

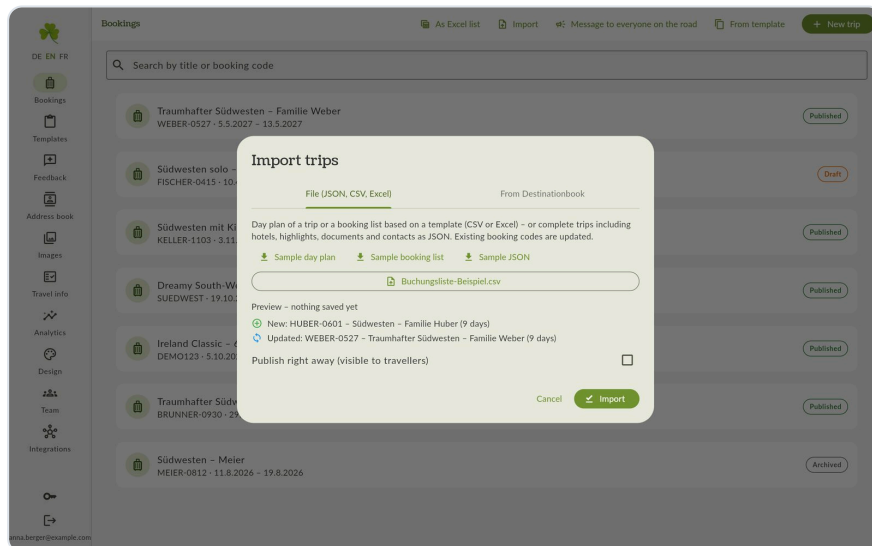
You don't have to type trips in by hand. CloverTrip takes bookings from Excel, CSV, JSON or Destinationbook – and your booking system can also send trips automatically. **Basic principle: check first, then save.** Every file is checked as a preview first; nothing is saved until you confirm.

Five ways

You want to ...	How it works
create many bookings from one template	Booking list (Excel or CSV): one line per booking
edit the day plan of a trip in Excel	Export the Day plan , change it, import it again
bring in complete trips with hotels, highlights and documents	JSON file (up to 500 trips at once)
fetch trips from Destinationbook	Enter the booking codes – done
send trips automatically from your own booking system	API key – no password, trips only

In five steps

1. In the Backoffice, under **Bookings**, click **Import**.
2. If needed, download a **sample file** and fill it in.
3. **Choose file** – JSON, CSV or Excel (`.xlsx`).
4. Check the **Preview**: green = new, blue = will be updated, orange = please take a quick look.
5. **Import** – and publish right away if you like. Travellers see the trip in the app immediately.



Preview before importing – nothing saved yet

Example: booking list

```
Buchungscode;Vorlage;Start;Reisende;Titel;Status  
WEBER-0527;Traumhafter Südwesten (Vorlage);05.05.2027;Andrea Weber, Thomas Weber;;veröffentlicht
```

Each line is copied from the template named: all days, hotels and highlights are in straight away, and the dates are calculated from the start. Existing booking codes are updated instead of duplicated.

Example: day plan

In the trip editor, download the **Day plan as Excel list**, change it in Excel (texts, hotels, kilometres ...) and import it again. Empty cells keep their current content. For highlights, the name is enough – CloverTrip finds the map position itself.

Connecting your booking system

Under **Integrations**, an administrator creates an API key. Your booking system uses it to send trips as JSON or CSV:

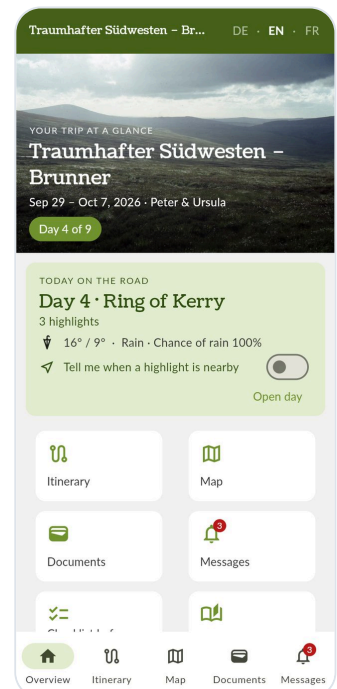
```
POST https://<your-server-address>/v1/admin/import?publish=true  
X-Tenant-Id: <your tenant ID>  
X-API-Key: ct_...
```

Safe and under control

- A preview before every import (?dryRun=true via the API, too).
- No duplicates: same booking code = update.
- The API key can only create and change trips – no deleting, no team, no design – and can be blocked at any time.
- Documents (PDF, JPEG, PNG up to 20 MB) can be supplied directly.

And then? The trip in the app

As soon as the trip is published, your travellers open it with the booking code, a QR code or a direct link: daily programme, maps, hotels, documents and emergency numbers – even without internet, in German, English or French. Changes you import later appear automatically the next time the app is opened.



The imported trip in the app

Find out more: chapter 13 of the CloverTrip manual – clovertrip.com/handbuch · Questions: hello@clovertrip.com