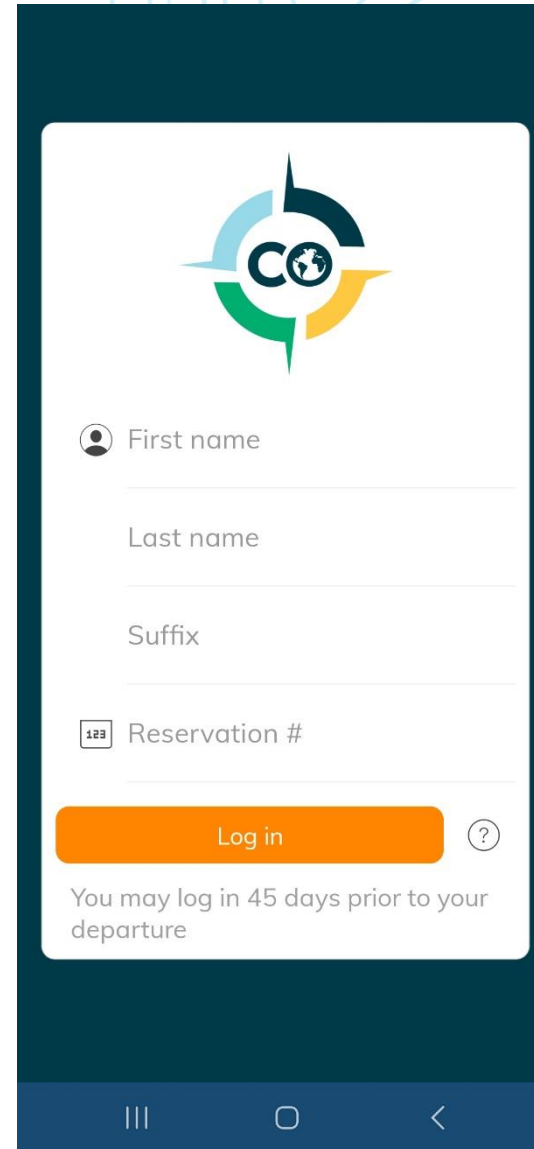


collette
Compass App
User Guide

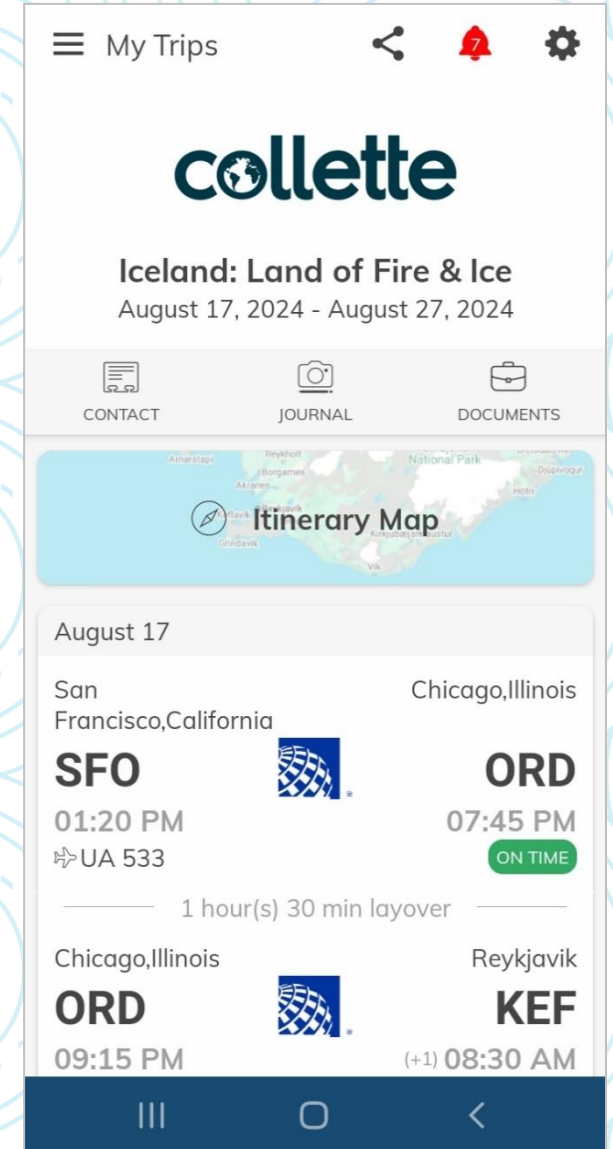


Before Your Departure

1. Download the app
2. Log in



The login screen features the Collette logo at the top, which consists of a stylized 'CO' with a globe icon. Below the logo are four input fields: 'First name', 'Last name', 'Suffix', and 'Reservation #' (with a small ID card icon). An orange 'Log in' button is positioned below the fields, accompanied by a help icon (a question mark in a circle). A note at the bottom states, 'You may log in 45 days prior to your departure'.

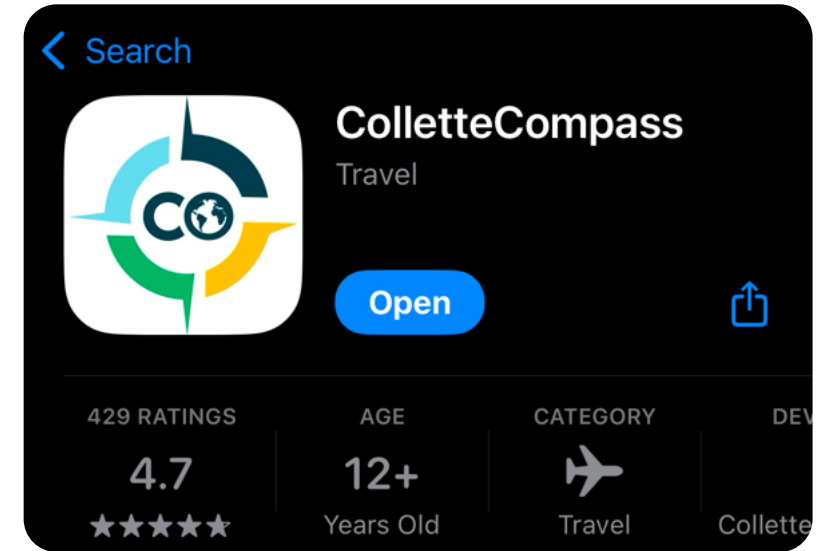


The home screen displays the Collette logo and the trip title 'Iceland: Land of Fire & Ice' with dates 'August 17, 2024 - August 27, 2024'. A navigation bar includes icons for 'CONTACT', 'JOURNAL', and 'DOCUMENTS'. Below this is an 'Itinerary Map' showing the travel route. The main section for 'August 17' lists two flights: San Francisco, California (SFO) to Chicago, Illinois (ORD) and Chicago, Illinois (ORD) to Reykjavik (KEF). The first flight departs at 01:20 PM on UA 533, with a 1 hour(s) 30 min layover in Chicago. The second flight departs at 09:15 PM and arrives in Reykjavik at 08:30 AM (+1). Both flights are marked as 'ON TIME'.

