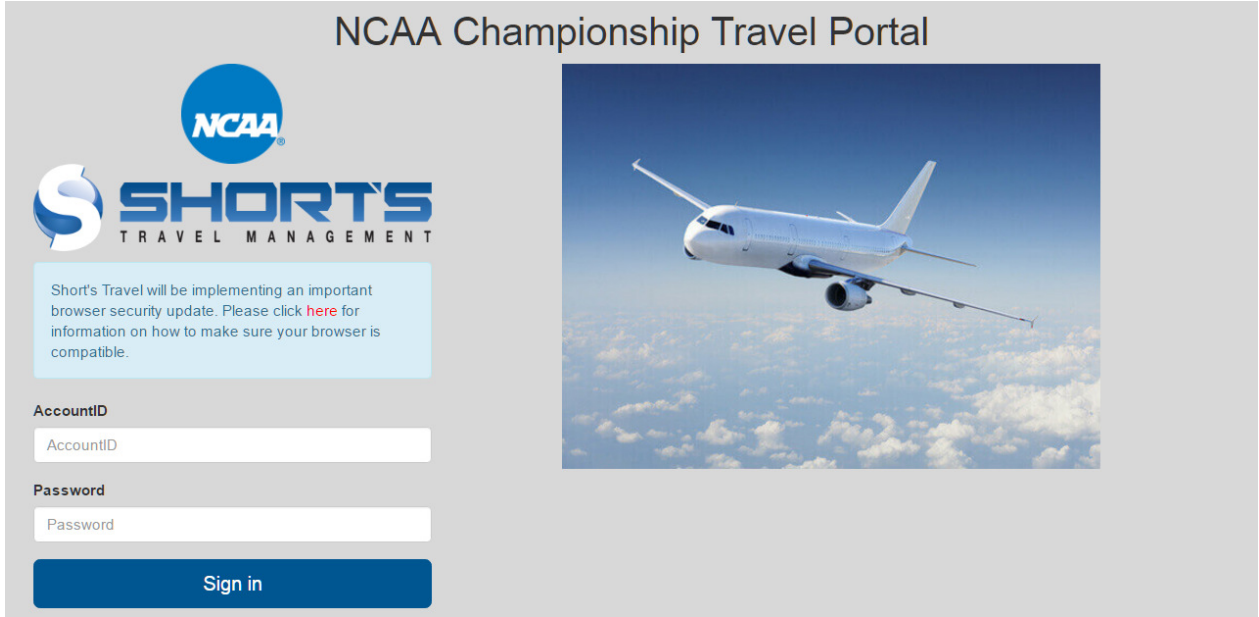


User's Guide for NCAA Championship Travel Portal



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A. Account ID and Password

This information has been provided to the school's athletic director. It is also the same login information used to access the GoGround Motorcoach site and the Travel Expense System for championship reimbursement. For further assistance, you may contact Short's Travel, 866-655-9215.

NCAA Championship Travel Portal




Short's Travel will be implementing an important browser security update. Please click [here](#) for information on how to make sure your browser is compatible.


AccountID

Password


Sign in





After entering your information, click the 'Sign In' button. You are now on the portal home page.


Home Institution Contacts Master Traveler List Sports ▾ Information Contact Us Log Out


NCAA Championship Travel



 Institution Info

 Sports

 Information

 Contact Us

Proudly serving the NCAA since 2003.

Short's Travel Management, Inc., established in 1946, is a family-owned, woman-owned private corporation, incorporated in Iowa. Today, Short's is ranked one of the top 20 travel management companies in the industry.

The Short's team strives to drive new innovation, provide excellent service, and display teamwork, passion, and dedication throughout the lifetime of our relationships.

B. Institution Contacts

- I. These are contacts your institute deemed appropriate to be listed.
- II. New contacts can be added by clicking the 'Add Contact' link at the top of the page.
 - a. Please be sure to select a Primary, Secondary and Billing contact for each sport. You may 'Select All' at the bottom of the form if that option applies to the individual contact.
 - b. All data fields are required except the Fax number.
 - c. When finished, click 'Submit' at the bottom of the page.



