



TRIPS

The public booking page — cover, options, add-ons, itinerary, hosts

The public `/g/{slug}` booking page editor: hero and cover images, room/cabin options with per-occupancy pricing, per-traveler add-ons, itinerary, FAQs, "Meet the host" agent + group-lead pickers, terms, and the deposit + final payment schedule.

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Every Open group can have a public booking page at <https://trips.urtravelpro.com/g/{slug}> — a full landing page a prospect can browse, book, or pay a deposit on. The editor lives on the **Booking page** tab of any group. This article walks through what each section does and how it renders on the public side.

ADVISOR TIP

The booking page is optional. A group with status=*Draft* has no public URL. You can still add members manually, chat, and track payments. The booking page is for public promotion + self-service sign-ups.

Cover and hero

At the top of the editor, upload TWO cover images — one for desktop (roughly 16:9), one for mobile (roughly 3:4 portrait). The recommended sizes are shown right on the uploader.

- **Desktop cover** — the hero image on the public page. Also used as the tile image on the client portal and the internal Groups index.

- **Mobile cover** — the portrait crop shown on phones. If you don't upload one, the desktop cover is used everywhere and may look cramped on narrow viewports.

Below the cover, the **Title + Subtitle + About this trip** block gives you the pitch:

- **Title** — defaults to the Group name. Override if you want a punchier public headline (e.g. Group name *"Amalfi October"* → title *"Amalfi Coast: A Slow Week in Positano"*).
- **Subtitle** — one-line teaser under the title. Defaults to the group's destination summary.
- **About this trip** — Tiptap editor. Headings, bold, italic, links, bullet lists, images. This is the long-form pitch — 2-4 paragraphs is a good target.

Highlights, Included, Excluded

Three parallel bullet-list editors. Each is a simple "add a row, drag to reorder, delete" surface. They render as three columns on the public page.

Highlights

The 4-6 things that sell the trip. Terse. *"Private boat afternoon with swim stops."* Not *"You will have a wonderful time on our private boat charter that we have arranged just for you."*

Included / Excluded

Full transparency on what the price covers and doesn't. This is the section prospects screenshot and forward to their partner. Be specific — *"Six nights lodging + breakfast daily"*, not *"Hotel."*

Itinerary

A day-by-day list. Each row is **Title** (e.g. *"Day 3 — Capri by hydrofoil"*) + **Description** (the paragraph that fills in what happens that day). Drag to reorder. This is where the trip stops being an abstract idea and becomes a real plan in the prospect's head.

ADVISOR TIP

Match your day count to the trip length. If the group is 7 nights, use Day 1-Day 7 (arrival) or Day 1-Day 8 (arrival + departure) — clients will count and notice mismatches. It's okay to omit days (*"Days 4-5: Free time in Positano — no scheduled activities"*) if you're running a "slow" trip.

Room / cabin options

Options are the **primary product** — the choice a booker makes before checkout. Each option has:

- **Label** — what the client sees (*"Ocean view veranda"*, *"Interior cabin"*, *"Suite with private terrace"*).
- **Description** — 1-3 lines under the label. Amenities, view, bed configuration.

- **Pricing mode** — either **Per person** (one price × party size) or **Per occupancy** (different prices at different party sizes, cruise-line style: \$2,499pp double, \$3,299pp single, \$1,999pp triple).
- **Price** — per-person or the per-occupancy ladder depending on mode.
- **Capacity** — optional. When set, Trips auto-flips the option to sold-out once bookings hit the cap.
- **Sold out** toggle — manual override. Turn on before the auto-sold-out fires when you know the supplier just sold the last room.
- **Waitlist enabled** — when sold out, offer a waitlist form on this option specifically.
- **Deposit** — per-option deposit (flat or percent, per-person or per-booking). Feeds the payment schedule.
- **Photos** — up to 10 per option; shown as a gallery on the public page.

ADVISOR TIP

Options can't be deleted after a booking is attached. The delete control hides once any submission has selected the option. This protects historical bookings from data loss. Toggle **Sold out** instead of deleting.

Add-ons

Add-ons are optional extras a booker toggles on top of their option. Insurance, private airport transfers, single supplement, excursions — anything with a distinct line item and price.

- **Label + Description + Price** — as with options.
- **Type** — **Per traveler** (price × party size), **Per booking** (flat rate per submission), or **Quantity** (client picks how many with a max_quantity cap).
- **Deposit** — same shape as options. Optional; most add-ons are collected in full at booking.

"Meet the host" — Agents + Group Leads

Two pickers below the About block:

Agent hosts

Multi-select of the agents in your agency. Name, photo, and "favorite destination" (from their Trips profile) show as a card in the public "Meet your host" section. Pick as many as make sense — solo trip → one agent; multi-agent hosted → two or three.

Group Leader hosts

Only appears when at least one group member is flagged as Leader. Multi-select of those leads. Each picked lead renders alongside agent hosts on the public page with a **Group Lead** role label (agents get **Travel Advisor**).

FAQs

Two-column Q / A editor. Both fields accept short-form text. Renders as an accordion on the public page. 4-8 items is the sweet spot — cover the questions you're tired of answering by email.

Terms + cancellation policy

- **Terms text** — the terms & conditions the booker checks off before submitting. Legally binding — copy your standard supplier terms or draft with a lawyer. Required to publish.
- **Cancellation policy** — free-text field shown on the public page under the payment schedule. This is the client-facing "here's what happens if you cancel" explanation. Distinct from Terms.
- **Confirmation text** — the message shown to the client immediately after they submit the booking form. Defaults to a generic "Thanks — we'll follow up."

Payment schedule

At the bottom, choose one of three payment shapes:

Due at booking

Client pays the whole thing at submit time. Simple direct-invoice model. Rarely used for group travel — most trips want a deposit + final split.

Deposit + final

The default. Deposit collected at booking (either the option's deposit_cents or a flat percent). Final due on a date you set — usually 60 or 90 days before departure.

The client sees both dates on their invoice. Reminder emails fire at the intervals set in your Invoice Settings (default: 7 / 3 / 1 days before due). See [Payment schedules](#) for the reminder mechanics.

ADVISOR TIP

Ask a question — the shortcut. Every booking page has an **Ask** button in the top-right that opens a form emailing your host list. Toggle it off on the editor if you'd rather funnel questions elsewhere.

Publishing

The **Publish** toggle at the top of the editor flips the page live. Requires: title, at least one option, terms text, and (if the group's status is Open) a cover image. Trips shows red banners if anything's missing.

Once published, the URL is live at <https://trips.urtravelpro.com/g/{slug}> — no auth, no cookie required. Share on social, embed in a newsletter, drop in a client email.

Frequently asked

Can I customize the URL slug?

Yes — from the editor's Slug field. Defaults to a URL-safe version of the group name. Must be unique across your agency.

What happens if a prospect submits while I'm still editing?

The submission lands as usual and shows up on the Submissions tab. If auto-convert is on, a Trip is created based on the **current** state of the booking page at submit time. Save your edits often — the state at their submit time is what they're quoted.

How do views + submissions get counted?

Views are incremented once per unique visit (a cheap DB counter). Submissions are just the count of Booking Submission rows. Both feed the Overview tab's KPI strip.

Can I A/B two different booking pages for the same group?

Not natively. Workaround: create two Groups with different slugs, share both, and manually consolidate members later.

Related

- [Creating a Group](#)
- [Members and roles](#)
- [Group financials](#)
- [Payment schedules](#)