Getting Started

Travel

The Internet is a fantastic resource when it comes to booking holidays. You can book flights, trains, buses, accommodation, car hire online and you can often find great deals available when you book via the Internet.

You can also research holiday destinations by reading reviews, checking out hotel websites, visiting tourism websites and looking at photographs before you travel!

What are the benefits?

- **Good deals** – you can often find lower prices online because companies cut their overheads significantly by taking a booking directly over the Internet rather than having you book through a travel agent in a shop or over the phone.

- **Choice** – when you browse for holidays on the Internet you literally have the world at your feet! You can search for accommodation, flights, and package holidays from any one of hundreds if not thousands of companies from all over the world.

- **Know before you go** – having access to the Internet means you can research your holiday destination before you go. You can read other traveller's reviews, see photos of where you are going and find out about interesting things to do when you are there!

A small word of caution!

When booking travel online we need to apply the same guidelines as we do to online shopping:

- Only book with a reputable company
- When using your credit card ensure that you are on a secure website (see the shopping handout for more information on using your credit card securely)
- Keep an eye on the terms and conditions
- Be aware that flight prices quoted often do not include taxes and charges so might work out more expensive than you first think when you come to pay!

Using GOOGLE to find travel information

Using Google is a great way to find information on your holiday destination, hotel, etc

For instance, if you were going on holidays in Tenerife and were interested in hill walking while you were there – a simple Google search for "Tenerife hill walking" returns lots of useful results.

If you were travelling to Prague and wanted to find some nice restaurants to eat in you could search for "Prague restaurants" and you will find lots of reviews, photos etc to help you find what you are looking for.

Try it yourself – enter in some keywords about the holiday destination you are planning (or dreaming!) of visiting and let Google do the searching for you!

Travel Websites for you to visit

There are hundreds of travel websites out there - here are a few suggestions to try out

Flights:
www.aerlingus.com
www.ryanair.com
www.skyscanner.ie

Accommodation in Ireland:
www.accommodation.ie
www.goireland.com

Package holidays:
www.holidaysonline.ie
www.budgettravel.ie

Many websites will search out the best deals for you, so you can just enter your travel dates and let them do the work -

www.kayak.ie
www.gohop.ie
www.ebookers.ie

Many of the well known travel guide book companies have excellent websites

www.fodors.com
www.lonelyplanet.com

You can also ask read reviews on hotels, destinations etc on travel review websites

www.tripadvisor.com
www.virtualtourist.com

Travel forums are handy places to post up your questions, or read questions posted by other travellers

www.lonelyplanet.com/thorntree/index.jspa
www.travelblog.org/Forum/
www.fodors.com/community/

Activity 1
Visit the Louvre in Paris

You have decided to take a trip to Paris and would like to visit the Louvre gallery

You want to:

- Find out the opening times of the Louvre
- Find a hotel near the Louvre
- Find a restaurant near the Louvre

Find out the opening times of the Louvre

❶ Go to the Google search page and search for **Louvre**

❷ Scroll down the results page and find a link to a page where you might find information about Louvre opening times

What are the opening times of the Louvre? _____

Find a hotel near the Louvre

❶ Go to the Google search page and search for 'hotels near Louvre'

❷ Explore the links on the results page

What is the name of the hotel you have chosen? _____

Can you make a booking online? _____

Find a restaurant near the Louvre

❶ Go to the Google search page and search for 'restaurants near Louvre'

❷ Explore the links on the results page

What is the name of the restaurant you have chosen? _____

Can you make a booking online? _____

Now you have found out the opening times of the Louvre, a hotel to stay in and a restaurant to eat in, all you need to do is book your flight – see Activity 2

Activity 2   **Booking a Flight with Ryanair**

In this activity you will complete all the steps in booking a flight , but won't actually make the booking!