1. Download the App

There are **two options to download** the app.
Choose one:

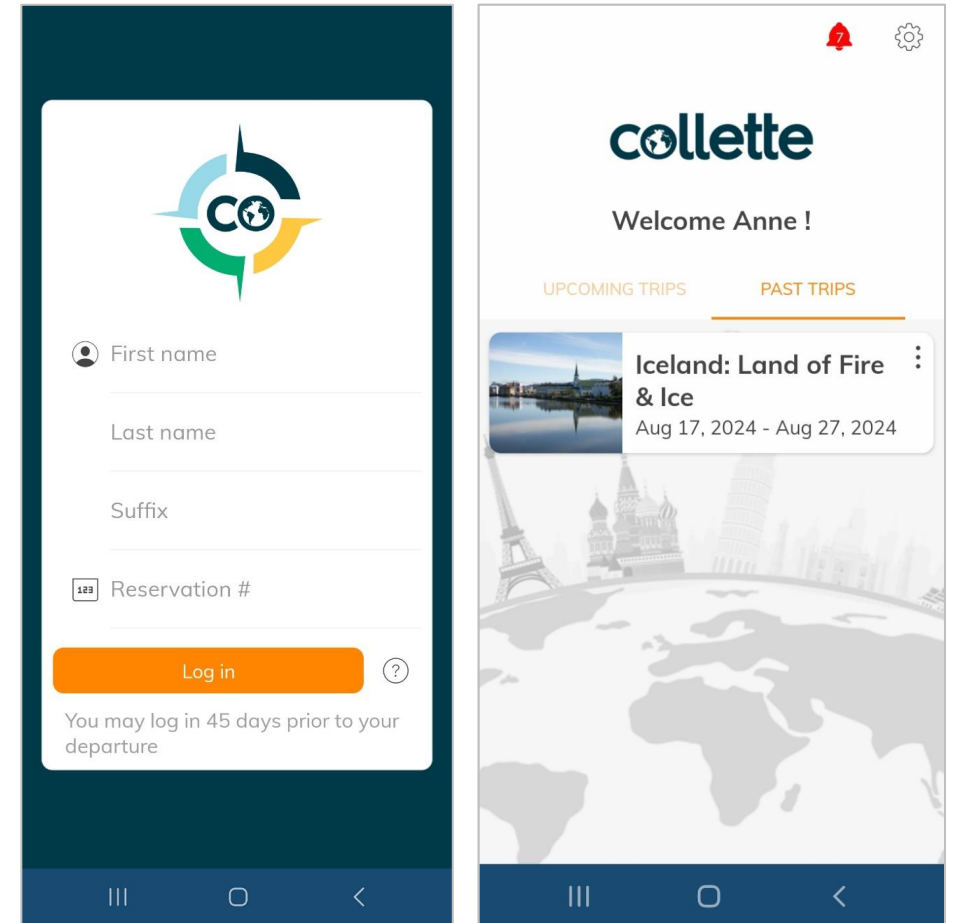
1. Open the **Google Play/iOS App Store** on your device. Use the search feature to search for **Collette Compass**. Download the app to your device.
2. Scan the applicable **QR code** with your mobile device to be brought directly to the app within the app store. Download the app to your device.



2. Log in to the App

Login is only **available 45 days prior** to the start date of your tour.

1. Open the **Compass App** on your device. Log into the app using the first and last name you provided at time of booking, along with your reservation number.
2. Once you have logged in, you will see your upcoming and past tours listed on the home screen.



