

BY THE WANDER NETWORK TRAVEL AGENCY



# BECOME A TRAVEL AGENT

THE ULTIMATE GUIDE TO TURN YOUR PASSION TO PROFIT

JOIN TODAY AT [WWW.THEWANDERNETWORK.COM](http://WWW.THEWANDERNETWORK.COM)



# A NOTE FROM THE AUTHOR/OWNER

WELCOME, TRAVEL FRIENDS

Shannon Kittner is the visionary founder and owner of The Wander Network, a premier travel agency known for empowering travel agents. Her journey began in 2019 as a travel agent, and after gaining valuable insights, she transitioned into marketing and employment roles from 2022 to 2023, solidifying her resolve to create a supportive environment for travel professionals.

In 2024, Shannon realized her vision by establishing The Wander Network, focusing on training, resources, and organization to support travel agents. Her dedication ensures that every agent has access to top-notch training, extensive resources, and streamlined tools, enhancing their professional growth and ability to deliver exceptional client services.

Initially, Shannon excelled in theme park travel, earning a loyal client base due to her deep knowledge and enthusiasm. Her entrepreneurial spirit led her to expand offerings to include luxury cruises, opulent honeymoons, and bespoke travel experiences, catering to diverse client needs and establishing the agency as a trusted name in the industry.

Under Shannon's leadership, The Wander Network thrives, driven by her commitment to excellence and team support. Her forward-thinking approach and dedication to nurturing talent have made her a respected figure in the travel community, with her journey from travel agent to entrepreneur showcasing her passion and hard work.

*“Magic is the happiness we  
create when we give ourselves  
permission to follow our  
dreams.”*

Shannon Kittner  
Founder of The Wander Network





## MEET KELLIE

### MEMBER & SUPPLIER PARTNERSHIPS

Meet Kellie Greaux, our Manager of Member and Supplier Relations. Kellie is a born and raised, 4th generation US Virgin Islander. Her deep connection to her heritage infuses her work with a unique and meaningful perspective, enriching interactions with members and suppliers alike. With 14 years in the hospitality, tourism, and travel sectors, her experience equips her to navigate the industry's complexities with finesse and innovation, ensuring The Wander Network thrives under her stewardship alongside Shannon.

*“Live your life in a way as to remind yourself that dreams don't only have to come alive when you're asleep.”*

### HAVE QUESTIONS?

TRAVEL AGENT TRAINING & ONBOARDING -  
kellie@thewandernetwork.com  
[www.thewandernetwork.com](http://www.thewandernetwork.com)

*Kellie Greaux*



THEWANDERNETWORK.COM

# Our Testimonials

Hear directly from Wander Network agents themselves as they rate their experience about being onboard The Wander Network, and their new career as a travel agent!



"The Wander Network's Training Retreat was an invaluable experience, offering a perfect blend of learning opportunities and networking with suppliers. It gave me the confidence and knowledge I needed to hit the ground running. What sets The Wander Network apart is their genuine commitment to the success of their agents..."

-Amber McMickle Fochtman



"I have known the owner Shannon for years and was absolutely thrilled to join this new venture of hers! The Wander Network is an amazing host agency as it has so many benefits for agents. We get weekly webinars and trainings, we get personal coaching from Shannon, and we get that support that we don't normally get from other agencies..."

-Devin Thompson



"I was always hesitant to dive into travel planning until I found The Wander Network! From the beginning, you are taught what is needed to be successful and given the tools to learn things that you never imagined..."

-Andrea Punneo



"... I mean what did I have to lose? I joined The Wander Network in February of 2024 and have loved being a part of it since! As soon as you not only join but inquire about joining The Wander Network you are met with wide open arms. There has never been a question, comment or concern that has gone unanswered or unacknowledged since Day 1!..."

-Samantha Cooley



[Read Full Reviews on Host Agency Reviews](#)





# WHY Become a Travel Agent?

What is your goal with becoming a travel agent and launching a new digital-career? Many sign-up for different reasons - the most popular are below! The flexibility being a travel agent provides is incredible - you can work remotely from anywhere, have more free time during the day, and enjoy a life of freedom.

