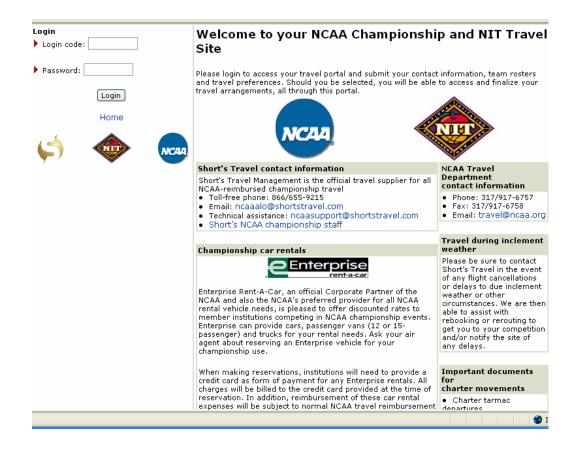
Using the NCAA Championship and NIT Travel Site

LOGGING IN

You can access your institution's site by entering the Login code and Password provided to your Director of Athletics. Each institution has one Login code and Password that should be used for all championship and NIT travel. If your institution has misplaced its Login code and Password, you may fax a request for that information on institutional letterhead to Short's Travel at 319/234-0366.

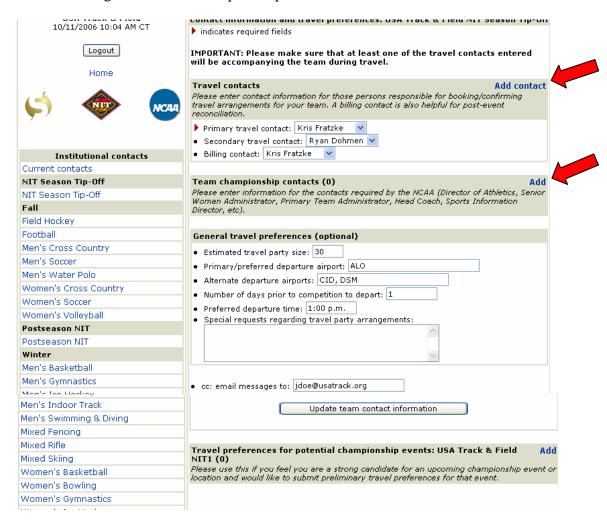


CONTACT INFORMATION

Once you enter the site, you will be taken to a page where you can begin entering the information for the sport that you are planning travel for. After selecting the sport for the first time, you will be asked to input institutional contact information for that sport.

- 1. You may either select from a drop down list of contacts previously entered or you may add a new contact by clicking on "Add contact" to the right of "Travel contacts".
- 2. indicates required fields.

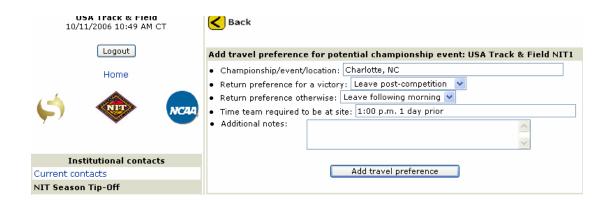
3. Team championship contacts can also be entered here for those championships where the NCAA requires certain information (*i.e.: Director of Athletics, Senior Woman Administrator, etc., typically required for DI Basketball*). To enter this information, click on "Add" to the right of "Team championship contacts".



TRAVEL PREFERENCES

You may also enter general team travel preferences for this sport on this page. This is only general information and more detailed preferences can be entered upon selection for a championship round.

After your "Contact information" has been submitted, you will be given an opportunity to enter location specific travel preferences for a championship site that is pre-determined (i.e. DI Men's & Women's basketball sites).



PLEASE NOTE: Short's will do all possible to accommodate preferences. However, NCAA travel policy will dictate what travel options are offered to you based on best fare, available flight schedules and efficient use of charter aircraft (if applicable). Reservations will not be booked until championship selections are officially announced unless approved in advance by the NCAA travel staff.

ENTERING TRAVEL PARTY INFORMATION

After completing the "Contact information" for your sport, you will be taken to the area where you may enter your travel party roster, travel groups and equipment listing.

- 1. To modify any previously entered Contact information, simply click "Update".
- 2. All equipment that you will be taking with you must be listed in detail. To enter each piece, click "Add equipment" for. This information is important for all flights, but mandatory on charter flights for weight, balance, fuel loads and passenger safety of the aircraft.

