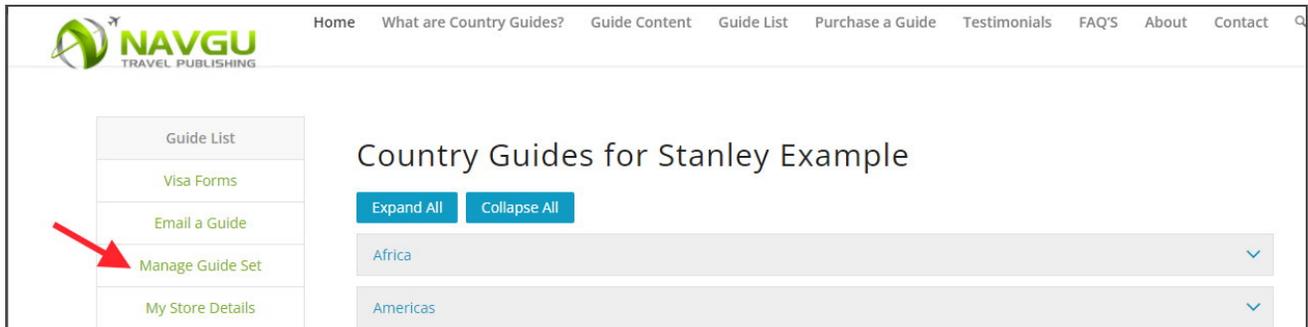


## How to Create a Guide Set

To email multiple guides at once, your first need to create a guide set. Once created, this guide set can be reused to send the same guides to different clients in the future. Once logged into the site, you can create as many guide sets as you wish.

1. Go to the "Manage Guide Set" page.



NAVGU TRAVEL PUBLISHING

Home What are Country Guides? Guide Content Guide List Purchase a Guide Testimonials FAQ'S About Contact

Guide List  
Visa Forms  
Email a Guide  
Manage Guide Set  
My Store Details

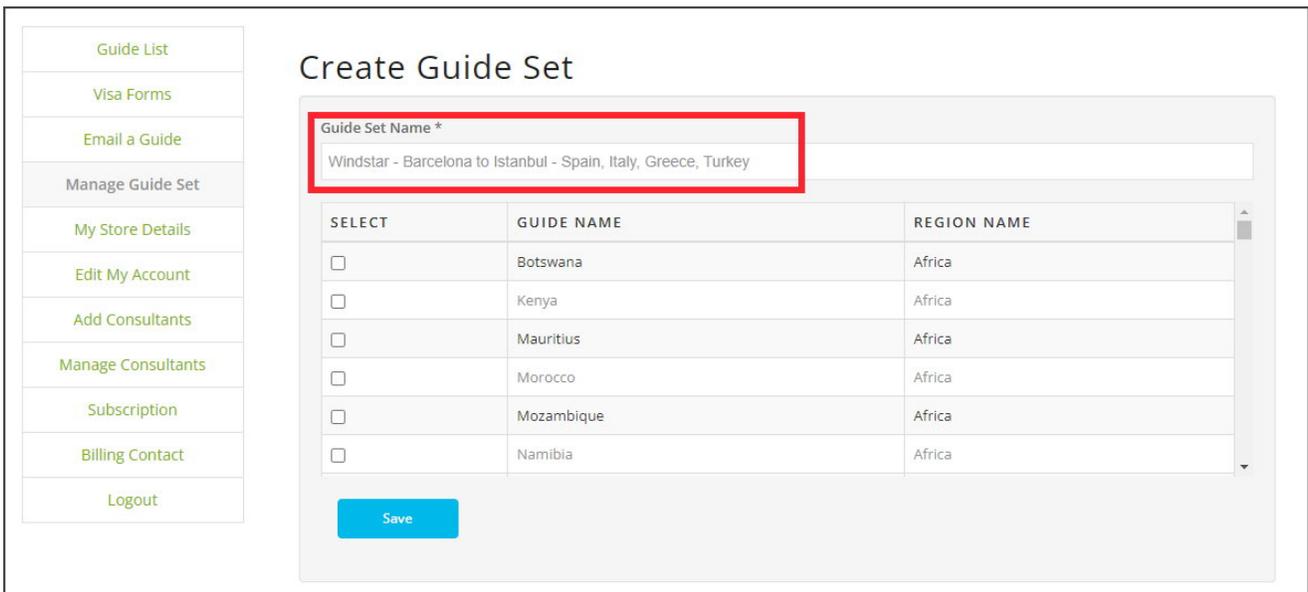
### Country Guides for Stanley Example

Expand All Collapse All

Africa

Americas

2. Under "Create Guide Set", you can name the new set you are creating. If your guide sets relate to a particular tour or cruise which visits multiple destinations, you could name your Guide Set after this tour. You could also just list the names of the countries you are including. In this example, I have done both.



Guide List  
Visa Forms  
Email a Guide  
Manage Guide Set  
My Store Details  
Edit My Account  
Add Consultants  
Manage Consultants  
Subscription  
Billing Contact  
Logout

### Create Guide Set

Guide Set Name \*  
Windstar - Barcelona to Istanbul - Spain, Italy, Greece, Turkey

SELECT	GUIDE NAME	REGION NAME
<input type="checkbox"/>	Botswana	Africa
<input type="checkbox"/>	Kenya	Africa
<input type="checkbox"/>	Mauritius	Africa
<input type="checkbox"/>	Morocco	Africa
<input type="checkbox"/>	Mozambique	Africa
<input type="checkbox"/>	Namibia	Africa

Save

3. You can now select the countries that will be in your guide set.

This can be done by scrolling through the list of countries below the guide set name, and selecting the tick box to the left of the country name. The countries are sorted by region and then by name.

A quicker method for advanced users, is to open your browsers search function (CTRL+F) and type the name of each country in the find box. This will bring you to the country you are searching for, allowing you to select the tick box.

Guide Set Name *	Country	Region
Windstar - Barcelona to Istanbul - Spain, Italy, Greece, Turkey	Germany	Europe
<input checked="" type="checkbox"/>	Greece	Europe
<input type="checkbox"/>	Hungary	Europe
<input type="checkbox"/>	Iceland	Europe
<input type="checkbox"/>	Ireland	Europe
<input checked="" type="checkbox"/>	Italy	Europe
<input type="checkbox"/>	Latvia	Europe

Save

4. Once you have selected all the countries you need, select the blue “save” button, as indicated in the image above.

5. After a moment, your page will update and your new guide set will be shown under the “Guide Set List” at the bottom of the page.

This list will show the names of all the guide sets you have created and the countries contained within. It also allows you to search and edit your guide sets.

Guide Set List

Show 10 entries

Search:

S. NO.	GUIDE SET NAME	COUNTRY	EDIT	DELETE
1	Windstar - Barcelona to Istanbul - Spain, Italy, Greece, Turkey	Greece,Italy,Spain,Turkey		

Showing 1 to 1 of 1 entries

Previous 1 Next