

Whether at conferences or on the phone with referrals, many people ask us, “What do I need to start using Events 365?”. While the answer may be simple, we found it might be helpful to list the short list of requirements for you here:

**1. Be a Travel Agent!**

- a. Events 365 is designed exclusively for the travel community to begin earning commissions on exciting live events around the world. Agents belonging to a consortia, agents who don't belong to a consortia, home-based agents, independent agents, and all other travel agents are welcomed to use our product.

**2. Provide us with the following information:**

- a. Name
- b. Agency Name
- c. Phone number
- d. Email address
- e. Agency Identifier (CLIA, ARC, IATA, TRUE)
- f. Identifier Number

**3. Reply to confirmation email**

- a. Part of our onboarding process requires that you respond to an email where we ask you to provide your mailing address in order for us to verify that all of your agency information is correct.

**4. Google Chrome**

- a. Our portal works best with Chrome, and is not supported at all by a few web-browsers. Unfortunately, not all browsers are compatible with our tech, so we require any travel agent interested in using our product to have or download the Google Chrome web-browser.

**5. Set up payment through Bill.com**

- a. To receive your monthly commission payout, we require users of Events 365 to set up digital payment through Bill.com. By doing so, you will be able to receive and track all payments, which are processed on the 15th of each month.

**6. Have fun and make money!**

- a. We are proud that our product allows you to help your clients have a little more fun every time they turn to you as their trusted advisor of travel and all things that make life enjoyable! There are so many events taking place every day, so follow us on social media and read our blogs to make sure you don't miss any event that may be calling your clients' names!