Home	 result from discrepancies or ot- manifest. Description 	r bags, individual o the carriers to p ICAA shall not be her failure to accu Weight	band equ repare fo responsit irately re Qty	ipment, team equ r your flight, ble for any losses port the proper w Total lbs	e flight v ipment) or claim eights oi Edit	. Wé must s which n this Delete
Institutional contacts	Ball bags	20.00	3	60.00	3	
Current contacts	Passenger personal bags	50.00	30	1,500.00	3	
NIT Season Tip-Off	Medical kit	15.00	1	15.00	3	
NIT Season Tip-Off	Trainer bag	20.00	2	40.00	3	
Fall	Radio equipment	30.00	2	60.00	3	
Field Hockey	Tubas	50.00	2	100.00		
Football	Water bottles	2.00	15	30.00	Q	Ø
Men's Cross Country	Passenger carry on bags	15.00	30	450.00	Q	Ø
Men's Soccer	Trumpets	15.00		45.00	G	Ø
Men's Water Polo	TOTALS	15.00	88	2,300.00	U)	
Women's Cross Country	TOTALS		00	2,300.00		

3. To add individual travelers to your roster, click "Add traveler" and input each individual's information. You may enter as many travelers at one time as you like. However, we recommend that you never add more than 10 at a time and make sure that you click "Submit Traveler" immediately upon completion so that the information is stored. If you leave your information unattended for a period of time, the form may "time out" and you will be required to re-enter all information that was not previously saved. You may "Submit Traveler" at any time (even if the total number of travelers originally requested has not been entered).

PLEASE NOTE: Due to heightened security, more airlines are requiring travelers to provide birth dates for easier verification against the "TSA No Fly List". At this time it is not a required field, but may become so in the future.

USA Track & Field 10/11/2006 10:17 AM CT	K Back							
Logout	Add 10 Tra	velers 🔼	dd Trav	elers				
Home				eld NIT Seasor	n Tip-Off			
	Indicates re NOTE: Please			pears on gover	pment-issued is	entificatio	n to be i	iced when
	дд traveling.	enter name	as it ap	pears on gover	ninent-issueu ic	enuncauo	n to be t	iseu wiien
Y X V		_						
	Legal name	First J	ohn	MI A	Last Doe			
	🕨 Weight	1	.75 I	bs				
Institutional contacts	 Birthdate 	C	01/01/19	50 (m/d/yyyy,)			
Current contacts	Traveler type	be i	Coach	~	•			
NIT Season Tip-Off								
VIT Season Tip-Off Fall	Legal name	First J	ane	MI B	Last Doe			
Field Hockey	Weight	1	41	bs				
Football	 Birthdate)1/01/19	52 (m/d/yyyy,)			
Men's Cross Country	Traveler type			ete (general) 🔻				
Men's Soccer	—			()	-			
Men's Water Polo	📃 🕨 Legal name	First J	oseph	MI C	Last Smith			
Women's Cross Country	▶ Weight	-	53	bs				
Nomen's Soccer	 Birthdate 			 88 (m/d/yyyy,				
Vomen's Volleyball					,			
Postseason NIT	Traveler type	be [:	Student-	atniete 💌				
Postseason NIT	► Legal name	First 1	Villiam	MID	Last Jones			
Winter					Last Jones			
Men's Basketball	Weight			bs				
Men's Gymnastics	 Birthdate 	0	01/01/19	86 (m/d/yyyy,)			
Men's Ice Hockey	Traveler type	be [Student-	athlete 🛛 💌	•			
Mon's Indoor Trock		_						_
Men's Basketball	Roster/trave	lers (4)						l traveler
Men's Gymnastics	Please enter th	e official p	ames of	all possible athl	etes non athlet	es and ad		manifest
Men's Ice Hockey	in your travel			an possible dan	otos, non achec		anaonana	10/01013
1en's Indoor Track		_		Outbound				
Aen's Swimming & Diving	Name	Traveler		party	Return party	Weight	Edit	Delete
Aixed Fencing	JONES	Student-a	athlete	Unassigned	Unassigned	167	3	
Aixed Rifle	JOSEPH C	Student-a	athlete	Unassigned	Unassigned	153	3	
Aixed Skiing	SMITH			-	-		-	-
Nomen's Basketball	JANE B DOE	Non-athle (general)		Unassigned	Unassigned	141	3	
Nomen's Bowling	JOHN A DOE	(general) Coach		Unassigned	Unassigned	175	3	
Women's Gymnastics				onassigned	onassigned	1/5	6	Ø
Nomen's Ice Hockey	Total weight: 6							
Women's Indoor Track	Total travel pa	rcy size; 4						
en la production de parte de la companya de la comp								

- 4. You may "Edit" the information previously entered for a passenger by clicking the "Edit" icon. You may also choose to "Delete" any of the travelers.
- 5. Click "View manifest" or the "View manifest in new window" at the bottom of the page to view the entire manifest, including contact information and equipment list, in either a web browser format or Excel format.

You may sort this list by Last Name/ First Name or by Traveler Type when verifying your complete roster for accuracy.

TRAVEL GROUPS

This area is only used if your travel party will be split into different travel itineraries. This allows you to designate which group each traveler is assigned to and helps ensure accurate ticketing. The system will even allow you to assign each traveler to a different group for each oneway trip, if needed.

