

INSTRUCTIONS ON HOW TO USE THE www.ittaustralia.com WEB SITE

ITT Australia website has been designed for US Military/Government patrons to assist in their own planning of an Australian Dream Vacation. By using this website you can create your own trip or select a package vacation. NO payments can be made on this website. Payments can only be made to your **ITT/ITR office** consultant.

You can create or select as many different itineraries as you wish. Once you are happy with your selection, print out your itinerary and take it to your nearest ITT/ITR office. Prices displayed on this website do not include government charges and airport taxes. Once your flights and land arrangements have been confirmed, the total price will be shown

HOW TO USE THE ITT AUSTRALIA WEBSITE

Open your internet browser, enter: www.ittaustralia.com

Click on: Confirm, as you are an authorized patron.

Click on: [Click here to Register?](#) – which is located on top-left hand side of screen, under Log-in box.

Enter all items marked with an asterisk * (these are mandatory items)

Email Address (Log-in) – enter the email address you will use here.

Once you have completed this page, an automated email with your password will be sent to you

You are now ready to start!

To log-in Go To Log-in box

Username Enter: Your email address

Password Enter: Use the ITT Australia password you received by email.

Move your “mouse” to the top Menu Bar and look through all of menu items – **Australia, Packages, Itinerary, Accommodation, Tours, Car Rental and Terms.**

It is here you can browse all of the information and then begin to Create Your Own Trip or Select a Package.

SELECT A PACKAGE

When logged-in, move your “mouse” to the top Menu Bar

Select: **PACKAGES**

Click on: Packages to display all packages.

Click on:

SYDNEY SENSATION package or

MELBOURNE SENSATION package or

MELBOURNE/HOBART SENSATION package or

BRISBANE/ SYDNEY SENSATION package

Click on: View Details at bottom of each package for a detailed description.

If you wish to Select a Package, Click on: Select it now

If you have not registered you will not be able to proceed

Travel Information: Enter all items – Your correct name, number of persons travelling, departure date, fare basis**, date flexibility** departure airport **, star rating and remember to enter the last entry - **Nominate your nearest ITT/ITR office**

To find your nearest ITT/ITR Office

Click on: Prompt button - Click on: Next

Click on: Passenger Details: Enter all items

Click on: Next

Itinerary Details -this shows you the package you have selected with the dates. To add tours and car rental

Click on: Add Accommodation/Tours/Car Rental

As your accommodation is already included in a package you can only add Tours or Car Rental

Once you have selected the tours or car rental

Click on: Add to itinerary - Click on: Next

Itinerary Overview: This shows the itinerary you have designed with approximate costs

If you are happy with your itinerary print it out and take it to your nearest ITT Office

** refer to Help Menu for more detailed instructions

If you have created a package then decide you want to stay longer, use the following option (Convert Package).....

TO CONVERT A PACKAGE - This option is available if you want to make any variations to a Package.

Click on: Previous on the Itinerary Overview page

Click on: **CONVERT PACKAGE** – you now have the flexibility to choose your flight dates, flight routing, accommodation, tours and car rental.

To make any changes you must **SAVE ALL CHANGES**

Click on: Next

To edit dates Click on: Edit Flight Dates.

To change a flight route Click on: Change Flight Route

To select your hotel Click on: Add Accommodation.

Remember your flights, accommodation, tours and car rental must be in date order for each city you select

** refer to Help Menu for more detailed instructions

CREATE YOUR OWN TRIP

When logged-in, navigate to Top Menu Bar

Select Itinerary,

Select Create Your Own Trip

If you have not registered you will not be able to proceed

Travel Information: Enter all items – Your correct name, number of persons travelling, departure date, fare basis**, date flexibility** departure airport **, star rating and remember to enter the last entry - **Nominate your nearest ITT/ITR office**

To find your nearest ITT/ITR Office

Click on: Prompt button

Click on Next:

Select flight routing to create your own itinerary.

Click on: Circle which becomes a Green Button.

Click on: Next - Click on: Passenger Details - Enter all items

Click on: Next - To add accommodation, tours and car rental.

Click on: Add Accommodation Tours Car Rental

Add to itinerary.

Remember your flights, accommodation, tours and car rental must be in date order for each city you select

If you want to make any changes to your flight dates

Click on: Edit Flight Dates.

To change flight route

Click on: Change Flight Route

Click on: Next- this takes you to the Itinerary Overview

If you are happy with your itinerary print it out and take it to your nearest ITT Office

** refer to Help Menu for more detailed instructions

Please read this for helpful information

HELP MENU BOX

There is a Help Menu box located on left hand side of screen.

It provides “HELP” on HOW TO:

Use the Website

Change Your Password

Find your ITT/ITR Office

Select a Package

Create an Itinerary