Contacts

[Add Contact](#)

Name	Update	Delete
Asst. Coach Doe		<input type="checkbox"/>
Coach Doe		<input type="checkbox"/>
FB Coach Doe		<input type="checkbox"/>
SWA Doe		<input type="checkbox"/>

Contacts

— indicates required fields

— Name

— Email

— Work Phone

— Cell Phone

▪ Fax

Assign to sports

Season	Sport	None	Primary	Secondary	Billing
Spring	Baseball	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Fall	Field Hockey	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Fall	Football	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Winter	Men's Basketball	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Fall	Men's Cross Country	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Spring	Men's Golf	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

- d. Old contacts can be deleted by checking the box on the same line of the person's name, and then clicking 'Delete' at the bottom of the original 'Contacts' page.
- e. Information on contacts already listed can be edited by clicking the pencil icon under the 'Update' column.

C. Master Traveler List

- I. Any traveler that has ever been listed on a Manifest/Roster in **ANY** sport for your institution should appear in the Master Traveler List. You can search for particular travelers with the search box, and edit their information if necessary. Any persons that appear highlighted in yellow need updating.
- II. If a person will NEVER travel with your institution again, you may permanently delete them from the Master Traveler List by clicking 'View All Travelers', put a check in 'Delete' box next to their name and submit with the 'Delete Travelers' link at the bottom of the form.
- III. New travelers can be added by clicking the 'Add Traveler to Master List' link at the top of the page. All data fields are required. When finished, click 'Submit Traveler.'

Search Master Traveler List

[Add Traveler to Master List](#)
Enter a first or last name to search for in the field below:

Delete	Name	Travel Type	Weight	DOB	Gender	Last Updated	Edit
<input type="checkbox"/>	Doe, Jane Ann	Student-athlete	150	1/1/1991	Female	8/3/2016	
<input type="checkbox"/>	Doe, Jon Joseph	Student-athlete	175	1/1/1990	Male	8/3/2016	
<input type="checkbox"/>	Doe, Kris J	Non-athlete (general)	150	8/27/1990	Female	8/11/2016	
<input type="checkbox"/>	Doe, Mary Alice	Non-athlete (general)	135	1/1/1958	Female	8/3/2016	
<input type="checkbox"/>	Doe, Robert Alan	Coach	195	1/1/1956	Male	8/3/2016	
<input type="checkbox"/>	Doe, Steven Wayne	Trainer/manager	167	1/1/1984	Male	8/3/2016	
<input type="checkbox"/>	TEST, TEST	Student-athlete	190	1/1/1985	Male	3/3/2016	
<input type="checkbox"/>	TESTING, TEST	Student-athlete	150	1/1/1980	Male	2/26/2016	

Add to Master Traveler List

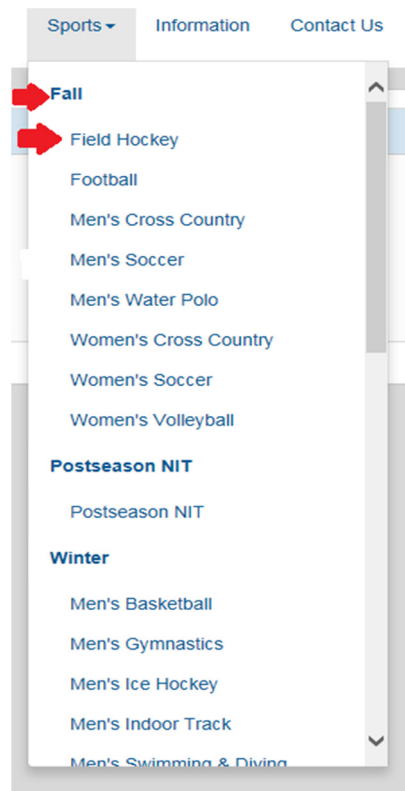
NOTICE Please enter name as it appears on government-issued identification to be used when traveling. Individual Birthdates are now being required by MANY of our charter aircraft providers. Please include date of birth information for each person on your roster to insure speedy security clearance.

- indicates required fields
- First Name
- Middle Name No Middle Name
- Last Name
- Weight lbs
- Gender
- Birthdate (m/d/yyyy)
- Traveler type

D. ***** Sports *****

This section is especially important as **THIS** is where Short's Travel will access critical details for your upcoming championship team travel. Team administrators will utilize this section of the portal the most.