## Part-Time Extra Income

About 90% of travel agents start out as part-time, alongside another career. When I started in 2019 as a travel agent, I was also a full-time teacher. This allowed me evenings and weekends to work on my building my client list and agency. Doing the career part-time allowed me to have an additional income aside from my teaching salary. Being a travel agent part-time is great - however, you must stay self-motivated and ensure you're putting in the work to be successful, outside of your daily career. Extra income is always a bonus! Even 1 travel booking per month has the potential to bring in ~\$500-900 extra each month.

## Full-Time Career

Eventually, your travel agent career can take-off and become your full-time source of income. The amount of time this takes depends on your commitment to your new career as a travel agent. For myself, I was able to resign from teaching after 1.5 years of being a travel agent. However, some may start quicker, and others be slower. Your travel knowledge, client base, etc. will directly correlate to how fast this career can become full-time for you. Put in the dedication and work, and you will see the results!

## Travel Benefits & Discounts

A small percentage of those who sign-up to be a travel agent strictly do it for the benefits travel agents receive, and to just make money back on booking their own travel, or travel for family and friends. This makes being a travel agent more of a 'hobby' versus 'career'. While this is possible, you want to make sure you will still be saving enough money on your own travel or making enough commission to have it be worth it. Plus, the more you book and make it your full career, the better the benefits and discounts will be!

# Ideal Qualities of a Travel Agent





# Travel Agent Benefits:

Embark on a fulfilling and dynamic career as a travel agent! Discover the numerous benefits that make this profession an exciting and rewarding choice, from travel opportunities and flexible working conditions to industry perks and personal satisfaction.



## TRAVEL OPPORTUNITIES

**EXPLORATION:** TRAVEL AGENTS OFTEN GET TO EXPLORE NEW DESTINATIONS, ALLOWING THEM TO GAIN FIRST-HAND EXPERIENCE AND KNOWLEDGE

**FAMILIARIZATION TRIPS:** AGENTS FREQUENTLY RECEIVE INVITATIONS FOR FAMILIARIZATION (FAM) TRIPS, OFTEN AT A REDUCED OR NO COST, TO LEARN ABOUT DESTINATIONS/RESORTS

## FLEXIBILITY



**WORK-FROM-ANYWHERE:** MANY TRAVEL AGENTS HAVE THE FLEXIBILITY TO WORK FROM HOME OR WHILE TRAVELING -- AT THE WANDER NETWORK, YOU CAN WORK REMOTELY FROM ANYWHERE

**FLEXIBLE HOURS:** SET YOUR OWN SCHEDULE, WHICH CAN BE PARTICULARLY ADVANTAGEOUS FOR THOSE WITH FAMILY OR PERSONAL COMMITMENTS



## INDUSTRY PERKS

**DISCOUNTS:** TRAVEL AGENTS OFTEN ENJOY DISCOUNTS ON PERSONAL TRAVEL, INCLUDING FLIGHTS, HOTELS, AND CRUISES

**EXCLUSIVE ACCESS:** GAIN ACCESS TO SPECIAL RATES, EXCLUSIVE DEALS, AND VIP EXPERIENCES

## HELPING OTHERS



**CLIENT SATISFACTION:** ENJOY THE SATISFACTION OF HELPING CLIENTS PLAN AND EXPERIENCE THEIR DREAM VACATIONS

**PERSONAL CONNECTIONS:** BUILD LONG-LASTING RELATIONSHIPS WITH CLIENTS WHO TRUST AND RELY ON YOUR EXPERTISE

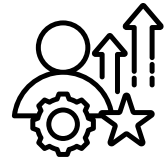
# Travel Agent Benefits Cont.:



## INCOME POTENTIAL

**COMMISSIONS & BONUSES:** EARN COMMISSION FROM BOOKINGS, ALONG WITH POTENTIAL BONUSES & INCENTIVES FROM TRAVEL SUPPLIERS (I.E. CARNIVAL CRUISE LINES)  
**DIVERSE REVENUE STREAMS:** INCREASE INCOME THROUGH UPSELLING, TRAVEL INSURANCE, AND ADD-ON SERVICES

## PROFESSIONAL GROWTH



**CONTINUOUS LEARNING:** STAY UPDATED WITH THE LATEST TRAVEL TRENDS, DESTINATIONS, AND TECHNOLOGIES WITH OUR TRAINING AT THE WANDER NETWORK  
**CERTIFICATION & TRAINING:** OPPORTUNITIES FOR PROFESSIONAL CERTIFICATIONS & TRAINING PROGRAMS TO ENHANCE SKILLS AND KNOWLEDGE, INCREASING YOUR SALES



