

Branding and Critical URL Setup Process

1. **Access the Branding Form:**
 - To update branding information and URLs, navigate to the **Done For You (D-F-Y) Setup** section in TravelPro Suite.
 - Click on the link to the **Branding and Critical URL form**.
 - Alternatively, go directly to the form at:
<https://onlinetravelboss.com/brandupdate>.
2. **Information Needed for the Branding Form:** Users must provide the following details:
 - **Title** (used on funnels and websites).
 - **Brief Business Description** (shown in funnels and client-facing sites).
 - **Branded Domain:** If not yet configured, set up a domain under **Settings > Business Profile** (e.g., app.yourdomain.com). Contact support if needed.
 - **Branding Colors:** Provide two colors (dark and light) with **hex codes**.
 - **Legal Terms URLs:**
 - Website Terms of Use.
 - Privacy Policy.
 - Traveler Terms and Conditions (if applicable).
 - **Location ID:** Copy from **Settings > Business Profile**.
 - **Affiliate Links** (e.g., for travel insurance providers).
3. **Step-by-Step Instructions for Completing the Form:**
 - Go to <https://onlinetravelboss.com/brandupdate>.
 - Enter the required **Title**, **Business Description**, and **Branded Domain**.
 - Use tools like **Canva** to find the hex codes for branding colors and enter them into the form.
 - Upload your **Logo** (1080x1080 px) and copy its URL from **Media Storage** to the form.
 - Upload a **Background Image** for system forms and pages, and add the URL from **Media Storage**.
4. **Submitting the Form:**
 - After completing the form, review all fields for accuracy.
 - Click **Submit** to finalize the branding and critical URL updates. These updates will be applied across funnels, websites, and legal pages.
5. **Post-Submission Process:**



- Users can return to the form to update details by revisiting <https://onlinetravelboss.com/brandupdate>.
- Make updates as necessary when business branding, legal information, or affiliate links change.

Additional Guidelines:

1. Logo Requirements:

- Ensure logos are square-shaped and sized at **1080x1080 px**.
- Use tools like **Canva** to resize logos if needed.

2. Background Images:

- Select a background image that aligns with your brand, such as travel-related images from sources like Pixabay. These will appear on system forms and pages.

3. Hex Codes for Branding Colors:

- **Canva** users can locate hex codes by selecting elements (logo, text, etc.), clicking the color picker, and copying the hex code.

Legal Information:

- **Terms and Conditions:** If users do not have terms and conditions or a privacy policy, TravelPro Suite offers partner services for generating these documents. Contact **clientsuccess@onlinetravelboss.com** for assistance.
- **Affiliate Links:** Include affiliate links for travel-related services like Allianz in the form so they are used in automated communications and destination funnels.

Help and Support:

- Users can access support through the **Help** option in the bottom right corner of TravelPro Suite, or by emailing **clientsuccess@onlinetravelboss.com**.