- I. Select the Season and Sport that you are managing. (The Sports drop down will default to the NCAA's current season.)



- II. Upon selecting your sport, you will be able to input or edit details into the following fields. Click on any hyper-link to access the desired selection.
 - Travel and billing contacts
 - General team contacts
 - Travel preferences
 - Manifest/roster
 - Equipment
 - Travel Groups (optional)
 - Reporting: Travel Manifests

FIELD HOCKEY

Field Hockey Options	
Option	Information Available
Travel and Billing Contacts	✓
General Team Contacts	✓
Travel Preferences	
Manifest/Roster	✓
Equipment	✓
Travel Groups <i>(optional)</i>	
Reporting: Travel Manifests	

- a. **Travel and Billing Contacts** will display a Primary, Secondary and Billing contact if you have already entered that information in the Institution Contacts field. You may add new contacts or select from the list of existing contacts.

Travel and Billing Contacts

Add Travel Contact
Please enter contact information for those persons responsible for booking/confirming travel arrangements for your team. A billing contact is also helpful for post-event reconciliation.

Primary contact

Secondary contact 111-222-3333

Billing contact 444-333-2222

- b. **General Team Contacts** are mainly used by Division I Men's and Women's Basketball, but can be entered for any sport.

General Team Contacts

— indicates required fields

— Name

— Contact type

Work phone

Home phone

Fax phone

Cell phone

Email address

- Assistant Director of Athletics
- Assistant Director of Athletics**
- Athletic Director
- Athletics Trainer
- Band Director
- Booster Coordinator
- Cheerleader Coach
- Courtesy Car Coordinator
- Head Coach
- Player-Guest Coordinator
- Primary Team Administrator
- Senior Woman Administrator
- Sports Information Director
- Ticket Manager
- Travel Coordinator
- Will Call Coordinator

- c. **Travel Preferences** -- Please enter your travel date departure and arrival preferences so that we have this information readily available when you contact us to make your reservations. We will do all possible to get as close to your preferred travel scenario within the NCAA Travel Policy and available flight options. When you have confirmed your Ground Transportation information, please be sure to enter that as well.

Travel Preferences

[Edit Travel Preferences](#)

Departure Airport		Alternative(s)	None
Arrival Airport		Alternative(s)	None
Practice Date/Time	1/1/1900		
Competition Date	1/1/1900		
If win first game - return preference after subsequent competition(s)			
If lose first game - return preference after competition			
Ground Transportation	Transportation Company	Contact Person	Contact Phone
Campus to Airport	None Entered	None Entered	None Entered
Airport to Site of Competition	None Entered	None Entered	None Entered
Special Requests			

Travel Preferences

Information submitted on this page is a travel preference only. It is not guaranteed that we will be able to fulfill all specifications of this travel preference but will do everything we can to accommodate within the available flight resources.

— indicates required fields

— Departure Airport: CHICAGO/OHARE INTL ARPT, IL (ORD)

Depart Alternative(s): Enter 2 alternative airport cities or codes

— Arrival Airport: DALLAS/FT WORTH, TX (DFW)

Arrival Alternative(s): Enter 2 alternative airport cities or codes

	No. Passengers	Date	Time
All Together Outbound	No. Passengers 20	03/01/2017	10:00 AM
Split Outbound	No. Passengers		
	No. Passengers		
	No. Passengers		

— If win first game - return preference after subsequent competition(s)

If lose first game - return preference after competition Return_NonWin

Ground Transportation: Transportation Company (ABC Tours), Contact Person (Betty Doe), Contact Phone (555-555-5555)

Campus to Airport

Airport to Site of Competition: Dallas Coaches, Sally Doe, 444-444-4444

Special Requests: [Text Area]

Limit to 120 characters. (0)

Submit

d. Manifest/Roster

- i. **In-Flight Group Leader** -- We must know which passenger will be traveling with the group who can be reached during travel or while at the site of competition. This person **MUST** be listed on your current manifest/roster to be eligible for In-Flight Group Leader status

In-Flight Group Leader

— indicates required fields

— In-Flight Group Leader: Jane Ann Doe

— Business Number: [Dropdown List: Jane Ann Doe, Jon Joseph Doe, Mary Alice Doe, Robert Alan Doe, Steven Wayne Doe]

— Cell Number: [Text Field]

— Email: jdoe@noreply.com

Import contact information from Current Contacts List: Select contact

SUBMIT

- ii. **Manifest/Roster** – All anticipated traveler data must be entered prior to making any travel reservations. All fields are mandatory. You may ‘Add’ a new traveler, ‘Import’ previous travelers from the Master Traveler List, ‘Edit’ an existing traveler or ‘Delete’ a traveler from the list.