- You don't have to use real names or enter credit card details
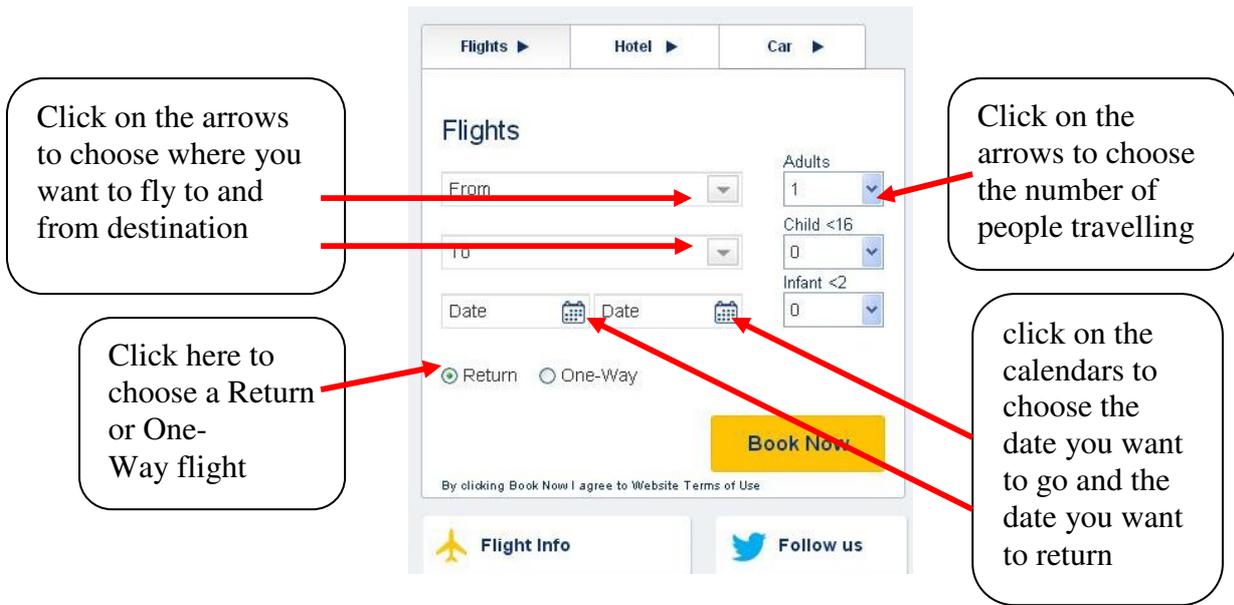- There is a time limit on the Ryan Air website

Go to www.ryanair.ie

The following screen (or similar) will appear:

1. When booking a flight we are interested in the box on the right hand side of the page.

2. In this box we can choose whether we travel **One-Way** or **Return**, choose
   The destination we want to fly from
   The destination we want to fly to
   The date we want to travel
   The number of passengers

Click on the arrows to choose where you want to fly to and from destination

Click here to choose a Return or One-Way flight

Click on the arrows to choose the number of people travelling

click on the calendars to choose the date you want to go and the date you want to return

Flights ▶ **Hotel ▶** **Car ▶**

Flights

From ▼

To ▼

Date 📅 Date 📅

⦿ Return ◯ One-Way

Adults
1 ▼

Child <16
0 ▼

Infant <2
0 ▼

Book Now

By clicking Book Now I agree to Website Terms of Use

✈ Flight Info   🐦 Follow us

3. **Enter the following details and click Book Now**

- Type of Flight: Return Flight
- From: Dublin
- To: Paris
- Departure Date: 06/11/2014
- Return Date: 08/11/2014
- Passengers: 1 adult

Flights ▶ **Hotel ▶** **Car ▶**

Flights

Dublin ▼

Paris Beauvais ▼

06/11/2014 📅 08/11/2014 📅

⦿ Return ◯ One-Way

Adults
1 ▼

Child <16
0 ▼

Infant <2
0 ▼

Book Now

By clicking Book Now I agree to Website Terms of Use

5

The following screen (or similar) will appear

Flight details to Paris

Return Flight details

Details of flight and cost of flight including taxes

4. The above screen shows the results of your search for flights
   a. If there are more than one flight on the date the website will select one for you, the website has chosen the first flight on each of the travel dates, the choice appears in yellow
   b. If you want to change your flight times, you can click on different flights
   c. The details of the flight, including total cost of flight and taxes (but not baggage, or extra charges) also appear on this page