## VARIETY IN WORK

**DIVERSE CLIENTS:** WORK WITH A VARIETY OF CLIENTS, FROM INDIVIDUALS TO LARGE GROUPS, CORPORATE TRAVEL TO LUXURY VACATIONS  
**DIFFERENT NICHEs:** SPECIALIZE IN DIFFERENT TRAVEL NICHEs, SUCH AS ADVENTURE TRAVEL, DESTINATION WEDDINGS, CRUISES, OR ECO-TOURISM

## NETWORKING



**INDUSTRY CONNECTIONS:** BUILD A NETWORK OF INDUSTRY CONTACTS, INCLUDING OTHER TRAVEL AGENTS, SUPPLIERS, AND TOURISM BOARDS  
**COMMUNITY:** BE PART OF A COMMUNITY OF TRAVEL ENTHUSIASTS AND PROFESSIONALS WHO SHARE YOUR PASSION



# Travel Agent Benefits Cont.:



## CREATIVITY

**CUSTOM ITINERARIES:** USE YOUR CREATIVITY TO DESIGN UNIQUE AND PERSONALIZED TRAVEL ITINERARIES

**PROBLEM SOLVING:** DEVELOP PROBLEM-SOLVING SKILLS BY HANDLING UNEXPECTED CHANGES AND ENSURING SMOOTH TRAVEL EXPERIENCES FOR CLIENTS

## JOB SATISFACTION



**PASSION FOR TRAVEL:** TURN YOUR PASSION FOR TRAVEL INTO A FULFILLING AND PROFITABLE CAREER

**REWARDING EXPERIENCES:** EXPERIENCE THE JOY OF MAKING CLIENTS' TRAVEL DREAMS COME TRUE AND HEARING THEIR POSITIVE FEEDBACK



## GLOBAL PERSPECTIVE

**CULTURAL EXPOSURE:** GAIN A DEEPER UNDERSTANDING OF DIFFERENT CULTURES, TRADITIONS, AND GLOBAL EXPERIENCES

**BROADENED HORIZONS:** EXPAND YOUR OWN HORIZONS AND KNOWLEDGE THROUGH TRAVEL AND RESEARCH

## WORK-LIFE BALANCE



**INDEPENDENT BUSINESS:** RUN YOUR OWN TRAVEL AGENCY WITH THE WANDER NETWORK AND HAVE CONTROL OVER YOUR BUSINESS OPERATIONS AND WORK-LIFE BALANCE

**PERSONAL FULFILLMENT:** ENJOY A CAREER THAT ALIGNS WITH YOUR PERSONAL INTERESTS AND DESIRED LIFESTYLE

# Travel Agent Initial Training:

During the first few months of your career as a travel agent, you'll be dedicating your time to training. Here at The Wander Network, we divide our new agent training into 4 easy-to-follow guidebooks. An outline of these guides is below. It is important to note each agency can be different.

## 1. Intro to Travel Agent Business

(~1 day of training)

Learn the basics of your new career as a travel agent, such as setting up finance spreadsheets, creating a name to operate under, establishing a new email, signing-up for travel agent newsletters, resources, and so much more.

## 2. Travel Supplier Trainings & Registration

(~4-10 weeks of training)

The meat of your training will be here, and will take as long as the effort you put in. This is completing your registration and training for suppliers such as Carnival Cruise Lines, Aruba Tourism Board, and more. Take notes - knowing about each supplier is key for success!

## 3. Client Management

(~2 weeks of training)

After you have solid product/supplier knowledge from book 2, you'll then start your journey into client management. For example, how to ask the right questions, prepare a quote, close a sale, and manage booked clients. Spreadsheets and other templates are made available to you.

## 4. Sales & Marketing

(~2 weeks of training)

After you have solid product/supplier knowledge from book 2, you'll then start your journey into client management. For example, how to ask the right questions, prepare a quote, close a sale, and manage booked clients. Spreadsheets and other templates are made available to you.