Manifest/Roster (Record Count: 5)

[Add Traveler](#) • [Import from Master Traveler List](#)

Please enter the official names of all possible athletes, non athletes and additional travelers in your travel party.

Note: Click on Name or Travel Type to sort the roster.

Last updated 8/3/2016

Delete	Name	Travel Type	Weight	DOB	Gender	Last Updated	Edit
<input type="checkbox"/>	Doe, Jane Ann	Student-athlete	150	1/1/1991	Female	8/3/2016	
<input type="checkbox"/>	Doe, Jon Joseph	Student-athlete	175	1/1/1990	Male	8/3/2016	
<input type="checkbox"/>	Doe, Mary Alice	Non-athlete (general)	135	1/1/1958	Female	8/3/2016	
<input type="checkbox"/>	Doe, Robert Alan	Coach	195	1/1/1956	Male	8/3/2016	
<input type="checkbox"/>	Doe, Steven Wayne	Trainer/manager	167	1/1/1984	Male	8/3/2016	

Total weight: 822 lbs

Delete Travelers

- iii. If you are a regular season client of Short’s Travel, you can Import Regular Season Travelers from your institution’s portal to the NCAA portal.

Manifest/Roster (Record Count: 34)

[Import Regular Season Travelers](#) • [Add Traveler](#) • [Import from Master Traveler List](#)

Please enter the official names of all possible athletes, non athletes and additional travelers in your travel party.

- e. **Reporting: Travel Manifests** will allow you to view your current manifest in a variety of ways. The default view is alphabetical by last name, but you may also sort by ‘Traveler type’ and ‘Travel Group’ (if a group is entered).

Add Traveler • Import from Master Traveler List

Please enter the official names of all possible athletes, non athletes and additional travelers in your travel party.

Note: Click on Name or Travel Type to sort the roster.

Last updated 8/3/2016

Delete	Name	Travel Type	Weight	DOB	Gender	Last Updated	Edit
<input type="checkbox"/>	Doe, Jane Ann	Student-athlete	150	1/1/1991	Female	8/3/2016	
<input type="checkbox"/>	Doe, Jon Joseph	Student-athlete	175	1/1/1990	Male	8/3/2016	
<input type="checkbox"/>	Doe, Mary Alice	Non-athlete (general)	135	1/1/1958	Female	8/3/2016	
<input type="checkbox"/>	Doe, Robert Alan	Coach	195	1/1/1956	Male	8/3/2016	
<input type="checkbox"/>	Doe, Steven Wayne	Trainer/manager	167	1/1/1984	Male	8/3/2016	

Total weight: 822 lbs

Delete Travelers

Reporting: Travel Manifests

View manifest

HTML

Excel

Sort by name

Sort by outbound travel party

Sort by return travel party

Sort by traveler type

Equipment-only manifest

Include equipment

Include contact information

Include Motorcoach information

Travel group:

- All travel groups ▾
- All travel groups
- Unassigned
- All
- Band/Cheer
- Team

Generate Manifest

- f. **Equipment** – Enter description, weight and quantity for all baggage your team will be traveling with, including personal bags, as well as team equipment. This information is especially critical when traveling via charter aircraft. Equipment information must be added individually and accurately to insure proper weight and balance of the aircraft.
- I. You may add equipment from another sport’s manifest or add new equipment.
 - II. Please be sure to note the ‘Type of item’ for each piece of equipment so that the carrier knows if the equipment will go in the passenger cabin or in the cargo hold.
 - III. Be sure to limit equipment to only what is absolutely necessary for your championship as excess and overweight baggage will be declined if it doesn’t fit in the aircraft cargo hold. Excessive equipment weight also places limits on the number of passengers that you can have in the cabin of the plane.