Using the Compass App On Tour

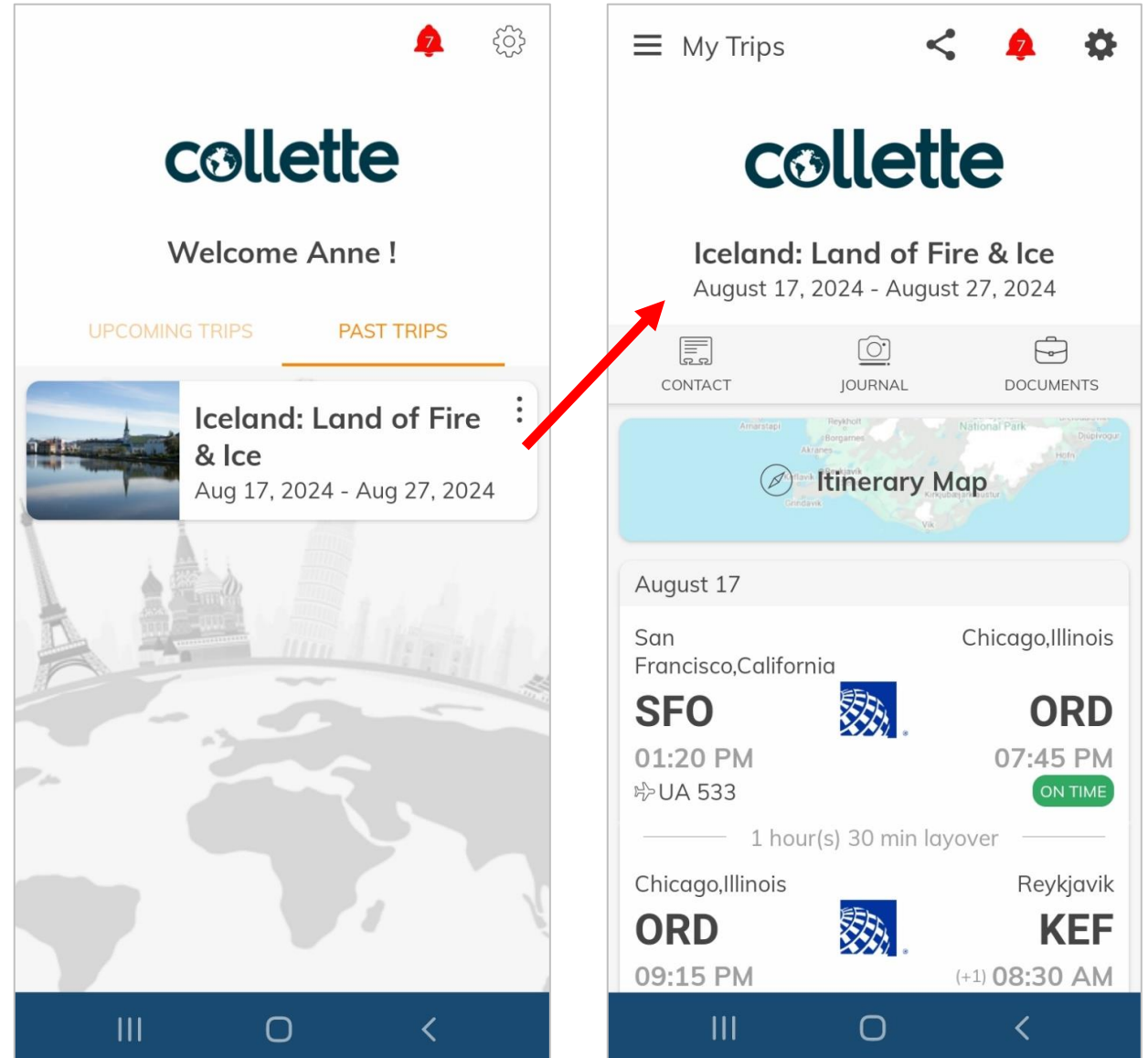


Welcome Screen

This is the screen you will see upon login to the app.

You will see a tab for your upcoming tour(s), as well as any previous tour(s) you have taken.

Selecting a tour from the list brings you to the home screen for that tour.



Map Feature

Within the home screen for your selected tour, you see all the services associated with your tour.

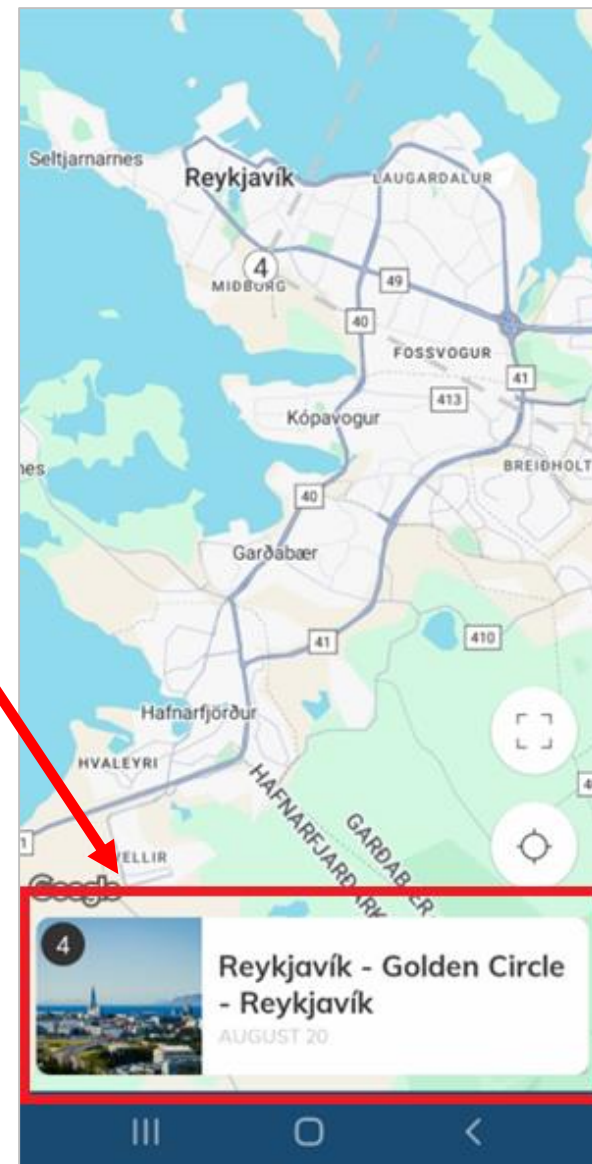
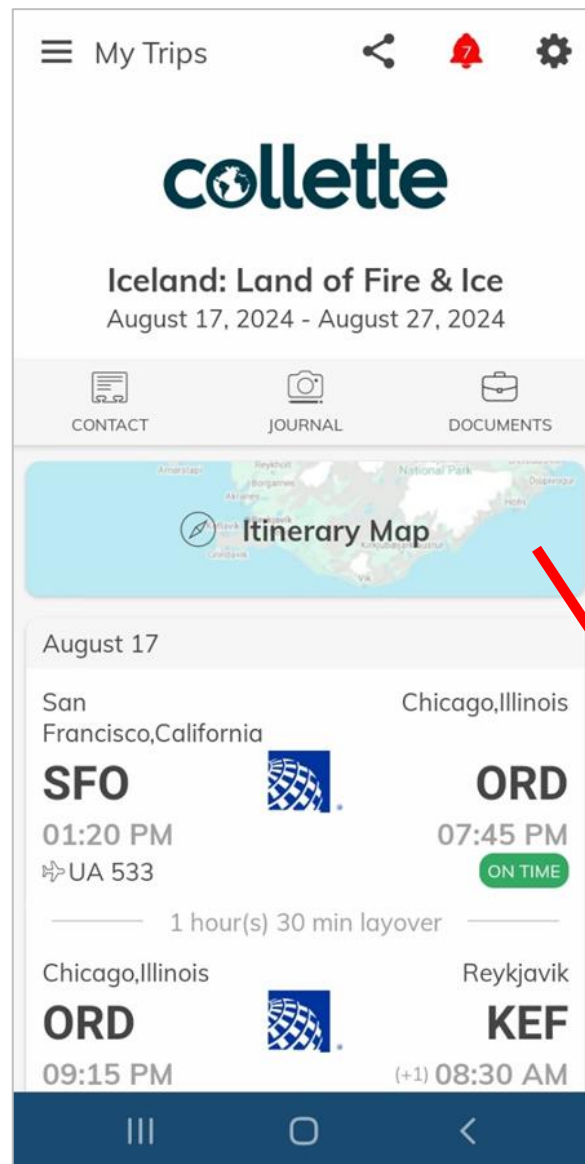
Items appear in chronological order relative to when they will take place.

