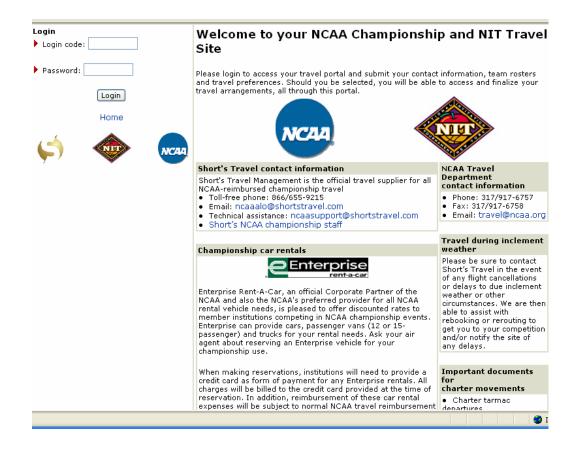
Using the NCAA Championship and NIT Travel Site

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.

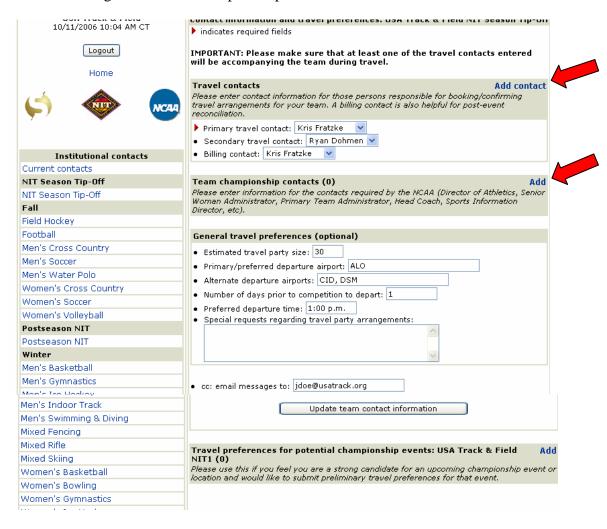


CONTACT INFORMATION

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.

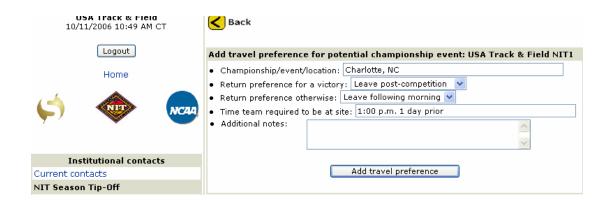
3. Team championship contacts can also be entered here for those championships where the NCAA requires certain information (*i.e.: Director of Athletics, Senior Woman Administrator, etc., typically required for DI Basketball*). To enter this information, click on "Add" to the right of "Team championship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