Equipment

— indicates required fields

— Description

— Weight (lbs, per item)

— Quantity of item

Type of item

Submit

Tuba

40

1

- Personal carry-on baggage
- Personal checked baggage
- Equipment

Equipment

[Import From Another Manifest](#) • [Add Equipment](#)

Please enter description and weights of all baggage that will be going on the flight with your travelers (estimated passenger bags, individual band equipment, team equipment). We must provide accurate information to the carriers to prepare for your flight.

NOTE: Short's Travel and the NCAA shall not be responsible for any losses or claims which result from discrepancies or other failure to accurately report the proper weights on this manifest.

Description	Weight	Qty	Total lbs	Outbound party	Return party	Edit	Delete
Carry-on	15.00	10	150.00	Unassigned	Unassigned		
Checked	35.00	10	350.00	Unassigned	Unassigned		
Stick Bag	50.00	1	50.00	Unassigned	Unassigned		
Trumpet	15.00	3	45.00	Unassigned	Unassigned		
Tuba	40.00	1	40.00	Unassigned	Unassigned		
Uniform Bag	30.00	2	60.00	Unassigned	Unassigned		
TOTALS		27	695.00				

- g. **Travel Groups** – You need only fill in this information if your travel arrangements involve your party splitting into separate flight groups. See example below.
 - i. Once travel parties are set up, you will be able to designate who on your manifest will be traveling in each Travel Group.
 - ii. Equipment will also need to be split amongst travel groups.

Travel Groups (optional)

[Add Travel Group](#)

You need only fill in this information if you intend to split your travel party into different travel groups. For example: student athletes and coaches traveling together="Team outbound"; band/cheerleaders/mascot="Band outbound"; all return together="All return". You may then assign individuals from your roster to their respective travel group.

No travel groups found.

Travel Groups

Party name

Team

Travel type

- Team
- Band/Cheer
- Other
- All

Submit

Travel Groups

Party name

Team

Travel type

- Round-trip
- Round-trip
- One-way outbound
- One-way return













Submit

- iii. Once you have provided a 'Description' and 'Travel Type' to your Travel Group, you will be able to select which travelers belong in each group.

Travel Groups (optional)

Add Travel Group
 You need only fill in this information if you intend to split your travel party into different travel groups. For example: student athletes and coaches traveling together="Team outbound"; band/cheerleaders/mascot="Band outbound"; all return together="All return". You may then assign individuals from your roster to their respective travel group.

Don't forget to add travelers and equipment to your travel group!

Description	Travel type	Travelers	Equipment	Edit	Delete
All	One-way return				
Band/Cheer	One-way outbound				
Team	One-way outbound				

- iv. Click the 'Travelers' icon and then select people to your Travel Group and 'Submit'.

Travelers

Outbound	Name	Roster Type
<input checked="" type="checkbox"/>	Doe/Jane Ann	Student-athlete
<input checked="" type="checkbox"/>	Doe/Jon Joseph	Student-athlete
<input checked="" type="checkbox"/>	Doe/Mary Alice	Non-athlete (general)
<input type="checkbox"/>	Doe/Robert Alan	Coach
<input type="checkbox"/>	Doe/Steven Wayne	Trainer/manager

Submit

- v. Click the 'Equipment' icon to add equipment to your Travel Group and 'Submit'. You may need to enter certain types of equipment (Carry-on, Checked) twice to be specific for your travel group. Example: Band Carry-on, Weight 15, Qty 5, Team Carry-on, Weight 15, Qty 5.

Equipment

Outbound	Description	Weight	Qty
<input checked="" type="checkbox"/>	Carry-on	15.00	10
<input checked="" type="checkbox"/>	Checked	35.00	10
<input checked="" type="checkbox"/>	Stick Bag	50.00	1
<input type="checkbox"/>	Trumpet	15.00	3
<input type="checkbox"/>	Tuba	40.00	1
<input checked="" type="checkbox"/>	Uniform Bag	30.00	2

Submit

- vi. When properly entered, your 'Travel Manifest' will show each person and piece of equipment assigned to a Travel Group.