The itinerary map is the first feature you will see on the home screen.

Selecting this will bring up a map feature that tracks each destination you will visit during the tour.

Scroll right/left on the tile at the bottom of the screen to move the map to your next/previous destination.

From here, you can see the macro view of the area that your tour will visit.



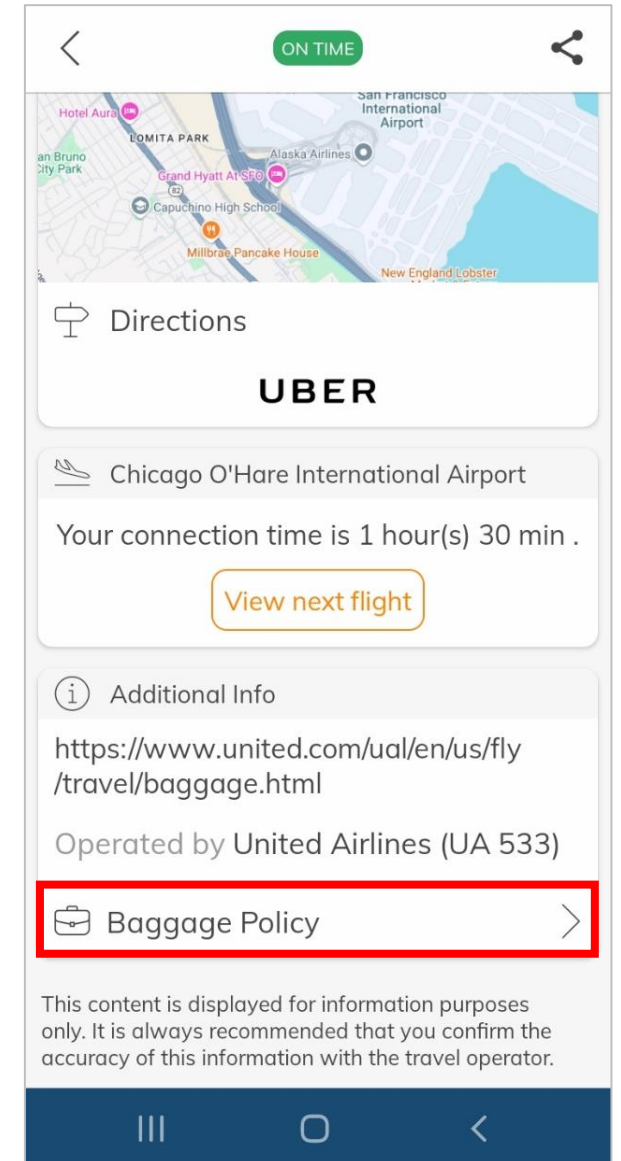
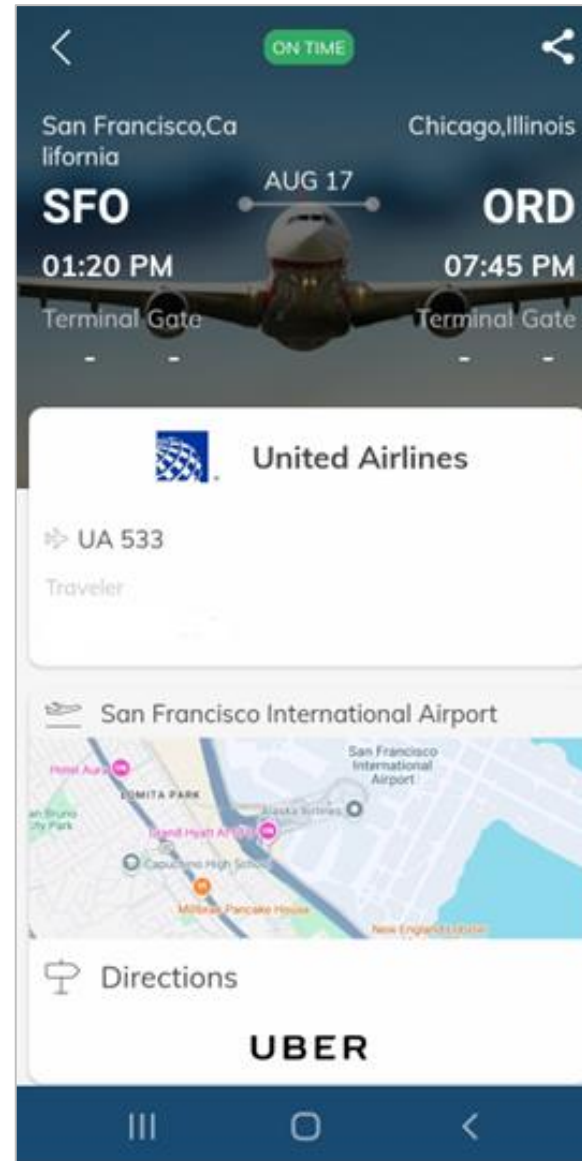
Flight Information

Flight information is available for your departure and return flights.

Select a flight. You'll see your arrival/departure airports, flight number, flight times, as well as terminal/gate (closer to departure) and connection time.

If you are connected to Wi-Fi or cellular data, your flight information will update in real time.

You can review airline-specific baggage policies using the link at the bottom.



