**Prerequisites & Branding Setup in moonstride**

*Before you go live with moonstride, it’s important to set up your company’s basic details and branding. This ensures your communication and documents are professional, compliant, and personalised from day one.*

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**1. What You Need Before You Begin**

Setting up your company information and branding is essential for:

* Ensuring your company’s details appear correctly on all documents, emails, vouchers, and correspondence
* Meeting regulatory requirements, such as ATOL (if applicable)
* Presenting a professional impression to clients and agents

Before you launch moonstride, please complete the following setup steps.

**2. Company Information: Step-by-Step**

**How to Find Company Info Settings**

1. Go to the top menu in moonstride.
2. Navigate to **Administrator > Settings > Company Info**.

*Insert screenshot here of the Administrator > Settings > Company Info screen*

**Setting Up Company Details**

Fill in your basic company information. This information will automatically be included in the headers and footers of all moonstride-generated emails, vouchers, and documents.

**Add the following:**

* **Company Name:** Your official business name
* **Website:** Your company’s web address
* **VAT Number:** Useful for invoicing and compliance
* **Company Logo:** See below for logo guidance

**ATOL Information Explained**

*ATOL* stands for Air Travel Organiser's Licence. This is a legal protection scheme for travel companies based in the UK.

* If your business is ATOL certified, enter your:
  + **ATOL Number** (from your certificate)
  + **Certificate Issuer** (who issued your ATOL)
  + **Applicable Country** (where your ATOL applies)

*If you’re unsure whether ATOL applies to you, please check with your compliance officer or visit* [*the official ATOL website*](https://www.caa.co.uk/atol-protection/)*.*

**Insert screenshot here showing the ATOL section in Company Info**

**Address and Contact Details**

Enter your office address and main contact information. These will be used by moonstride wherever company details are shown.

**Complete these fields:**

* Address Line 1 and 2
* Postcode
* Country
* County / State / Province
* City
* Contact Phone Number
* Mobile Number
* Main Company Email

**Signature/Website Setup**

* **Signature:** You may add a digital signature or simply link your website here. This can personalise your outgoing communication.

**Saving Your Information**

Once all details are entered, scroll down and click **Save**.

*Insert screenshot here of the Save button in Company Info settings*

*Tip: You can return to this screen any time to update your details as your company grows or changes.*

**3. Adding Your Company Logo**

Your company logo is a key part of your branding. It will appear on all your moonstride emails and official documents.

**How to set your logo:**

1. In the **Company Info** section (see steps above), look for the area labelled **Company Logo**.
2. Click **Upload** or **Browse** to select your logo file from your computer.
3. Save your changes to apply the logo across your platform.

*Insert screenshot here of the logo upload section*

**Tip:** For best results, use a high-quality image file (such as JPG or PNG) with a transparent background.

**4. Frequently Asked Questions**

**Q: What happens if I need to update my company’s details later?** A: Simply return to **Administrator > Settings > Company Info** and make your changes. These will apply automatically to all new emails and documents.

**Q: Can I change my logo again later?** A: Yes, you can update your logo at any time in the same section.

**Q: What if I don’t have ATOL?** A: Leave the ATOL fields blank if your business doesn’t require registration. They aren’t mandatory for all users.

**5. See Also**

* [Go Live Checklist Overview](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Customising Document Templates](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Managing Regulatory Compliance](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [User & Team Setup in moonstride](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Branding Best Practices](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)

**Summary & Next Steps**

By setting up your company information and branding properly at the start, you ensure that every document, email, and voucher you send from moonstride reflects your professional image. Take a few minutes to make sure this step is complete—it’s the foundation for everything else you’ll achieve with the platform.

**Need help?** Our friendly support team is always on hand to guide you.