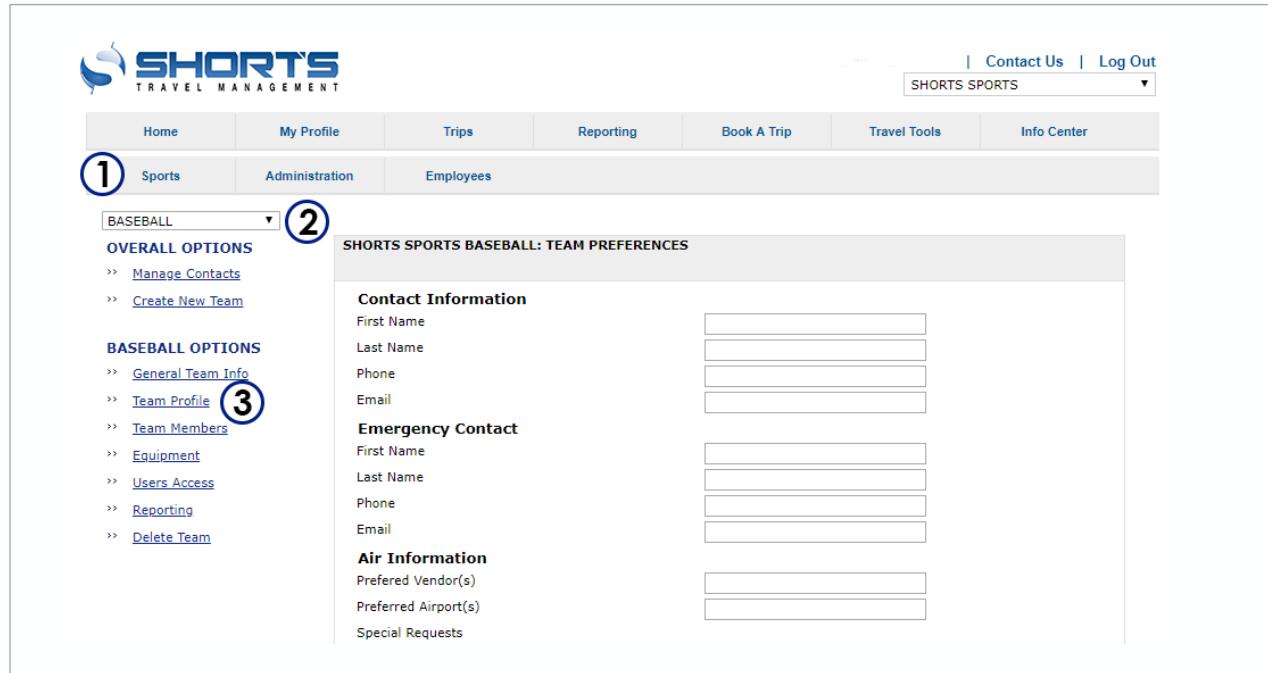


## Completing Your Team Profile

**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



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	Sam
Last Name	Sample
Phone	515-111-2222
Email	ssample@sample.com

**Emergency Contact**

First Name	William
Last Name	Never
Phone	319-333-4444
Email	wnever@testuser.com

**Air Information**

Preferred Vendor(s)	American, Southwest
Preferred Airport(s)	LAX, ONT

**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)

Marriott

Room Type Breakdown

Single Rooms

5

Double Rooms

16

**Budget Guidelines**

Budgeted Room Rate \$

120

Pre-Game Meal Budget \$

30

Breakfast Budget \$

15

**Meeting Room Requirements**

need room for 30 people and AV equipment

Special Requests (Bus Parking, Internet Access in Rooms, Coach Upgrade, etc...)

Bus Parking, free hi speed wifi, hot breakfast

**Ground Transportation**

Rental Preferences (Preferred Vendors, Car Types, Special Requests)

Motor Coach Preferences (Preferred Vendors, Equipment Types, Special Requests)

need wifi on buses

**Save >**

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