Flight Information

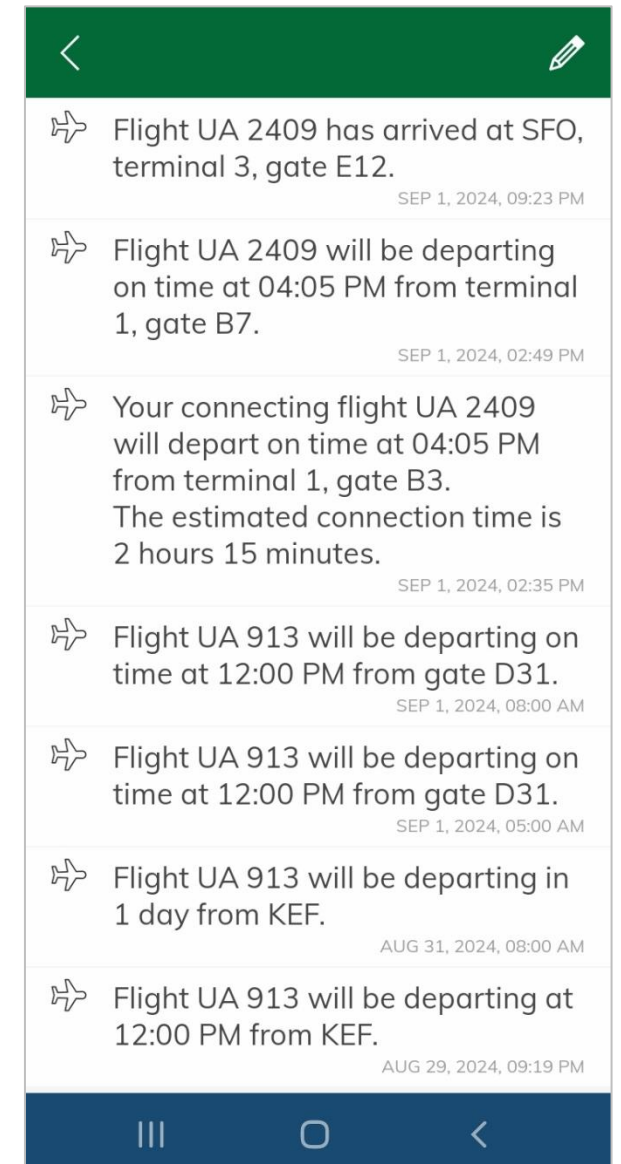
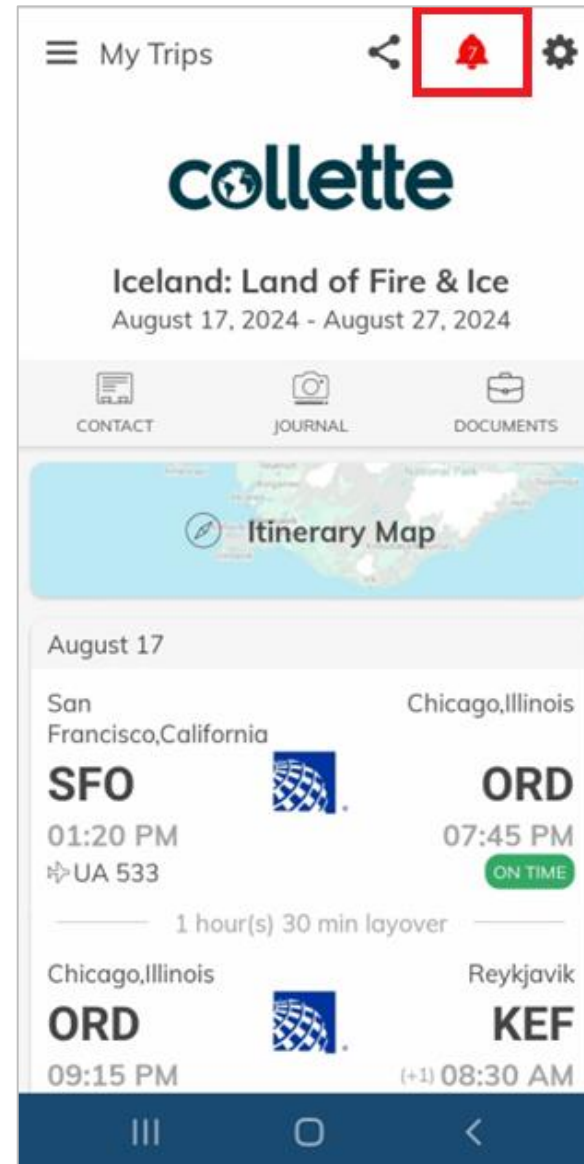
Continued

If there are changes to your flights, alerts will be received if/when you are connected to Wi-Fi or cellular data. *If you are not connected to Wi-Fi or cellular data, you will not receive flight alerts.*

Alerts for your flights will appear on the home screen of the app. You will see the bell icon in the top-right corner of the screen turn red. Click the icon to display your flight alerts.

Note that once you view these alerts once, they will disappear. It is advisable to take a screenshot with your phone to remember them.

The information on your flight page is automatically updated.



Itinerary Information

Scrolling further down, each itinerary day is represented by a tile.

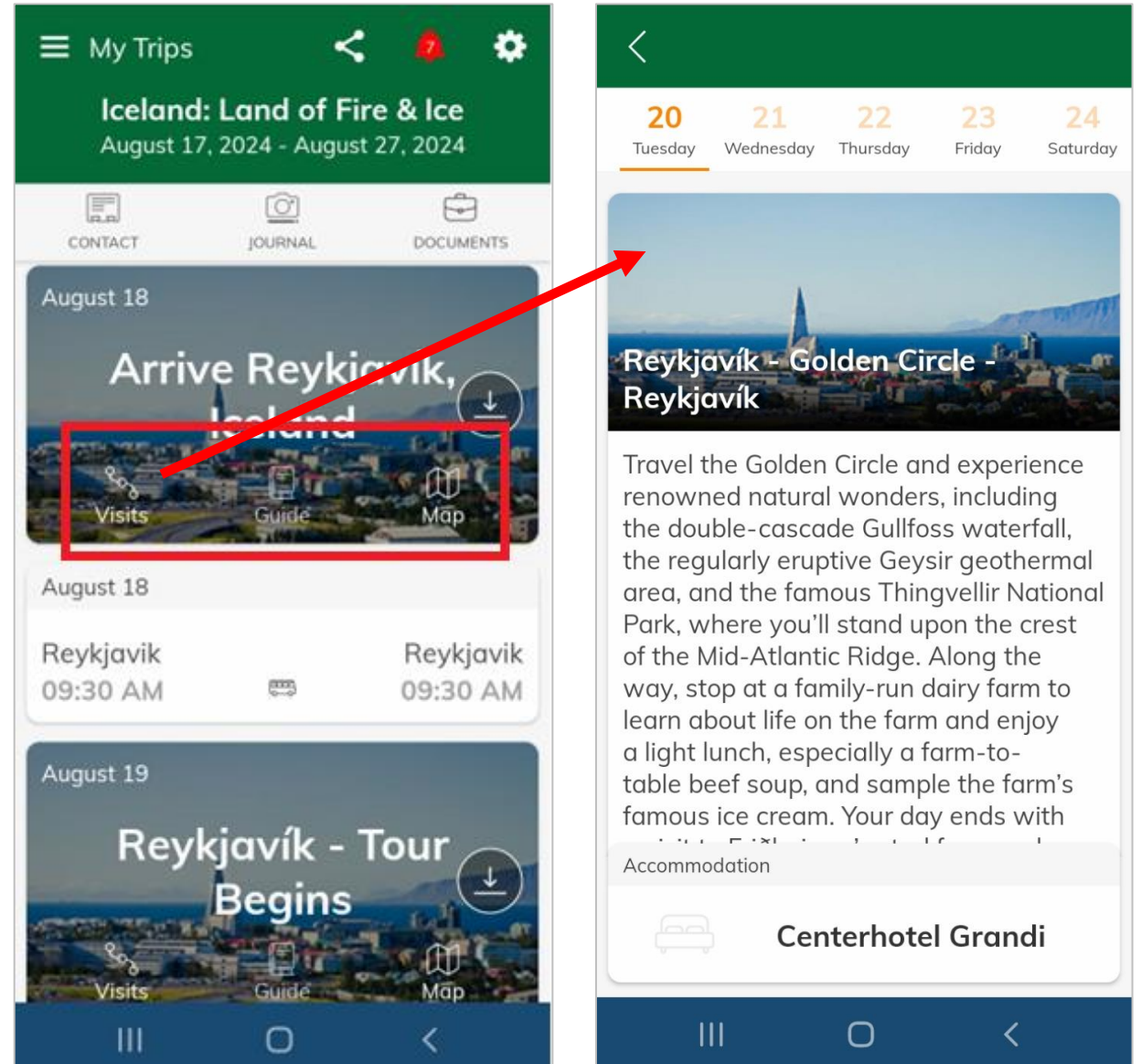
Each tile has **three icons** (red box):

