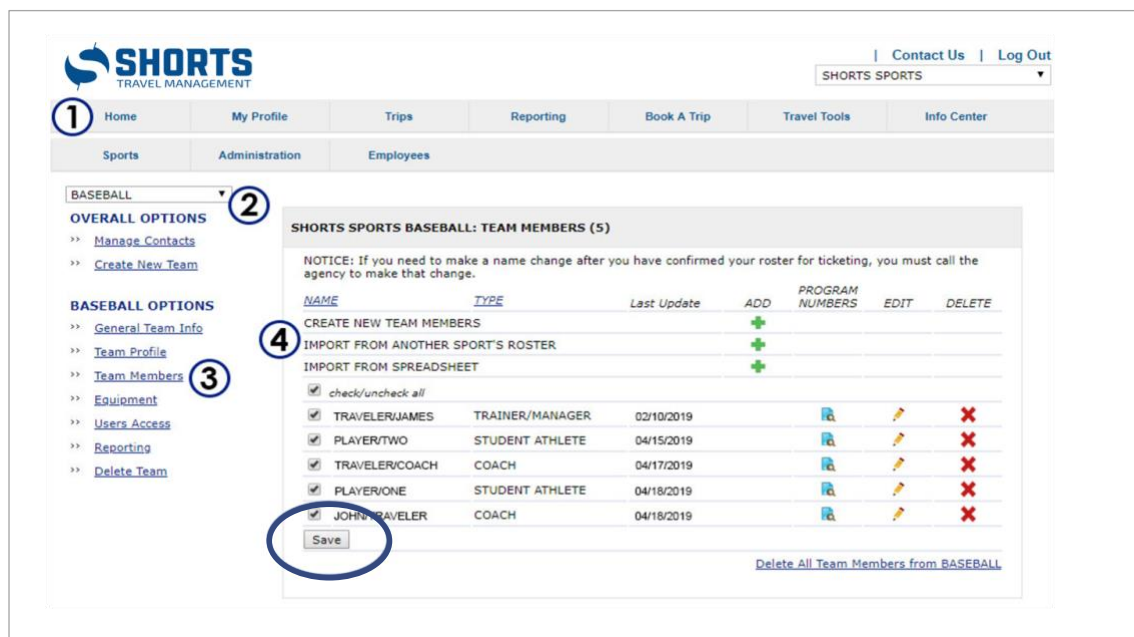


Submitting Rosters for Team Travel

When Submitting Names for Team Travel to Your Designated Sports Agent, Please Follow the Process Outlined Below.

LOAD YOUR ROSTER INTO THE TRAVEL PORTAL



1. Click on the "Sports" tab
 2. Choose your sports team from the dropdown menu.
 3. Click "Team Members" under your specific sport options
 4. Select how you wish to add your team members
 - a. Create New Team Members (add members individually)
 - b. Import from Another Sports Roster
 - c. Import from Spreadsheet (Upload entire roster at once)
- *Please Note spreadsheet must be in specific format – use example provided (shown below)

Spreadsheet example:

last	Middle Name		Date of Birth				Known Traveler	DHS
name	First name	(n/a if none)	(MM/DD/YYYY)	Gender	Weight	Traveler type	Number	Redress
JOE	JANE	ELIZABETH	3/15/2016	Femal	20	Student Athlete	TT1173567	
JOE	JOHN	JAMES	12/9/1990	Male	170	Coach	TT1173568	
JOE	JOSHUA	ALLAN	10/27/1996	Male	225	Band Member	TT1173569	
JOE	KRISTIN	JOAN	8/27/1964	Femal	135	Cheerleader	TT1173570	
JOE	STEVEN	n/a	7/26/1995	Male	150	Student Athlete		
JOE	SUSAN	ELLEN	10/12/1964	Femal	140	Non Athlete		
JMITH	BRETT	STEPHEN	10/16/1996	Male	205	Trainer/Manager		1.2346E+10
JMITH	BRIAN	none	5/14/1996	Male	175	Cheerleader		
JMITH	DANIFI	JOSEPH	6/15/1997	Male	170	Band Member		

Traveler types:

- Band Member
- Cheerleader
- Coach
- Mascot
- Non Athlete (General)
- Student Athlete
- Trainer/Manager



ADDING FREQUENT FLYER NUMBERS AND KNOWN TRAVELER NUMBERS

You will have to add frequent flyer numbers individually by clicking 'Program Numbers'. These do not pull from personal profiles, as they are two different systems.