5. If you are happy with the details, click on Continue

6. *The following screen (or similar) will appear*

✈ RYANAIR

LOGIN

Flights | **Services** | Car | Payment | Itinerary

PASSENGER(S)

All passenger names must match those in the passport/accepted travel document.
Duplicate names must not be entered for passengers ⓘ

Passenger 1

Title | First name | Last name

Enter Title, First name and Last name

ⓣ TRAVEL INSURANCE

	INSURANCE	INSURANCE PLUS
Medical / Cancellation	✔	✔
Baggage		✔
Ticket Refund		✔

RYANAIR RECOMMENDS TRAVEL INSURANCE

Residence
Passenger 1 Please select a country of residence ▾

Already insured? Select "Don't insure me" in the drop down box.

Drop down menu for Insurance

📖 CHECK-IN BAGS

✔ Buy now, save money
✔ Buy up to 2 check-in bags

15Kg   20Kg

ADD BAGS

Check-In Bags

🖥 RESERVED SEATS

✔ Board first
✔ Extra leg room
✔ Guarantee seats together
✔ Speedy exit

BOOK NOW!

CHOOSE SEATS   or   ADD PRIORITY BOARDING ONLY

Reserved Seats

☐ TEXT CONFIRMATION

✔ Reservation number and flight details

SMS

Text Ryanair FR134

ADD SMS

Text Confirmation

Ⓟ AIRPORT CARPARK

✔ Conveniently located
✔ Secure / Frequent bus

CARPARK FROM 4 EUR PER DAY

P

ADD CARPARK

Airport Carpark

🚌 AIRPORT TRANSFER

✔ Avoid queuing
✔ Regular Schedule

TRANSFER FROM 7 EUR

ADD TRANSFER

Airport Transfer

🚴 SPORT/MUSICAL EQUIPMENT

✔ Bring your own
✔ Save on rent

ADD EQUIPMENT

Sports/Musical Equipment

♿ SPECIAL ASSISTANCE

☐ Tick this box to reserve special assistance at the airport. Failure to prebook special assistance may result in the service being unavailable.

Special Assistance

CONTINUE

We offer SSL (Secure Socket Layer) technology to protect your personal information.

BOOKING SUMMARY

▸ Passenger(s)
⊕ Dublin T1 — Paris (Beauvais)
Wed, 07 May 2014 06:20 - 09:35
▸ 1 Adult, 42.99 EUR
⊖ Paris (Beauvais) — Dublin T1
Mon, 12 May 2014 09:30 - 10:45
▸ 1 Adult, 42.99 EUR
▾ Fees 1.72 EUR
Credit Card Fee   1.72 EUR
○ Discount-Pay by debit card 32.00 EUR
● Pay by credit card 97.70 EUR

TOTAL   87.70 EUR

Passenger(s): You will need to start by entering your Title, First Name and Last Name.

Travel Insurance: If you don't require insurance go to the drop down menu in this section and choose the option "Don't Insure Me" which is between Denmark and Finland.

Check-In Bags: If you want to check bags click on **Add Bags.** Here you can select what size bag you want for each of your flights. **N.B** You will need to select the option for both your outward and return flight.

Reserved Seats: Here you can choose where to sit but there is a charge for this option and costs between €10 and €20.

Text Confirmation: You can choose this option if you want to get your reservation number and flight details texted to your phone. These details will be automatically sent to you for free via email. There is a charge of €1.69

Airport Carpark: When you click on this option you get the cost of parking at the airport. Check the rate on the airport's website to see if the rate on the Ryan Air website is the lowest rate available.

Airport Transfer: Here you can book your airport transport again check online to see if the option offered on the Ryan Air website is the lowest available.