- View the **visits** on that itinerary day
- View the **guide** for that location
- View a **map**

Starting with the “visits” icon:

selecting this will bring up your day-by-day itinerary, including your accommodation that evening.

Scroll right/left on the calendar days at the top of the screen to change the itinerary to the next/previous day.



Itinerary Information

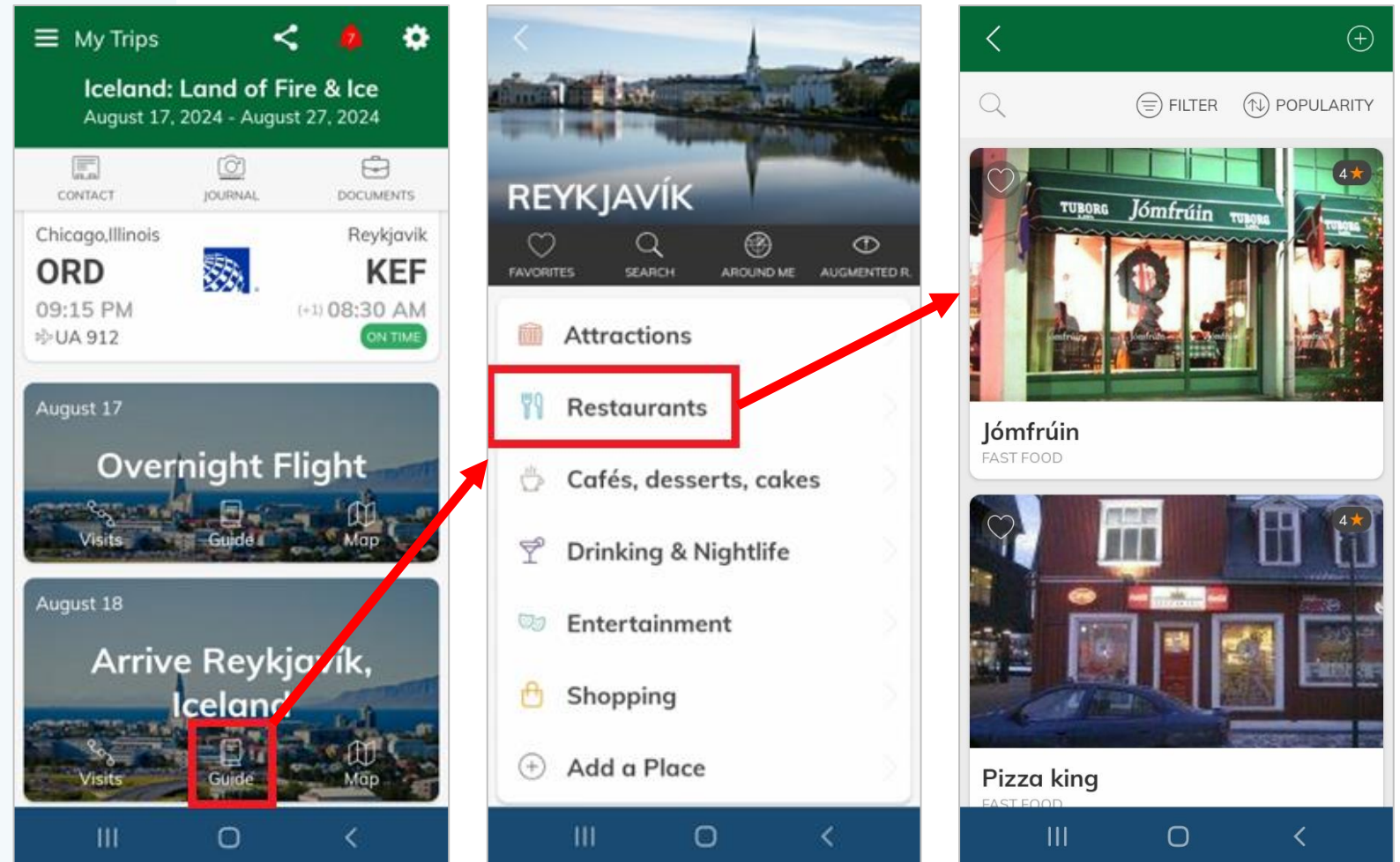
Continued

Selecting **Guide** on any given itinerary day opens the guide (if downloaded) for that specific city or location.

The second screen shows the main page of the guide. Select which category you'd like to view on the map.

We'll use the "Restaurants" category for this example, however, the same principle applies for all categories.

This brings up a list of restaurants in that city. You can filter the list to find what you're looking for (third screen).