<u>NAME</u>	<u>TYPE</u>	<u>Last Update</u>	<u>ADD</u>	<u>PROGRAM NUMBERS</u>	<u>EDIT</u>	<u>DELETE</u>
CREATE NEW TEAM MEMBERS			+			
IMPORT FROM ANOTHER SPORT'S ROSTER			+			
IMPORT FROM SPREADSHEET			+			
<input checked="" type="checkbox"/> check/uncheck all						
<input checked="" type="checkbox"/> ALLREAD/GRACE OLIVIA	STUDENT ATHLETE	9/20/2021				
<input checked="" type="checkbox"/> ANEMA/BRETT S	COACH	9/20/2021				

Next, hit the 'edit' button to add Known Traveler, DHS, etc...

SHORTS SPORTS WOMEN'S VOLLEYBALL: TEAM MEMBERS (21)

NOTICE: If you need to make a name change after you have confirmed your roster for ticketing, you must call the agency to make that change.

<u>NAME</u>	<u>TYPE</u>	<u>Last Update</u>	<u>ADD</u>	<u>PROGRAM NUMBERS</u>	<u>EDIT</u>	<u>DELETE</u>
CREATE NEW TEAM MEMBERS			+			
IMPORT FROM ANOTHER SPORT'S ROSTER			+			
IMPORT FROM SPREADSHEET			+			
<input checked="" type="checkbox"/> check/uncheck all						
<input checked="" type="checkbox"/> ALLREAD/GRACE OLIVIA	STUDENT ATHLETE	9/20/2021				
<input checked="" type="checkbox"/> ANEMA/BRETT S	COACH	9/20/2021				

Enter frequent flyer and known traveler numbers.

SHORTS SPORTS WOMEN'S VOLLEYBALL: TEAM MEMBERS

- denotes required fields
- First Name
- Middle Name ☐ No Middle Name
- Last Name
- Weight lbs
- Gender
- Birthdate
- Traveler Type
- Known Traveler Number
- DHS Redress Number
- Special Requests



RUNNING A TEAM ROSTER REPORT

Once you have your team loaded, it is easy to select the actual travelers. Chances are, you won't be traveling with the entire roster for every event. Short's travel has made it easy to submit only your travelers' names from your uploaded rosters. To submit your name list to your agent – check the box next to each team member's name that will be traveling.

SUBMITTING NAMES TO YOUR AGENT TO BOOK TRAVEL

Once you have your team loaded, it is easy to select the actual travelers. Chances are, you won't be traveling with the entire roster for every event. Short's travel has made it easy to submit only your travelers' names from your uploaded rosters. To submit your name list to your agent – check the box next to each team member's name that will be traveling. Once all applicable names are checked, click "Save"

SHORTS SPORTS FIELD HOCKEY: TEAM ROSTER (18)

[Email Selected Travelers Roster](#)
[Run Other Reports](#)

NOTICE: If you need to make a name change after you have confirmed your roster for ticketing, you must call the agency to make that change.

NAME	TYPE	Last Update	ADD	PROGRAM NUMBERS	EDIT	DELETE
CREATE NEW TEAM MEMBERS			+			
IMPORT FROM ANOTHER SPORT'S ROSTER			+			
IMPORT FROM SPREADSHEET			+			
<input checked="" type="checkbox"/> check/uncheck all						
<input checked="" type="checkbox"/> DOE/JANE ELIZABETH	STUDENT ATHLETE	1/16/2023				
<input type="checkbox"/> DOE/JOHN JAMES	COACH	1/16/2023				
<input checked="" type="checkbox"/> DOE/JOSHUA ALLAN	BAND MEMBER	1/16/2023				
<input type="checkbox"/> DOE/KRISTIN JOAN	CHEERLEADER	1/16/2023				
<input checked="" type="checkbox"/> DOE/STEVEN	STUDENT ATHLETE	1/16/2023				
<input checked="" type="checkbox"/> DOE/SUSAN ELLEN	NON-ATHLETE (GENERAL)	1/16/2023				
<input checked="" type="checkbox"/> SMITH/BRETT STEPHEN	TRAINER/MANAGER	1/16/2023				
<input checked="" type="checkbox"/> SMITH/BRIAN	CHEERLEADER	1/16/2023				
<input checked="" type="checkbox"/> SMITH/DANIEL JOSEPH	BAND MEMBER	1/16/2023				

Once all applicable names are checked, click "Save"

Click on Email Selected Travelers Roster. This will only send an email of the checked travelers.