Sports/Musical Equipment: Here you can select for any sports or musical equipment you might have

Special Assistance: This is where you can request a wheelchair or other assistance.
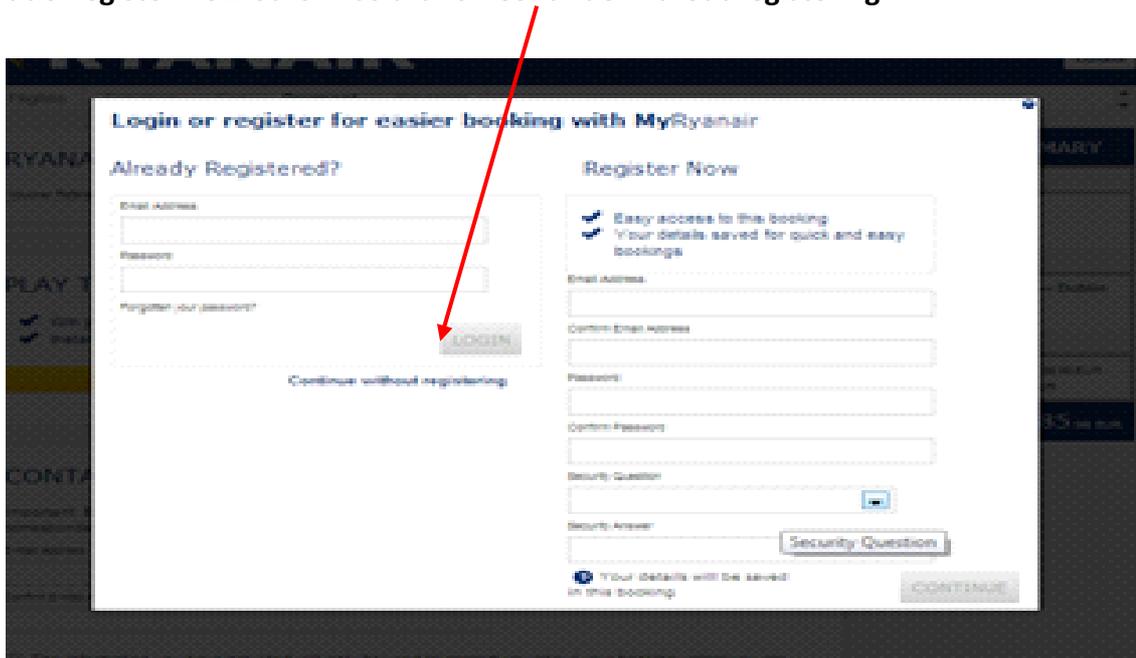
When you have choose all your options click on **Continue**

The next page give you option to Rent a Car, click **Continue** at the bottom of the page if you don't want to hire a car. If you which to hire a car, check online with other car hire website to see if Ryan Air are offering the best deals.
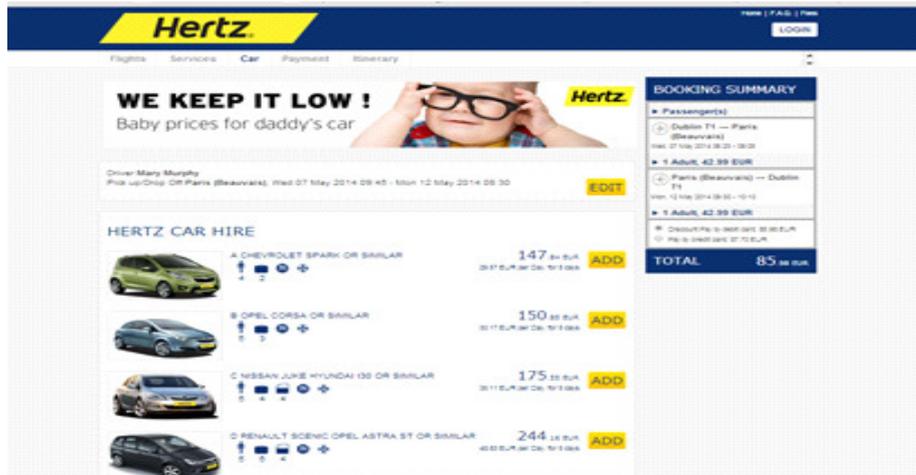
This next window give you the option to set up an account with Ryan Air which means that they save your personal details so that the next time you want to book a flight will need to log on with you user name and password and your personal details will appear without you having to type them again.

