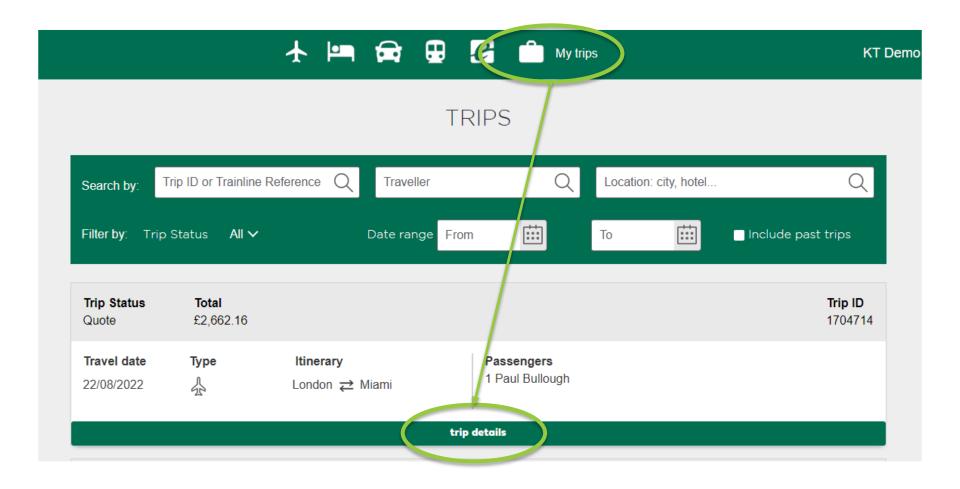


Changing your flight booking within the online booking tool





Login and select your trip

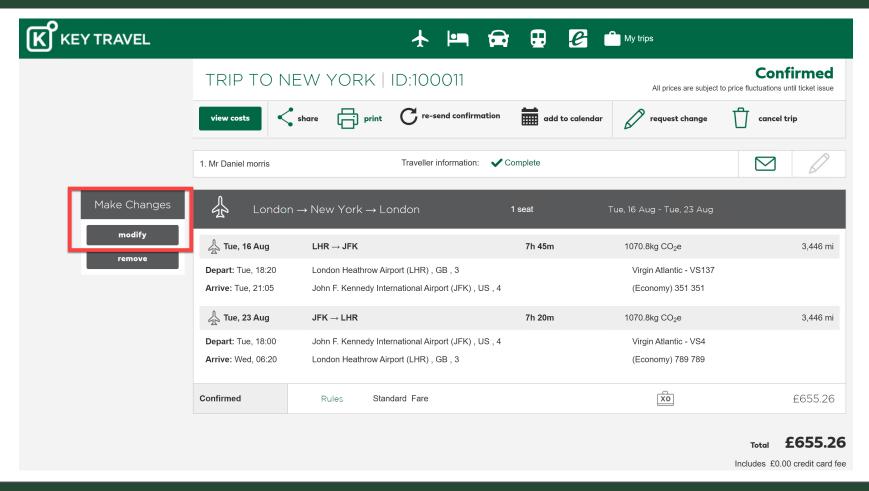


- Log into your online account at <u>www.keytravel.com</u>
- Proceed to 'Book Online' and select your My Trips page, and the trip to be changed.





Select the flights to be changed



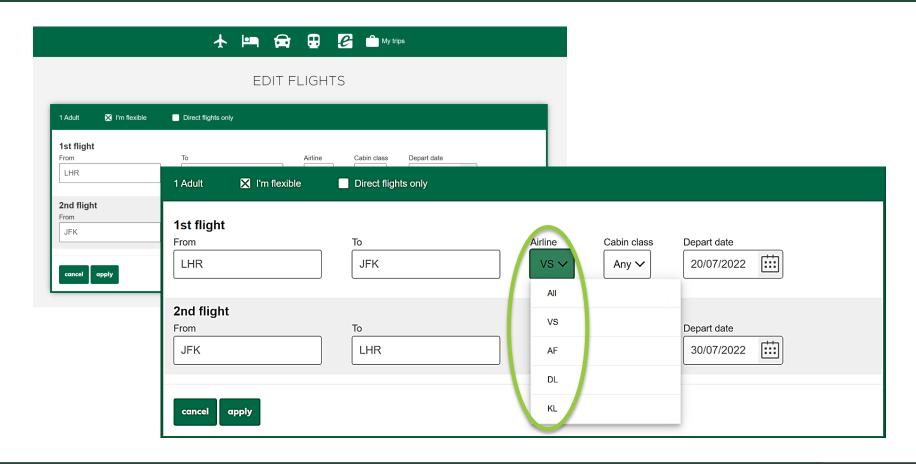
- Select 'modify' next to the flight to be changed.
- If the 'modify' button cannot be selected, your flight cannot be changed online.