FIELD HOCKEY

OVERALL OPTIONS
>> [Manage Contacts](#)
>> [Create New Team](#)

FIELD HOCKEY OPTIONS
>> [General Team Info](#)
>> [Team Profile](#)
>> [Team Roster](#)
>> [Equipment](#)
>> [Users Access](#)

SHORTS SPORTS FIELD HOCKEY: TEAM ROSTER (18)

[Email Selected Travelers Roster](#)
[Run Other Reports](#)

NOTICE: If you need to make a name change after you have confirmed your roster for ticketing, you must call the agency to make that change.

NAME	TYPE	Last Update	ADD	PROGRAM NUMBERS	EDIT	DELETE
CREATE NEW TEAM MEMBERS			+			
IMPORT FROM ANOTHER SPORT'S ROSTER			+			
IMPORT FROM SPREADSHEET			+			

Next, you can fill out the email address where you went to send the HTML report. You can also modify the subject line.

Email Selected Travelers Roster

EMAIL ROSTER TO:

Separate multiple email addresses with a semicolon (;)

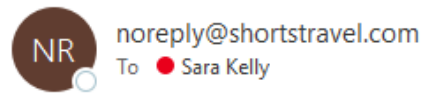
EMAIL SUBJECT LINE:

SUBMIT

An email will be sent with the report



MANIFEST: SHORTS SPORTS, FIELD HOCKEY



MANIFEST: SELECTED TRAVELERS FULL ROSTER REPORT: FIELD HOCKEY

Generated January 16, 2023 at 12:19 PM

MANIFEST: CONTACTS • Record Count 2

TYPE	CONTACT	BUSINESS PHONE	CELL PHONE	EMAIL
PRIMARY	SCOTT/JONATHAN	434-592-6823	443-567-9735	iscott221@liberty.edu
SECONDARY	SCOTT/JONATHAN	434-592-6823	443-567-9735	iscott221@liberty.edu

MANIFEST: TRAVELERS • Record Count 18

FULL NAME	BIRTHDATE	GENDER	WEIGHT	TRAVELER TYPE	FF ACCOUNTS	TRAVELER NUMBERS	SPECIAL REQUESTS
DOE/JANE ELIZABETH	3/15/2016	Female	120 lbs	STUDENT ATHLETE		KNOWN: TT1173567	
DOE/JOHN JAMES	12/9/1990	Male	170 lbs	COACH		KNOWN: TT1173568	Aisle seat
DOE/JOSHUA ALLAN	10/27/1996	Male	225 lbs	BAND MEMBER		KNOWN: TT1173569	
DOE/KRISTIN JOAN	8/27/1964	Female	135 lbs	CHEERLEADER		KNOWN: TT1173570	
DOE/STEVEN	7/26/1995	Male	150 lbs	STUDENT ATHLETE			
DOE/SUSAN ELLEN	10/12/1964	Female	140 lbs	NON-ATHLETE (GENERAL)			
SMITH/BRETT STEPHEN	10/16/1996	Male	205 lbs	TRAINER/MANAGER		REDRESS: 12345678901	
SMITH/BRIAN	5/14/1996	Male	175 lbs	CHEERLEADER			
SMITH/DANIEL JOSEPH	6/15/1997	Male	170 lbs	BAND MEMBER			
SMITH/DAVID DALE	9/9/1997	Male	215 lbs	CHEERLEADER			
SMITH/ELIZABETH ANNE	11/5/1956	Female	175 lbs	COACH			
SMITH/ERIK JAMES	6/19/1997	Male	185 lbs	MASCOT			
SMITH/HUNTER MICHAEL	5/26/1995	Male	185 lbs	NON-ATHLETE (GENERAL)			Peanut allergy
SMITH/JOSEPH EDWARD	2/27/1997	Male	160 lbs	STUDENT ATHLETE			
SMITH/MATTHEW							

