDFs/Costsaver/CS%20Website%20Terms%20of%20Use/CS%20Booking%20Conditions%202021%2010/CS%20210921%20Essential%20and%20Important%20AUS)

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[/media/PDFs/Costsaver/CS%20Website%20Terms%20of%20Use/CS%20Booking%20Conditions%202021%2010/CS%20210921 Essential and Important AUS](https://www.trafalgar.com/-/media/PDFs/Costsaver/CS%20Website%20Terms%20of%20Use/CS%20Booking%20Conditions%202021%2010/CS%20210921%20Essential%20and%20Important%20AUS)

CA CS

[https://www.trafalgar.com/-/media/PDFs/Costsaver/CS Website Terms of Use/CS Booking Conditions 2021 10/Costsaver 20210921 Essential and Important CAN](https://www.trafalgar.com/-/media/PDFs/Costsaver/CS%20Website%20Terms%20of%20Use/CS%20Booking%20Conditions%202021%2010/CS%20210921%20Essential%20and%20Important%20CAN)

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[/media/PDFs/Costsaver/CS%20Website%20Terms%20of%20Use/CS%20Booking%20Conditions%202021%2010/CS%20210921 Essential and Important CAN](https://www.trafalgar.com/-/media/PDFs/Costsaver/CS%20Website%20Terms%20of%20Use/CS%20Booking%20Conditions%202021%2010/CS%20210921%20Essential%20and%20Important%20CAN)

EU CS

[https://www.trafalgar.com/-/media/PDFs/Costsaver/CS Website Terms of Use/CS Booking Conditions 2021 10/Costsaver 20210921 Essential and Important EUR](https://www.trafalgar.com/-/media/PDFs/Costsaver/CS%20Website%20Terms%20of%20Use/CS%20Booking%20Conditions%202021%2010/CS%20210921%20Essential%20and%20Important%20EUR)

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[/media/PDFs/Costsaver/CS%20Website%20Terms%20of%20Use/CS%20Booking%20Conditions%202021%2010/CS%20210921 Essential and Important EUR](https://www.trafalgar.com/-/media/PDFs/Costsaver/CS%20Website%20Terms%20of%20Use/CS%20Booking%20Conditions%202021%2010/CS%20210921%20Essential%20and%20Important%20EUR)

SG CS

[https://www.trafalgar.com/-/media/PDFs/Costsaver/CS Website Terms of Use/CS Booking Conditions 2021 10/Costsaver 20210921 Essential and Important FE](https://www.trafalgar.com/-/media/PDFs/Costsaver/CS%20Website%20Terms%20of%20Use/CS%20Booking%20Conditions%202021%2010/CS%20210921%20Essential%20and%20Important%20FE)

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[/media/PDFs/Costsaver/CS%20Website%20Terms%20of%20Use/CS%20Booking%20Conditions%202021%2010/CS%20210921 Essential and Important FE](https://www.trafalgar.com/-/media/PDFs/Costsaver/CS%20Website%20Terms%20of%20Use/CS%20Booking%20Conditions%202021%2010/CS%20210921%20Essential%20and%20Important%20FE)

NZ CS

<https://www.trafalgar.com/-/media/PDFs/Costsaver/CS Website Terms of Use/CS Booking Conditions 2021 10/Costsaver 20210921 Essential and Important NZ>

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</media/PDFs/Costsaver/CS%20Website%20Terms%20of%20Use/CS%20Booking%20Conditions%202021%2010/Costsaver 20210921 Essential and Important NZ>

ZA CS

<https://www.trafalgar.com/-/media/PDFs/Costsaver/CS Website Terms of Use/CS Booking Conditions 2021 10/Costsaver 20210921 Essential and Important SA>

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</media/PDFs/Costsaver/CS%20Website%20Terms%20of%20Use/CS%20Booking%20Conditions%202021%2010/Costsaver 20210921 Essential and Important SA>

GB CS

<https://www.trafalgar.com/-/media/PDFs/Costsaver/CS Website Terms of Use/CS Booking Conditions 2021 10/Costsaver 20210921 Essential and Important UK>

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</media/PDFs/Costsaver/CS%20Website%20Terms%20of%20Use/CS%20Booking%20Conditions%202021%2010/Costsaver 20210921 Essential and Important UK>

US CS

<https://www.trafalgar.com/-/media/PDFs/Costsaver/CS Website Terms of Use/CS Booking Conditions 2021 10/Costsaver 20210921 Essential and Important USA>

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</media/PDFs/Costsaver/CS%20Website%20Terms%20of%20Use/CS%20Booking%20Conditions%202021%2010/Costsaver 20210921 Essential and Important USA>

Once all these element are done please let Mike and Steph know and copy in Emmy & Layton.

Level Table Links:

When asked to upload new level docs please use the same file path and name as the below and just moving the older version into the folder named old versions. (They cannot figure out how to change the url on the doc so have requested it stays with the same file path name that its linked to in their doc.

When uploading please go to this folder to upload the latest version in S9:

**/sitecore/media library/PDFs/Trafalgar/Website Terms of Use/TT Booking Conditions 2020
08/TT Levels Table 25AUGUST20**

[https://www.trafalgar.com/-/media/PDFs/Trafalgar/Website Terms of Use/TT Booking Conditions 2021
10/TT Levels Table September 2021](https://www.trafalgar.com/-/media/PDFs/Trafalgar/Website Terms of Use/TT Booking Conditions 2021
10/TT Levels Table September 2021)

**/sitecore/media library/PDFs/Costsaver/CS Website Terms of Use/CS Booking Conditions 2020
08/CS_Levels_Table 25AUGUST20**

[https://www.trafalgar.com/-/media/PDFs/Costsaver/CS Website Terms of Use/CS Booking Conditions
2020 08/CS_Levels_Table 25AUGUST20](https://www.trafalgar.com/-/media/PDFs/Costsaver/CS Website Terms of Use/CS Booking Conditions
2020 08/CS_Levels_Table 25AUGUST20)