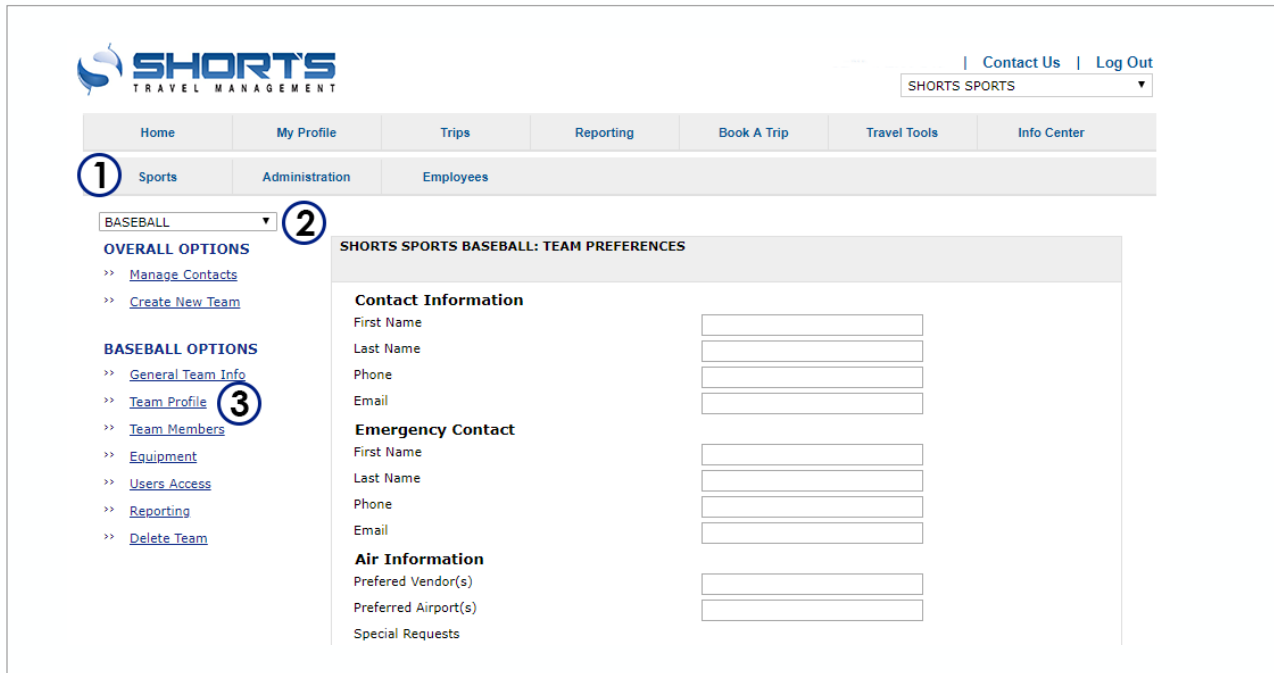


Completing Your Team Profile

When Preparing to Book Travel for Your Upcoming Season, Please Be Sure To Complete Your Team Profile To Save Your Teams Travel Preferences.

ACCESS THE TEAM PROFILE



The screenshot shows the SHORTS TRAVEL MANAGEMENT web application. At the top, there is a navigation bar with links for Home, My Profile, Trips, Reporting, Book A Trip, Travel Tools, and Info Center. Below this is a secondary navigation bar with tabs for Sports, Administration, and Employees. The 'Sports' tab is selected, and a dropdown menu shows 'BASEBALL'. To the left of the main content area, there are two sections: 'OVERALL OPTIONS' with links for Manage Contacts and Create New Team, and 'BASEBALL OPTIONS' with links for General Team Info, Team Profile (circled with a 3), Team Members, Equipment, Users Access, Reporting, and Delete Team. The main content area is titled 'SHORTS SPORTS BASEBALL: TEAM PREFERENCES' and contains three sections: 'Contact Information' (First Name, Last Name, Phone, Email), 'Emergency Contact' (First Name, Last Name, Phone, Email), and 'Air Information' (Preferred Vendor(s), Preferred Airport(s), Special Requests). Each section has corresponding input fields.

1. Click on the "Sports" tab
2. Choose your sports team from the dropdown menu.
3. Click "Team Profile" under your specific sport options

COMPLETING THE TEAM PROFILE

Every team is different – that is why we created a special place to store and reference your team's preferences in your travel portal; eliminating the need for unnecessary back and forth to obtain information necessary to make your trip go as smoothly as possible.

The preferences entered into the profile will auto-fill into the Group Request Form when submitting your travel requests. This means that you won't have to enter the same information for each request; saving you time to do the other important parts of your job!

Use our example below to help complete your team profile, but feel free to add any information you feel is necessary for our team to know!



SHORTS SPORTS BASEBALL: TEAM PREFERENCES**Contact Information**

First Name

Last Name

Phone

Email

Emergency Contact

First Name

Last Name

Phone

Email

Air Information

Preferred Vendor(s)

Preferred Airport(s)

Special Requests

Coach Smith – AISLE preferred, Coach Jones – AISLE preferred, Coach Miller – WINDOW preferred".

Charter Information

Vendor, Aircraft/Equipment Prefs, Meal Prefs, Charter Requirements

50 seat jet
Std. athletic offering for beverages and snacks
40 equipment bags



Hotel Information	
Preferred Hotel Chain(s)	<input type="text" value="Marriott"/>
Room Type Breakdown	
Single Rooms	<input type="text" value="5"/>
Double Rooms	<input type="text" value="16"/>
Budget Guidelines	
Budgeted Room Rate \$	<input type="text" value="120"/>
Pre-Game Meal Budget \$	<input type="text" value="30"/>
Breakfast Budget \$	<input type="text" value="15"/>
Meeting Room Requirements	
<input type="text" value="need room for 30 people and AV equipment"/>	
Special Requests (Bus Parking, Internet Access in Rooms, Coach Upgrade, etc...)	
<input type="text" value="Bus Parking, free hi speed wifi, hot breakfast"/>	
Ground Transportation	
Rental Preferences (Preferred Vendors, Car Types, Special Requests)	
<input type="text"/>	
Motor Coach Preferences (Preferred Vendors, Equipment Types, Special Requests)	
<input type="text" value="need wifi on buses"/>	
<input type="button" value="Save >"/>	

Once all information has been submitted, be sure to click "Save".