1. Choose a simple Party name for each separate group and indicate if it is for one way or round trip travel.

USA IPack & Field 10/11/2006 10:32 AM CT	Back
Logout	Add travel party: USA Track & Field NIT1
Home	▶ indicates required fields
	Party name: Band members
	Travel type: One-way outbound
	Add travel party
Institutional contacts	

2. Click the yellow "Travelers" icon next to the group that you want to assign individual passengers to.

women's cross councy				
Women's Soccer	Travel groups (2)		Add trav	ol aroun
Women's Volleyball		information if you intend to split your tra		
Postseason NIT		ole: student athletes and coaches traveli aders/mascot = "Band outbound"; all re		
Postseason NIT		ividuals from your roster to their respect		retarn .
Winter	Description	Travel type	Travelers	Delete
Men's Basketball	Band members	One-way outbound	P	
Men's Gymnastics	Team outbound	One-way outbound	P	
Men's Ice Hockey				-

3. You may select travelers individually by clicking on the name in the "Add travelers" box or you may hold down the "shift" key and click to highlight a group of names to enter at one time. You may also click "Remove from group" to delete travelers and assign them to another group.

10/11/2006 10:37 AM CT	S					
Logout	Travelers: Team outbo	ravelers: Team outbound USA Track & Field NIT1				
Home	Add travelers					
	SMITH/JOSEPH C	SMITH/JOSEPH C Add travelers				
	Current travelers (3)			Remove from		
Institutional contacts	Name	Traveler type	Weight	group		
Current contacts	JANE B DOE	Non-athlete (general)	141			
NIT Season Tip-Off	JOHN A DOE	Coach	175			
NIT Season Tip-Off	WILLIAM D JONES	Student-athlete	167			

4. Once your roster has been finalized and all names provided to the airline for ticketing, the roster will be "Locked" so that no changes can be made without first contacting Short's Travel. This is done so that all changes are approved and any fees for change can be communicated prior to finalization. You will see the following message when the roster has been locked:

Roster, travel preferences cannot be edited online. Please contact Short's at 866-655-9215 for changes and assistance.

POST SELECTION INFORMATION

Once your team has been officially selected to participate in a particular round of an NCAA Championship, additional information will be made available to you on the site for your sport.

10/11/2006 11:10 AM CT			
Logout	Congratulations! You have been selected for: Championship event	Preferences	Reservations and add'l information
Home	Fourth Round at Bobcats Arena-Charlotte NC	Please submit Click here	Click here

1. You may now add additional event specific travel preferences to the site. You are welcome to call us directly to discuss the specifics of your preferences if you choose. Your assigned agent contact information as well as NCAA travel policy information for this event is also listed here for your convenience.

10/11/2006 11:27 AM CT	charlotte, NC
Logout	 Your distance from event, as certified by the NCAA: 623 miles one way Your team IS eligible to fly to event under NCAA travel policies.
Home	Short's contact information for your team for this event • Lead agent: Kimberly Mata • Email address: kmata@shortstravel.com
7	Travel party size and per diem policy for this event Travel parties within the following guidelines are eligible for reimbursement by the NCAA. Additional travelers outside of these guidelines will be your institution's responsibility, and Short's will recover their travel costs from you.
Institutional contacts	Student-athlete: 25
Current contacts	 Per-diem amount: \$120.00 Per-diem notes: 1 day prior, day team competes, 1 for each day between and 1/2 day of
NIT Season Tip-Off	departure.
NIT Season Tip-Off	
Fall	Travel preferences
Field Hockey	Expected travel party size: 35
Football	Competition date (m/d/yyyy): 11/16/2006
Men's Cross Country	Preferred departure date (m/d/yyyy): 11/15/2006
Men's Soccer	Preferred return date (m/d/yyyy): 11/17/2006
Men's Water Polo	Describe preferred departure/arrival times: Mid-morning departure
Women's Cross Country	
Women's Soccer	
Women's Volleyball	 Indicate preferred departure/arrival airport(s):
Postseason NIT	Charlotte
Postseason NIT	
Winter	
Men's Basketball	If you have previously blocked air space or made preliminary arrangements for travel,
Men's Gymnastics	please describe those, and contact information for releasing to Short's:
Men's Ice Hockey	
Men's Indoor Track	✓

2. Once airline tickets are issued or charter details are confirmed, you will be able to access the details of that information by clicking the "Click here" button under Reservations and addt'l information.

10/11/2006 11:36 AM CT	S васк							
Logout	Reservations and additional information: Iona to 2006 NIT1 DI Fourth Round a Bobcats Arena-Charlotte NC							
	IMPORTANT: For items "Supplied by Short's Travel Management", please direct any questions or concerns to your Short's Travel agent. Reservations or concerns to your Short's Travel agent. Reservations (2) Listed below are copies of reservations that have been issued for travel to your championship event. Click on the a icon to view the reservation in a new window, or click on the travel icon to view the reservation as a PDF file.							
Institutional contacts	Name	PNR locator	HTML	PDF				
Current contacts	COREY SHAPIROARONSTAM	NNSXJH	<u>è</u>					
NIT Season Tip-Off	JAMIE FOGARTY	NN3T9F	<u> </u>					
NIT Season Tip-Off								
Fall								
Field Hockey	IMPORTANT: Questions or concer							
Football	championship staff" should be di		aff at NCAA	i.				
Men's Cross Country	View additional information su	mmary in new window						
Men's Soccer								

3. You may view the information either in a new web browser or .pdf file. This information can also be printed from this site for your records and airline check-in information. Finally, an email confirmation of all flight details will be sent to those listed as "Contacts" for this sport.