Introduction

This is your Guide to Authentication for the .travel top level domain. It is designed to briefly familiarize you with Authentication and the .travel Registry Authentication Website.

Eligibility
Any business, individual or organization ("applicant") that would like to register a .travel domain name must be eligible to hold that name. Eligibility is verified by the .travel Registry reviewing information provided by the applicant to determine that the applicant is primarily carrying on business or operations in the travel industry within one or more of the following industry segments:

a. Airlines
b. Attractions/Theme Parks
c. Bed & Breakfast Houses
d. Bus/Taxi/Limousine Operators
e. Camp Facility Operators
f. Vehicle Rental Companies/Airport Specialty Car Park Companies
g. Computer Reservation/Travel Technology Provider
h. Convention & Visitor's Bureaus
i. Cruise Lines
j. Ferries
k. Hotels/Resorts/Casinos
l. National Tourism Offices
m. Passenger Rail Lines
n. Restaurants
o. Tour Operators
p. Travel Agents
q. Travel Media
r. Travel-Consumer and Market Research Organizations

Authentication
The .travel Registry began to accept registrations for .travel domain names from eligible applicants on October 3, 2005. Name registrations are now accepted from all eligible applicants. All applicants must have their eligibility confirmed prior to the time that they apply to register a domain name. The confirmation of eligibility is called "Authentication".
Online Authentication
Authentication is easy. All you do is go to the .travel Authentication Website and fill in one simple information form. Everything is done online. Your information will then be reviewed by one of .travel's authentication partners (a travel association or Dun and Bradstreet), who will confirm the accuracy of your information. With that confirmation the .travel Registry will complete your authentication and generate a list of .travel domain names that you are eligible to apply for in the future.

Key Reminders
The Authentication process is very easy, but there are a few things you should bear in mind:

• Authentication information includes the names that you hold or use in your travel business or operations (“additional names”). You are not required to provide those names but if you would like to register any of those names in the future, they must each be authenticated. Your legal name must be provided and it is not considered an additional name.
• Authentication of the additional names you hold or use does not guarantee that you will be able to register those names in the future. Registration is first-come-first-served and there may be other applicants who are also eligible to apply to register one or more of the same names that you are eligible for.
• Your Authentication review does not happen in real-time when you are online. You will submit your information for later review. Review is a human process that may take some time.
• If you are entering additional names in your Authentication information you are required to send a document to your authentication reviewer (you will be informed of the reviewer email address on your association’s website). The document must be in digital form (unless your association offers an alternative means, such as fax) and must show that your business or organization (giving its name) holds or uses the particular name that you have entered. The document could be a brochure, a page from an annual report, a business license, or even the text from your website, along with the URL.
• Your basic eligibility and your legal name can be authenticated without delivery of the document supporting your additional names,
but no additional names will be authenticated until that document has been delivered and reviewed.

The Authentication Website
The Authentication website is operated by the .travel Registry. It is run on a secure server. Your information will be held on that server and not transferred to the authentication reviewer or to any other party.

You can use any standard browser or computer to connect to the Authentication Website. The site is equally accessible through dial-up or broadband.

The remainder of this Guide will take you through each page that you may use on the site.
What is this page for?
This is the first page that you will see when you click the Authentication link on your association’s Authentication information page. Notice that it has the logo of your association (arrow 1—showing a false name in this example). The first line of text also shows the name of your association (arrow 2).

Things to note on this page.
This is just an information page. The navigation links across the top banner of the page can be disregarded at this point. You do not need to login. Login is used when you return to this site after you have entered your authentication information.

What do I do on this page?
Just read the text and click the “Get Started” link (arrow 3)
What is this page for?
This page gives you information on the two simple steps to complete your Authentication information.

Things to note on this page.
Note that there are three information pages (arrow 1). If you need to go back to review any information you can always click one of these numbers to return to the right page

What do I do on this page?
Just read the text and click the “Next Page” link (arrow 2).
What is this page for?
This page gives you more detailed information about what information you will need to complete your authentication and some important details to note.

Things to note on this page.
Item 1 (arrow 1) gives you important information about the details of your business or organization that you will need in order to complete your information form. When you start to fill out the form you may find that you do not have all the information you need. That is fine. You can save the information you have entered to that point (arrow 2). In that case you will have 48 hours to return and complete your form. You should also note our privacy policy (arrow 3).
What do I do on this page?
Just read the text and click the “Next Page” link.
What is this page for?
This page is your first step in entering your information. Here you will select the business or organization type that best describes you.

Things to note on this page.
The page will usually show three types (tourist and convention bureaus will see a fourth that is for them alone). The information you are required to give varies slightly based on your organization type. Make sure you choose the one that best describes you. You will not be able to change your choice if you make a mistake!

What do I do on this page?
Just read the text and click the link organization name that describes you (arrow 1).
What is this page for?
This page is your information entry page. It is the last step in your pre-authentication. Here you will enter all of your authentication information.
This screen shot shows the top portion of the page.

Things to note on this page.
You must select a User ID and Password (arrow 1). These can be anything you like. Keep a note of them, you will need them to view your authentication information and your eligible names list in the future. Note that an entry has been made showing the organization type that you selected on the prior page (arrow 2). If you are in doubt about what is required for any entry, you can always click the “More Info” link beside the entry (arrow 3).
**What do I do on this page?**
Just fill in all of the required boxes (indicated with a yellow #).