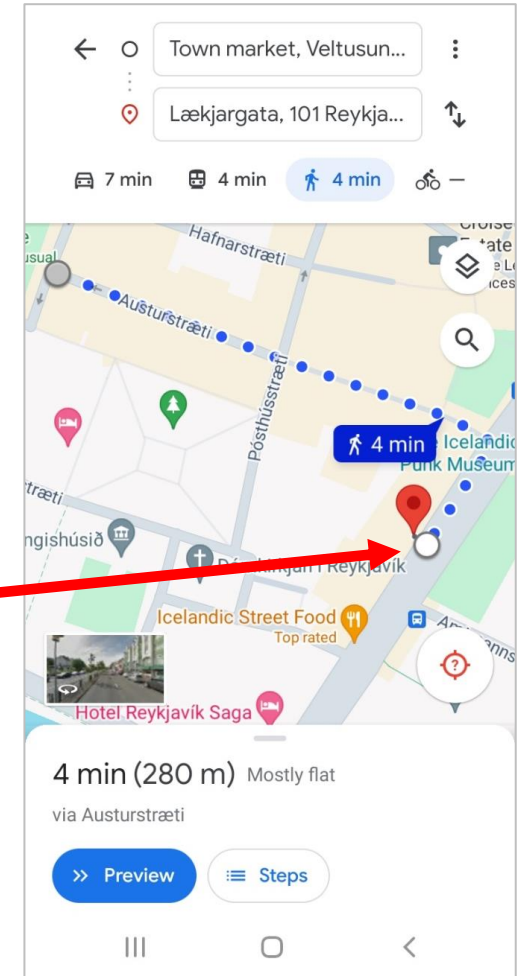
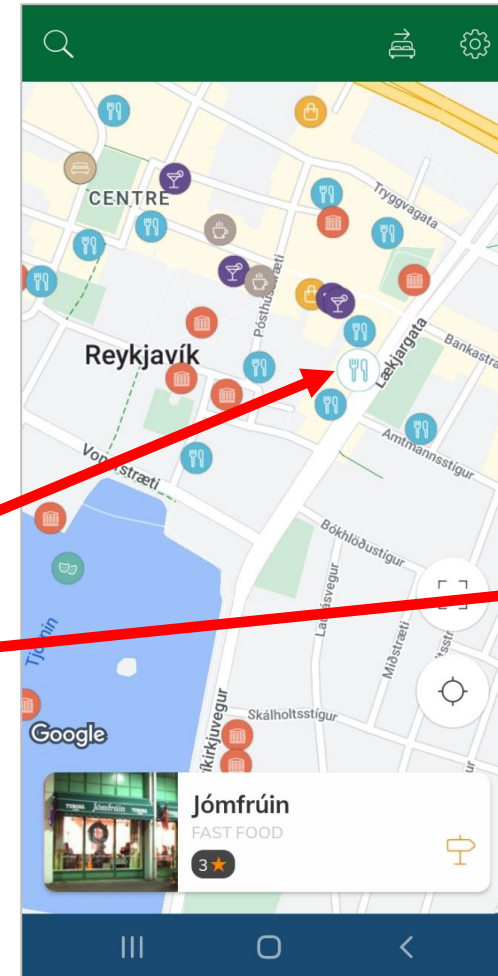
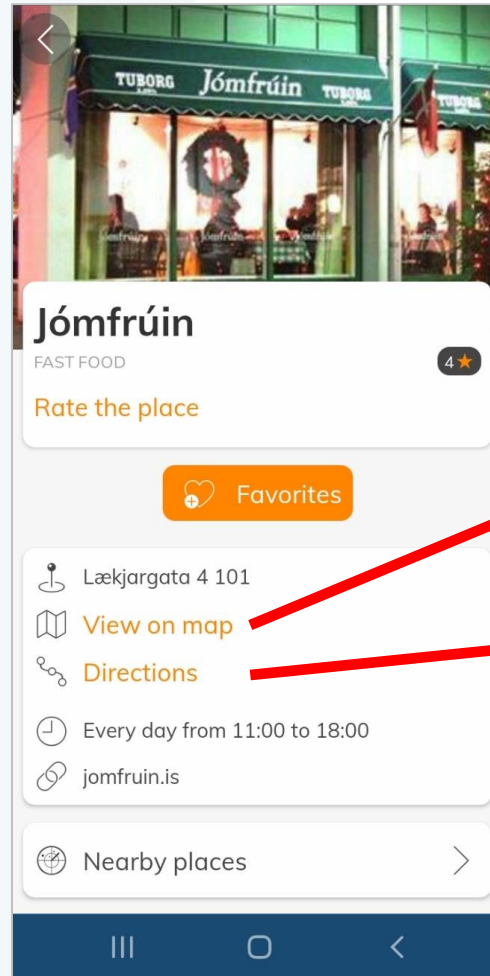


Itinerary Information

Continued

Selecting a location from the **Guide** will display that entry (first screen). From here you can:

- Add to your favorites list
- View location on map (second screen)
- Navigate to this location with offline directions (third screen) using Google Maps
- View website and hours of operation
- View places nearby this location