Team manifest

1 - DI CA Test WFH
 Travel group: Unassigned
 Report generated 8/11/2016 11:29 AM

Travelers entered (5)

Last name	First name	MI	Traveler type	Weight	DOB	Outbound party	Return party
DOE	JANE	ANN	Student-athlete	150	01JAN91	Team	All
DOE	JON	JOSEPH	Student-athlete	175	01JAN90	Team	All
DOE	MARY	ALICE	Non-athlete (general)	135	01JAN58	Team	All
DOE	ROBERT	ALAN	Coach	195	01JAN56	Band/Cheer	All
DOE	STEVEN	WAYNE	Trainer/manager	167	01JAN84	Band/Cheer	All
TOTALS				822.00			5 travelers

Equipment (6)

Description	Weight	Qty	Total lbs	Outbound party	Return party
Carry-on	15.00	10	150.00	Team	All
Checked	35.00	10	350.00	Team	All
Stick Bag	50.00	1	50.00	Team	All
Trumpet	15.00	3	45.00	Band/Cheer	All
Tuba	40.00	1	40.00	Band/Cheer	All
Uniform Bag	30.00	2	60.00	Team	All
TOTALS			695.00		

NOTE: Short's Travel and the NCAA shall not be responsible for any losses or claims which result from discrepancies or other failure to accurately report the proper weights on this manifest.

TOTAL WEIGHT (EQUIPMENT AND TRAVELERS) (LBS) 1,517.00

NOTE: Short's Travel and the NCAA shall not be responsible for any losses or claims which result from discrepancies or other failure to accurately report the proper weights on this manifest.

Contact information

Name - contact type	Email	Work phone	Cell phone	Fax
Asst. Coach Doe Billing Contact	asstcoachdoe@noaddress.com	111-333-4444	111-444-5555	
Coach Doe Secondary	cdoe@noaddress.com	111-222-3333	222-333-4444	
SWA Doe Billing Contact	SWADOE@noaddress.com	444-333-2222	333-222-1111	

Motorcoach Information

Ground Transportation	Transportation Company	Contact Person	Contact Phone
Campus to Airport	ABC Coaches	Betty Doe	555-555-5555
Airport to Site of Competition	Dallas Bus Co	Sally Doe	444-444-4444

- vii. You may also display your Manifest by Travel Group.

Team manifest

1 - DI CA Test WFH
 Travel group: Team
 Report generated 8/11/2016 11:31 AM

Travelers entered (3)

Last name	First name	MI	Traveler type	Weight	DOB	Outbound party	Return party
DOE	JANE	ANN	Student-athlete	150	01JAN91	Team	All
DOE	JON	JOSEPH	Student-athlete	175	01JAN90	Team	All
DOE	MARY	ALICE	Non-athlete (general)	135	01JAN58	Team	All
TOTALS				460.00			3 travelers

Equipment (4)

Description	Weight	Qty	Total lbs	Outbound party	Return party
Carry-on	15.00	10	150.00	Team	All
Checked	35.00	10	350.00	Team	All
Stick Bag	50.00	1	50.00	Team	All
Uniform Bag	30.00	2	60.00	Team	All
TOTALS			610.00		

NOTE: Short's Travel and the NCAA shall not be responsible for any losses or claims which result from discrepancies or other failure to accurately report the proper weights on this manifest.

TOTAL WEIGHT (EQUIPMENT AND TRAVELERS) (LBS) 1,070.00

NOTE: Short's Travel and the NCAA shall not be responsible for any losses or claims which result from discrepancies or other failure to accurately report the proper weights on this manifest.

Contact information

Name - contact type	Email	Work phone	Cell phone	Fax
Asst. Coach Doe Billing Contact	asstcoachdoe@noaddress.com	111-333-4444	111-444-5555	
Coach Doe Secondary	cdoe@noaddress.com	111-222-3333	222-333-4444	
SWA Doe Billing Contact	SWADOE@noaddress.com	444-333-2222	333-222-1111	

Motorcoach Information

Ground Transportation	Transportation Company	Contact Person	Contact Phone
Campus to Airport	ABC Coaches	Betty Doe	555-555-5555
Airport to Site of Competition	Dallas Bus Co	Sally Doe	444-444-4444

E. Information

Helpful travel information for your NCAA Championship Travel experience.

- I. Policy
- II. Delta group check-in
- III. Links to GoGround and NCAA Travel Expense System
- IV. Contact information

F. Contact us

Contact Short's Travel, official travel supplier, for all NCAA-reimbursed championship travel, and the NCAA Travel Department regarding expense reimbursement.