Now take a look at the next screen shot, which shows the bottom portion of the same screen.

This is the bottom portion of the information entry page. You will be able to enter your additional names in the lower part of this page (arrow 1)

**Things to note on this portion of the page.**
You will select a “type” from the pulldown. Select the one that best describes your name (arrow 2). It might be a trademark or a service mark.
All of the entries can be of the same name type.
What do I do on this page?
On this segment of the page you will enter any additional names. This is optional. When you are done you will click the “Submit” button (arrow 3).
You’re Done!

This is your confirmation page. When you click “Submit” your information will be stored in our database and the confirmation page will be generated to list your important information.

The information on this page is important. You should save the page or print it out. It includes:

1. Your Username
2. Your Password
3. Your Unique Identifying Number (UIN), which is the number you must provide to your registrar in order to register a .travel domain name. Your UIN is your permanent confirmation of eligibility.
4. A note that your authenticator will be sent an email informing them that your information is ready to be reviewed.
Special Features

1. Adding More Than Five Additional Names

The Authentication information form is set up to allow you to enter up to five names. You will note that the explanation leading to the “Additional Names” entry segment (arrow 1) tells you that you should press “Save” (arrow 2) if you would like to enter more than five names. This section of the Guide will show you how to enter more than five names. The system is set up to allow you to easily enter up to 10,000 names by cut-and-paste into one screen.

When you hit “Save” your information is saved in the system and you have up to 48 hours to return to enter additional names. Adding up to thousands of names is a simple, three-step process.
Step 1—Login

Just return to the “Home” page of the Authentication website and hit the “LOGIN” link on the menu bar (arrow 1).

This will take you to the login page.
Now, login with the User ID and Password that you selected when you entered your information (You were reminded of these on a confirmation page when you hit “SAVE”. You *did* save that page or print it out, didn’t you!)

*Step 2—Update*
Once you have logged in you will be shown the following screen.
Just hit the “UPDATE INFO” link on the menu bar (arrow 1). You will be taken to the following screen.
We are now on the “UPDATE INFO” screen as you can see by looking at the menu bar (arrow 1).

If you look at the top of this screen you will see that it confirms your UIN and your status (arrow 2).

When you are on this screen you can change any of your information, as well as adding additional names (The screenshot above only shows the top of this screen. We’ll look at the bottom below.) You should also note that when you change your information you should hit the “UPDATE INFO” button (arrow 3).

Now, let’s look at the bottom of the same screen.
At the bottom of the screen you will see that it allows you to add additional names, referred to as “additional name basis information” (arrow 1). Of course, this screen also lets you delete any names that you have already added (arrow 2). But we’ll assume you want to add 100 trademarks. To do that just hit the “ADD NAMEBASIS” button (arrow 3).

Hitting that button will take you to your last step.

**Step 3—Add Additional Names**
This is the screen where you can do bulk entry of names. It is set up in the same fashion as the basic information screen where you entered a single additional name. The first thing you do is to select a “name type”, listed in the selection box to the left (arrow 1). One important thing to note is that all of the names you insert in the box to the right (arrow 2) must be of the same name type—all Trademarks, or all Service Marks etc.

It’s very easy to enter large numbers of names. You can add hundreds or thousands of names, just make sure that they’re each on one line. When you’re done just hit the “SAVE” button at the bottom of the page.

Remember, you must complete the posting of your authentication information by hitting the “ACTIVATE” button on your “UPDATE INFO” screen. You must do this within 48 hours, otherwise all of your data will be lost and you will have to start over!
2. Checking the Reserved Names List
You may be wondering whether one of your desired names is a reserved name. Reserved Names are Country Names (e.g. France, Canada), Industry Names (e.g. holiday) and Registry Names (e.g directory). You should check the .travel Registry Policies by hitting the “Policies” link on your menu bar if you are interested in more detail on these policies. There are a few things of special importance to note about Reserved Names:

1. The Reserved Names list is checked when you enter your authentication information. That means that even if you happen to use “France” as your usual business name and you enter it into your authentication data, it will not appear as one of your eligible names, since that list is generated after checking the Reserved Names list. However, you may be entitled to register that name after application to the .travel Registry, so it is important to enter it into your authentication data.

2. Some Reserved Names will never be made available for registration. These are Industry Names and Registry Names. The Reserved Names tool on the Authentication website does not list the type of a particular Reserved Name. If you are interested in this information you should search the complete Reserved Names list on the .travel Registry website at www.Tralliance.info.

If you would like to check the reserved list while you are looking at your domain names list just hit the “VIEW DOMAINS” link on your menu bar to look at your current names, then go to the Reserved Names tool by hitting the “RESERVED NAMES” link on the menu bar. You will see the following screen.
There are just a couple of things to note on this screen.

First, entries in the list are in “domain name format” which means that there are no spaces. So, to search the name “New Zealand” you will enter it as “NEWZEALAND” (Or the same name in lower case; system treats upper and lower case as interchangeable.) Second, only one name at a time may be searched.