To set up an account select the details on the right hand side of the page under the title **Register Now** otherwise click on **Continue without registering**

The next widow is where you enter your contact and payment details

In the **Contact** section type in your email address – you need to do this twice in case of any errors. Your flight details will be sent to this email address.

Just under where you can typed your email for the 2nd time is a message about receiving advertising from Ryan Air and its partners. If you do not want to get these marketing email place a tick in the box at the start of the message.

Next you need to enter you contact phone number. If you are using a mobile number as you contact phone number you don't need to type the zero at the start of your phone number.

There is also the option of enter in the contact details of your next of kin. This is not necessary but if you would like to enter this information just click on the box **Emergency Contact**

Next you will need to enter in your payment details (either credit or debit card) and your postal address of the card holder.

Once you have entered all your details click on **Purchase Now** and the following message will appear
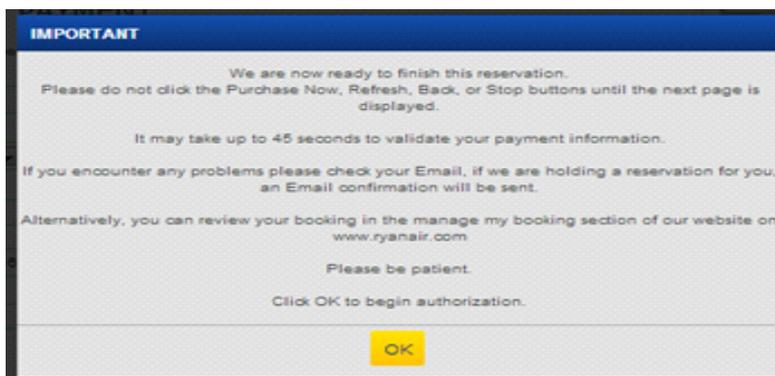
Read the message and then Click **OK**

The next window that appears will be the flight confirmation window with your booking reference number; you can print this page or write down the booking reference number. These details will also have been emailed to you.

Printing Boarding Card
You can print your boarding card from 15 days up to 4 hours prior to your flight departure. To do this go to the Ryan Air website and click on **Manage Booking** option for the menu across the top of the home page. Once you click on this you can choose the option **Online Check In**

Online Check-In & Boarding Pass Reprinting

Passengers can check-in online from 15 days up to 4 hours prior to your scheduled flight departure. Once a passenger has checked in online the boarding pass can be reprinted up to 2 hours prior to the scheduled flight departure time.

To Check-In online or re-print your boarding pass:

- ✔ Firstly, enter your reservation number.
- ✔ Then, complete one of the options below.
- ✔ Finally, click on your selected option below to proceed to the next page.

SECURITY QUESTIONS

Please select and complete the security information for either option 1, 2 or 3.

Option 1
Reservation Number
Credit/Debit/ELV Number (Last 4 digits only)

Please enter the last 4 digits of your credit/debit card number used to pay for your original booking.

If you have paid for your flight using ELV Direct Debit payments please combine your bank sort code (BLZ) followed by bank account number into one number and enter below.

Option 2
Reservation Number
Email Address provided at the time of booking
Flying from
To

Option 3
Flying out on
Email Address provided at the time of booking
Flying from

You have 3 options to choose from

Option 1: Enter your reservation number and the last 4 digits of the credit card you used to book the flight

Option 2: Enter your reservation number, the email address you used to book the flight and where you are flying from and to

Option 3: The date of departure, the email address you used to book the flight and from and to.

From here you will be able to print the boarding card.