



Quick Guide -  
Updating Public Profile  
June 2022

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## 1.1. COMMUNICATION PROFILE

The communication profile page will allow customization of content appearing on the itinerary such as advisor signature, default notes and branding and logos. Set your public Travel Edge profile to be visible on the Travel Edge website. It also will store advisor hotel loyalty numbers. **To expand a section, press the v on the right sid**

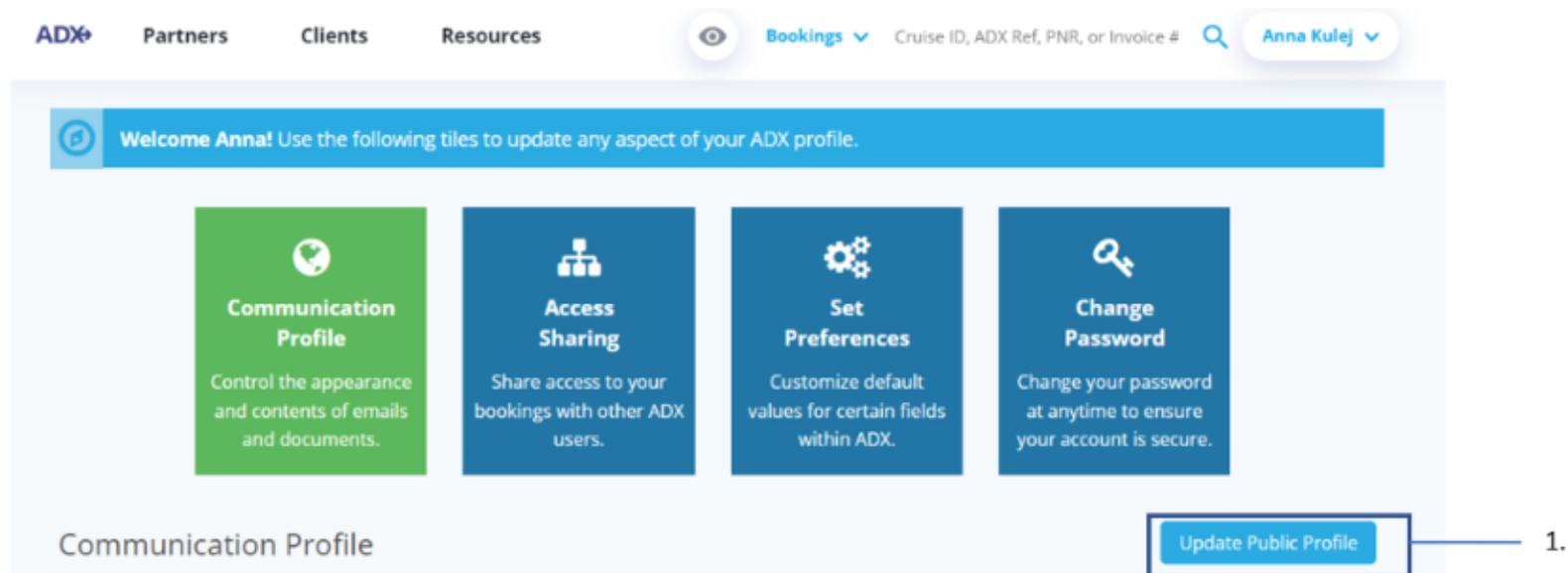
The screenshot displays the ADX user interface. The top navigation bar includes 'ADX', 'Partners', 'Clients', 'Resources', and a search bar. The left sidebar contains navigation tiles for 'ITINERARY BUILDER', 'AIR', 'HOTEL', 'ACTIVITY', 'INSURANCE', 'CRUISE', and 'INVOICE TOOL'. The main content area shows a 'Welcome Anna!' message and four tiles: 'Communication Profile', 'Access Sharing', 'Set Preferences', and 'Change Password'. The 'Communication Profile' tile is highlighted with a blue box. Below the tiles, the 'Communication Profile' section is expanded, showing a list of settings to be updated, each with a dropdown arrow on the right:

- Specify Your Address and Upload Your Portrait
- Brand Settings
- Upload Your Logos
- Define Standard Notes for Inclusion in Client Itineraries
- Define Standard Service Descriptions for Planning Fee Agreements
- Customize Body Text of Itinerary Emails
- Define Your Email Signature Block
- Customize Body Text of Bon Voyage and Welcome Home Emails
- Set Advisor Loyalty Number for Hotels

At the bottom of the page, the footer includes 'ADX Copyright TravelEdge 2022 - All Rights Reserved.' and 'Version: 7.19.9.13'.