 Please check the fare rules permit changes before contacting your offline team.
- · Low-cost airlines cannot currently be changed online.





Select your new criteria



- Add your new destination(s) and/or date(s) as required.
- The original airline will be selected by default, but this can be changed to any airline which is permitted within the fare rules, as shown.
- If you are flexible on your new date(s), check the 'I'm Flexible' box to see a calendar table of options (next slide).





Select from the calendar view

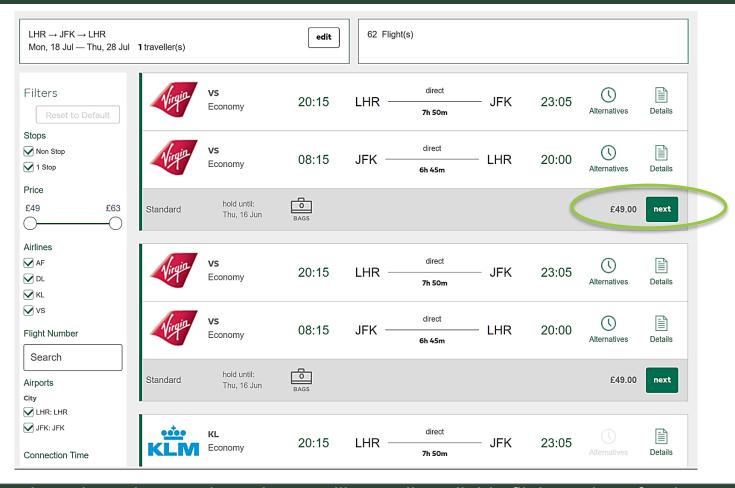
				Departing				< >
		Sun, Jul 17	Mon, Jul 18	Tue, Jul 19	Wed, Jul 20	Thu, Jul 21	Fri, Jul 22	Sat, Jul 23
	Wed, Jul 27	£ 788.26	£ 704.26	£ 723.76	£ 671.57	£ 635.57	£ 857.26	£ 857.26
	Thu, Jul 28	£ 788.26	£ 704.26	£ 723.76	£ 671.57	£ 635.57	£ 857.26	£ 857.26
Returning	Fri, Jul 29	£ 818.26	£ 734.26	£ 753.76	£ 701.57	Lowest £ 607.27	£ 887.26	£ 887.26
	Sat, Jul 30	£ 818.26	£ 734.26	£ 753.76	£ 701.57	Lowest £ 607.27	£ 887.26	£ 887.26
	Sun, Jul 31	£ 818.26	£ 734.26	£ 753.76	£ 701.57	Lowest £ 607.27	£ 887.26	£ 887.26
	Mon, Aug 01	£ 915.26	£ 831.26	£ 885.26	£ 885.26	£ 705.27	£ 984.26	£ 984.26
	Tue, Aug 02	£ 915.26	£ 831.26	£ 885.26	£ 885.26	£ 705.27	£ 984.26	£ 984.26

- If you selected the 'I'm Flexible' checkbox, you will see a table of options.
- The table allows you to view and select by matching departure and arrival dates.
- The lowest priced option (for the new total fare) is highlighted .





Selecting your new flights



- Once the dates have been selected, you will see all available flight options for those dates and can filter to select your preferred option. The price displayed represents the cost to change only
- To finalise the change, select the desired option and click next.
- This will make the change automatically, and your new tickets will be issued.



THANK YOU

We invite you to read our FAQ for more details :

https://www.keytravel.com/uk/my-travel/training-academy/faq/

If you require further training, please refer to the KT Online guides located on Key Travel's website or contact your Account Manager.

