

NEW AGENT START-UP CHECKLIST





Welcome to Destination Magic! We are very excited to have you as part of our team! Follow these quick start steps to kick off your career as a new Travel Agent with Destination Magic.

Many of the tasks listed below can be worked on concurrently. However, you should **begin with yellow and orange arrow tasks**. Once you have completed those steps, you will have the opportunity to do some mock client interactions to help you better prepare to have real conversations with actual clients. Just ask.

If you have any questions, please contact Donna. **We are always here to help you.**








Use this checklist along with
START-UP STEPS AND ACTION ITEMS
[Agents.DestinationMagic.com/Quick-Start-Guide/](https://agents.destinationmagic.com/Quick-Start-Guide/)

TIMELINE

-  **YELLOW ARROW TASKS**
Should be completed within first week
-  **ORANGE ARROW TASKS**
Should be completed within first 15 days
-  **BLUE ARROW TASKS**
Should be completed within first 30 days
-  **GRAY ARROW TASKS**
Can be completed in your own time-frame

Business Start-up Tasks






These tasks are related to getting you and your business set up. You can work on these while working on your travel agent start-up tasks.

-  **Set Up Your New Destination Magic Email Address**
Find instructions at <https://agents.destinationmagic.com/agents.destinationmagic.com/biz-basics/email-setup/>
-  **Register for Access to Agents.DestinationMagic.com**
Use your new Destination Magic email address. Let us know you have registered so we can approve you.
-  **Join Our Private Agent-Only Facebook Group**
Request to be friends with Donna and she will invite you to join the group.
-  **Your Agent Profile Questionnaire And Photo**
Complete questionnaire and provide profile photo (see guidelines on questionnaire).
-  **Organize Your Office and Set Up Your Systems**
Set up your office and organize your systems. Find tips on our agent portal.
-  **Set Up Your Phone**
Find tips on our agent portal
-  **Set Up Social Media Channels**
Your accounts should reflect your partnership with Destination Magic per our guidelines. (The agency will provide you with graphics for your social media accounts and other marketing materials).
-  **Get Your Business Online**
Find tips and links on our agent portal.
- Follow All Branding Guidelines**
Continue to review the rest of the online training including branding and marketing available on <https://agents.destinationmagic.com>.
Check back often as it is continually updated.

Travel Agent Start-up Tasks

These tasks are related to getting registered and learning about the suppliers and destinations you will be representing. You can work on these while working on your business start-up tasks.

Many of these are Disney focused but the process is the virtually the same for all suppliers.

-  **Complete College of Disney Knowledge Training**
See agent portal for how to register and complete this training. Go to Selling > Learning (scroll down to videos)
Send final Certificate of Completion to agency.
This should be complete before you begin Destination Magic University.
 -  **Destintion Magic University Live Training**
This is required training. All agents MUST complete Destination Magic University before they can begin promoting themselves as agents. (You are not expected to complete this training in first 15 days, but you should register for the next semester).
 -  **Complete Universal and Vax Training**
See agent portal for how to register and complete this training. Go to Selling > Learning (scroll down to videos)
Send final certificate of completion to agency.
 -  **Additional Supplier Training**
Register and train with other suppliers as needed.
 -  **Complete Online Training**
Continue to review the agent portal for online training including branding and marketing available on <https://agents.destinationmagic.com>.
Check back often as it is continually updated.
- * Many suppliers require that the agency authorize your registration before you have access to their site. Be sure to [inform the agency](#) when you have registered so we can approve your registration.*