### 1.1.1 Update Public Profile

Create an advisor profile showcasing who you are, your expertise, awards and reviews and be searchable on the Travel Edge website, [advisor page](#). Once you fill in the details make sure you make your profile active. Updates to the profile may take up to 24 hours to appear on the website.



	Steps		Notes
1.	Click Update Public Profile		<ul style="list-style-type: none"><li>• Located on the right side</li></ul>

ADP Partners Clients Resources Bookings Client ID: ADP Ref: PIR, or Invoice # Anna Kulec

Use this page to update your public profile, displayed on the [Travel Edge website](#).  
Please note that the Travel Edge website is updated daily so changes may take up to 24 hours to appear.

SHOW MY PROFILE ON TRAVEL EDGE WEBSITE

1. —————

2. —————

3. —————

4. —————

5. —————

6. —————

7. —————

8. —————

UPDATE IMAGE  
Choose File No file chosen  
Image should be square and at least 200x200 px in size.

NAME SUFFIX \* [Update](#)

DESTINATIONS \* [Update](#)  
NZLL, New Zealand

SPECIALTIES \* [Update](#)  
Golf

LANGUAGES \* [Update](#)  
English

AWARDS  
 CONDÉ NAST TRAVELLER TRAVEL SPECIALIST  
 ASTA TRAVEL AGENT OF THE YEAR  
 LUXURY TRAVEL ADVISOR AWARDS OF EXCELLENCE  
 TRAVEL AND LEISURE A-LIST TRAVEL ADVISOR  
 TRAVEL WISDOM READER'S CHOICE AWARDS  
 Please note: awards will be validated before appearing on TravelEdge.com

FIRST NAME \* Anna  
MIDDLE NAME  
LAST NAME \* Kulec

PHONE \* 416-649-9053  
EMAIL \* anna.kulec@traveledge.com

JOB TITLE/AGENCY NAME \* Advisor  
CITY \* New York, NY

BIOGRAPHY HEADLINE

BIOGRAPHY \*  
 B I U

What started out as a keen desire to plan and organize, turned into a full-time career of creating beautifully crafted memories for my friends, family and clients.

WEBSITE URL  SELLING TRAVEL STATES

FACEDBOOK URL  TWITTER URL

LINKEDIN URL  INSTAGRAM URL

[Add Review](#)

**Reviews & Recommendations**

What an amazing time we had!  
By Sarah Smith - posted on Aug 11, 2021 - travel date Aug 20, 2021 [Edit Review](#)

[Save Changes](#)

	Steps	 Notes
1.	Check box to make profile public	<ul style="list-style-type: none"> <li>• Check the “Make Public” checkbox for the profile to be active</li> <li>• Profile will NOT show on the Travel Edge website if this is not checked</li> <li>• Updates may take 24 hours to appear</li> <li>• Website: <a href="https://www.traveledge.com/our-advisors">https://www.traveledge.com/our-advisors</a></li> </ul>
2.	Fill in contact details	<ul style="list-style-type: none"> <li>• Mandatory fields marked with *</li> </ul>
3.	Upload profile image and banner image	<ul style="list-style-type: none"> <li>• Banner image is mandatory</li> <li>• Banner image appears at the top of the TE profile page as a highlighted image</li> </ul>
4.	Enter a bio and bio headline	<ul style="list-style-type: none"> <li>• Biography is mandatory</li> </ul>
5.	Add specialty information	<ul style="list-style-type: none"> <li>• Highlight destinations you specialize in</li> <li>• Enter specialties you service</li> <li>• Enter languages you service</li> <li>• Highlight awards and accolades you’ve received</li> </ul>
6.	Add social media links	<ul style="list-style-type: none"> <li>•</li> </ul>
7.	Add reviews and client recommendations	<ul style="list-style-type: none"> <li>• Multiple entries permitted</li> </ul>
8.	Save changes	<ul style="list-style-type: none"> <li>• Updates may take up to 24 hours to appear</li> </ul>