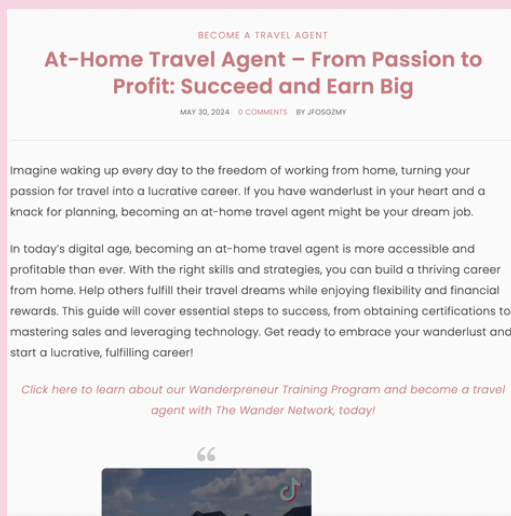
# Travel Agent ONGOING Training:

We take pride in our ongoing training and professional development opportunities offered at The Wander Network. We host an array of trainings - delivered to you in a style that you wish. From podcasts to workshops to blog posts, we do it all to help YOU succeed in your new career.



## Read The Wander Network Agent Blog [click here to read](#)

Our blog features easy 5-10 min. readings to enhance your skills as a travel agent. These can include skills for itinerary creation, upselling, gaining clients, and more. If there is ever a topic you would like to learn about, just let us know!

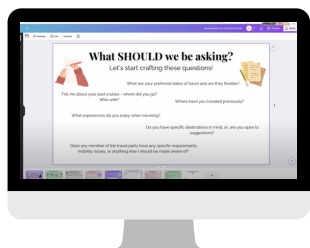


## TravelTalks: The Wander Network Podcast [click here to listen](#)

Our podcast features 45-60 min. of easy listening on how to maximize your career as a travel agent. In addition, we host workshops, webinars, and YouTube training videos to maximize the learning and earning potential of our travel agents.



## workshops



## webinars



## youtube



# Travel Agent Start-Up Cost/Expenses

## Enrollment fee:

**WanderLaunch (training/onboarding/certification): \$0**

## Monthly fee:

**Monthly Fee for 80% Commission: \$38/month**

**Monthly Fee for 90% Commission: \$59/month**

Monthly Fee includes ongoing training/resources, Client Management System, Booking Portals, and MORE to help you be successful as a travel agent

**TOTAL START-UP COST:**

**\$38 or 59**

## Travel Agent Income: Commission-Based

~95% of travel agents are strictly commission-based and earn a certain % of travel packages that they sell. Most of our suppliers pay between 10-25% of a vacation package out as commission.

**What is my commission if I sell a \$4,500 Cruise Vacation?**

**(\$) 810.00**

**Your Direct Deposit Check at 80% Commission (\$) 648.00**

**What is my commission if I sell a \$5,500 Disney Vacation?**

**(\$) 550.00**

**Your Direct Deposit Check at 90% Commission (\$) 495.00**

These are just examples of income you can make. Imagine booking 3-5 trips per month - how much extra money you can bring in for yourself?!

# HOW-TO JOIN TODAY

**1** Select your Monthly Plan  
& Pay Via Stripe

**80% COMMISSION**

**90% COMMISSION**

**2**

Email

[info@thewandernetwork.com](mailto:info@thewandernetwork.com) and  
let us know that you paid the  
monthly fee and we will start your  
onboarding process!

**Email Questions:**  
[info@thewandernetwork.com](mailto:info@thewandernetwork.com)





# DEDICATED TIME TO TRAVEL AGENCY

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MON	TUES	WED	THURS
FRIDAY	SATURDAY	SUNDAY	

Use the sheet planner above to see if you will have enough hours of each day to dedicate to being a travel agent. The most important daily tasks will include client communication - including checking your travel email daily, resolving client travel issues, and sending out quotes to book new travel. In the beginning, most of your time will be spent training and receiving your certification.

Your travel agent career may be done part-time, or full-time. However, it is important to make sure you have enough time each day to dedicate to your career as a travel agent.



# NETWORK BRAINSTORM

SUBTITLE GOES HERE

**INSTRUCTIONS:** Compose a list of family and friends that travel often that you could sell to. In addition, jot inside your 'Network Circle' any clubs or organizations you belong to where you can market your new travel agent services. The more people inside your network circle, the better chance you have at succeeding as a travel agent right from the beginning!



NETWORK CIRCLE



**THE FUTURE  
BELONGS TO  
THOSE WHO  
BELIEVE IN THE  
BEAUTY OF  
THEIR DREAMS.**

ELEANOR ROOSEVELT