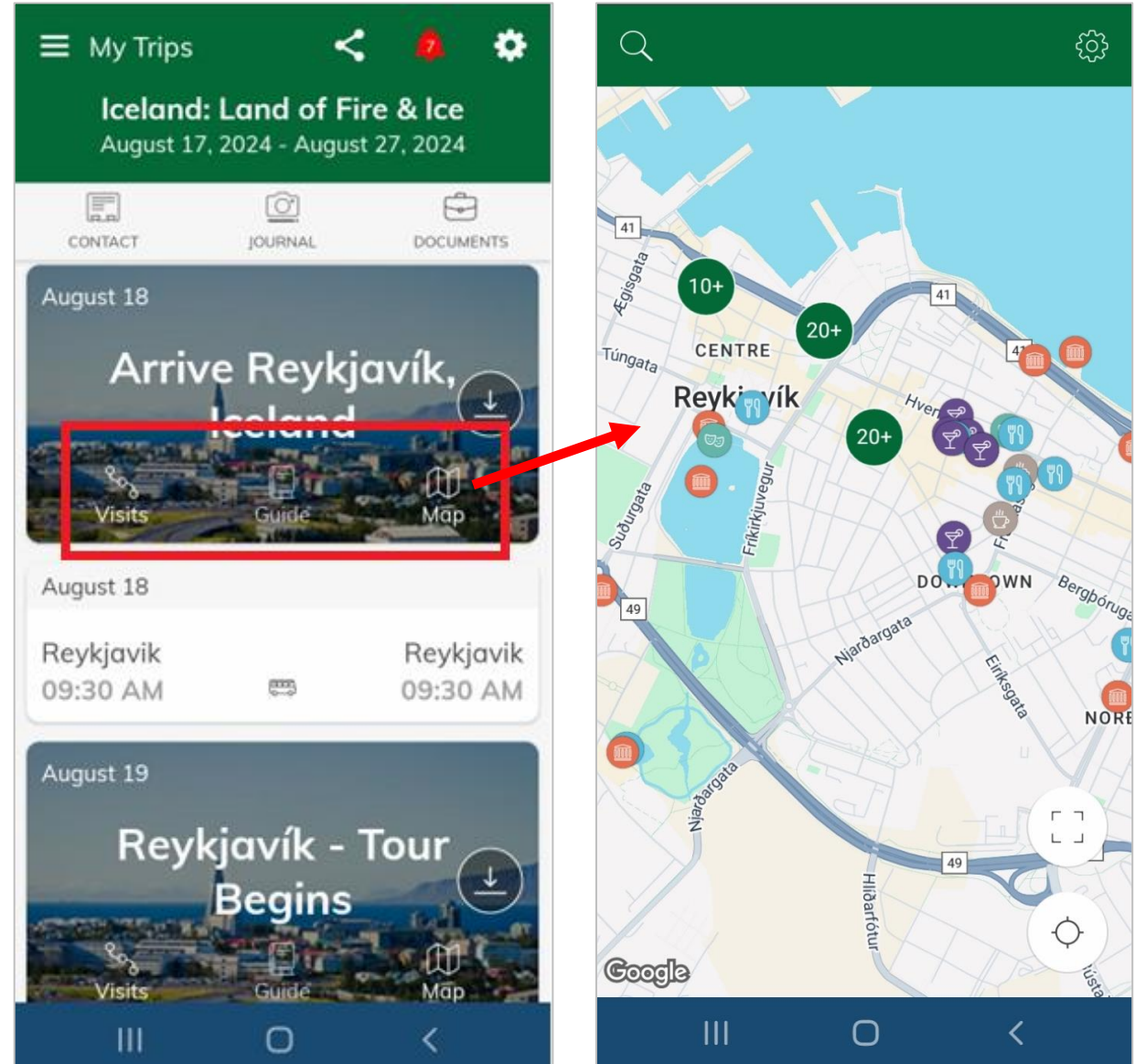
Itinerary Information

Continued

Selecting **Map** on any given itinerary day opens the map for that specific city or location.

The map will display a variety of icons depending on what categories are selected. These categories are the same as those available in the “guide” section discussed previously.

Use the gear icon in the upper-right corner of the map to select the categories you wish to display.



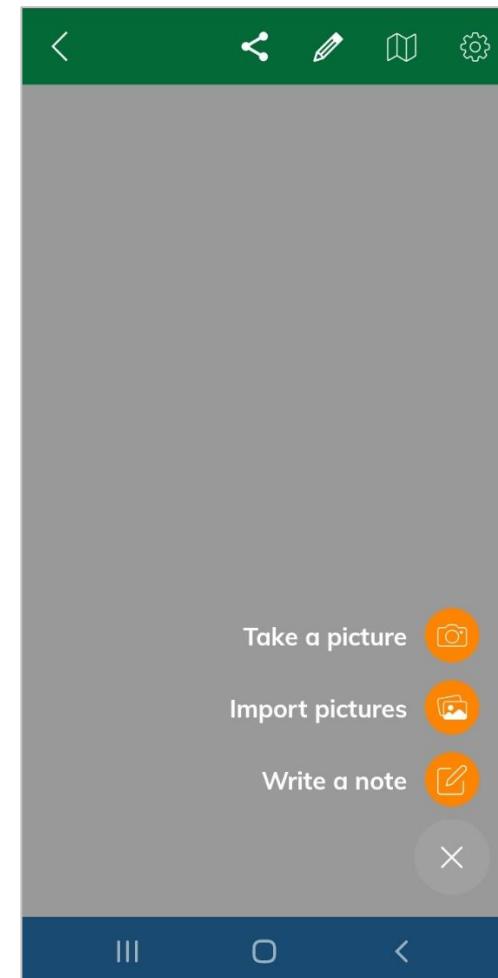
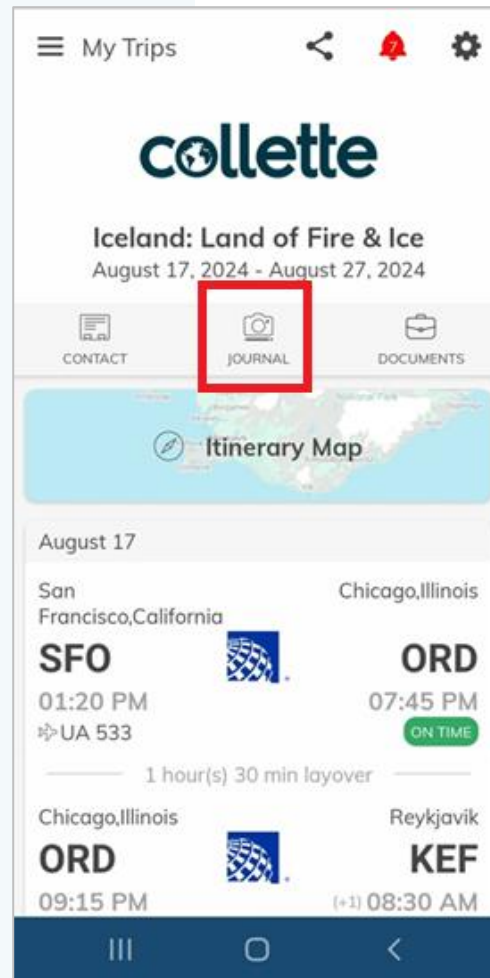
Other App Features

Within the main page of the app, you'll also find the **Journal** feature.

This feature allows you to take pictures and write notes during your travels that you can refer to later and share with others.

Select the “journal” icon and then the “+” button in the bottom-right. This will bring up the second screen asking you what kind of entry you wish to make in the journal.

When you are finished, share with others using the icon at the top.



Thank You

Can't wait to see you on tour!

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