

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.

The screenshot shows the login page for the NCAA Championship and NIT Travel Site. On the left, there is a 'Login' section with fields for 'Login code:' and 'Password:', a 'Login' button, and a 'Home' link. Below these are logos for the NCAA, NIT, and a gold 'S' logo. The main content area is titled 'Welcome to your NCAA Championship and NIT Travel Site' and includes a paragraph about logging in to access travel portals. Below this are three columns of information: 'Short's Travel contact information' (listing phone, email, and technical assistance), 'NCAA Travel Department contact information' (listing phone, fax, and email), 'Championship car rentals' (featuring the Enterprise Rent-A-Car logo and text about discounted rates), 'Travel during inclement weather' (advising to contact Short's Travel for cancellations), and 'Important documents for charter movements' (listing charter tarmac departures). The page has a blue header and footer.

Login

▶ Login code:

▶ Password:

Login

Home

Welcome to your NCAA Championship and NIT Travel Site

Please login to access your travel portal and submit your contact information, team rosters and travel preferences. Should you be selected, you will be able to access and finalize your travel arrangements, all through this portal.

Short's Travel contact information

Short's Travel Management is the official travel supplier for all NCAA-reimbursed championship travel

- Toll-free phone: 866/655-9215
- Email: ncaaalo@shortstravel.com
- Technical assistance: ncaasupport@shortstravel.com
- Short's NCAA championship staff

NCAA Travel Department contact information

- Phone: 317/917-6757
- Fax: 317/917-6758
- Email: travel@ncaa.org

Championship car rentals

Enterprise
rent-a-car

Enterprise Rent-A-Car, an official Corporate Partner of the NCAA and also the NCAA's preferred provider for all NCAA rental vehicle needs, is pleased to offer discounted rates to member institutions competing in NCAA championship events. Enterprise can provide cars, passenger vans (12 or 15-passenger) and trucks for your rental needs. Ask your air agent about reserving an Enterprise vehicle for your championship use.

When making reservations, institutions will need to provide a credit card as form of payment for any Enterprise rentals. All charges will be billed to the credit card provided at the time of reservation. In addition, reimbursement of these car rental expenses will be subject to normal NCAA travel reimbursement

Travel during inclement weather

Please be sure to contact Short's Travel in the event of any flight cancellations or delays to due inclement weather or other circumstances. We are then able to assist with rebooking or rerouting to get you to your competition and/or notify the site of any delays.

Important documents for charter movements

- Charter tarmac departures

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”.

USA Track & Field
10/11/2006 10:04 AM CT

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NIT Season Tip-Off
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Postseason NIT
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Men's Ice Hockey
Men's Indoor Track
Men's Swimming & Diving
Mixed Fencing
Mixed Rifle
Mixed Skiing
Women's Basketball
Women's Bowling
Women's Gymnastics

Contact information and travel preferences: USA Track & Field NIT Season Tip-Off

► indicates required fields

IMPORTANT: Please make sure that at least one of the travel contacts entered will be accompanying the team during travel.

Travel contacts [Add 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 travel contact: Kris Fratzke
• Secondary travel contact: Ryan Dohmen
• Billing contact: Kris Fratzke

Team championship contacts (0) [Add](#)

Please enter information for the contacts required by the NCAA (Director of Athletics, Senior Woman Administrator, Primary Team Administrator, Head Coach, Sports Information Director, etc).

General travel preferences (optional)

• Estimated travel party size: 30
• Primary/preferred departure airport: ALO
• Alternate departure airports: CID, DSM
• Number of days prior to competition to depart: 1
• Preferred departure time: 1:00 p.m.
• Special requests regarding travel party arrangements:

• cc: email messages to: jdoe@usatrack.org

Travel preferences for potential championship events: USA Track & Field NIT1 (0) [Add](#)

Please use this if you feel you are a strong candidate for an upcoming championship event or location and would like to submit preliminary travel preferences for that event.

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).

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Add travel preference for potential championship event: USA Track & Field NIT1

- Championship/event/location:
- Return preference for a victory:
- Return preference otherwise:
- Time team required to be at site:
- Additional notes:




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.

- To modify any previously entered Contact information, simply click "**Update**".
- 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.

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NIT Season Tip-Off

Fall

Field Hockey

Football

Men's Cross Country



















Men's Soccer

Men's Water Polo

Women's Cross Country

Equipment (9) [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	Edit	Delete
Ball bags	20.00	3	60.00		
Passenger personal bags	50.00	30	1,500.00		
Medical kit	15.00	1	15.00		
Trainer bag	20.00	2	40.00		
Radio equipment	30.00	2	60.00		
Tubas	50.00	2	100.00		
Water bottles	2.00	15	30.00		
Passenger carry on bags	15.00	30	450.00		
Trumpets	15.00	3	45.00		
TOTALS		88	2,300.00		

- 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.

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- Men's Gymnastics
- Men's Ice Hockey
- Men's Indoor Track
- Men's Swimming & Diving
- Mixed Fencing
- Mixed Rifle
- Mixed Skiing
- Women's Basketball
- Women's Bowling
- Women's Gymnastics
- Women's Ice Hockey
- Women's Indoor Track

Add traveler: USA Track & Field NIT Season Tip-Off

indicates required fields.
NOTE: Please enter name as it appears on government-issued identification to be used when traveling.

Legal name First John MI A Last Doe

Weight 175 lbs

Birthdate 01/01/1950 (m/d/yyyy)

Traveler type Coach

Legal name First Jane MI B Last Doe

Weight 141 lbs

Birthdate 01/01/1952 (m/d/yyyy)

Traveler type Non-athlete (general)

Legal name First Joseph MI C Last Smith

Weight 153 lbs

Birthdate 01/01/1988 (m/d/yyyy)

Traveler type Student-athlete

Legal name First William MI D Last Jones

Weight 167 lbs

Birthdate 01/01/1986 (m/d/yyyy)

Traveler type Student-athlete

Roster/travelers (4)

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

Name	Traveler type	Outbound party	Return party	Weight	Edit	Delete
WILLIAM D JONES	Student-athlete	Unassigned	Unassigned	167		
JOSEPH C SMITH	Student-athlete	Unassigned	Unassigned	153		
JANE B DOE	Non-athlete (general)	Unassigned	Unassigned	141		
JOHN A DOE	Coach	Unassigned	Unassigned	175		

Total weight: 636 lbs
Total travel party size: 4

Add traveler
View manifest

- 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.
- 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 one-way 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.

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Add travel party: USA Track & Field NIT1
 ▶ indicates required fields
 ▶ Party name:
 ▶ Travel type:
 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 Country
Women's Soccer
Women's Volleyball
Postseason NIT
Postseason NIT
Winter
Men's Basketball
Men's Gymnastics
Men's Ice Hockey

Travel groups (2) [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.

Description	Travel type	Travelers	Delete
Band members	One-way outbound		
Team outbound	One-way outbound		

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.

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Travelers: Team outbound USA Track & Field NIT1

Add travelers

Current travelers (3)

Name	Traveler type	Weight	Remove from group
JANE B DOE	Non-athlete (general)	141	
JOHN A DOE	Coach	175	
WILLIAM D JONES	Student-athlete	167	

- 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.

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Championship event	Preferences	Reservations and add'l information
Fourth Round at Bobcats Arena-Charlotte NC	Please submit Click here	Click here

- 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.

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Postseason NIT
Postseason NIT
Winter
Men's Basketball
Men's Gymnastics
Men's Ice Hockey
Men's Indoor Track

charlotte, NC

- 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.

Short's contact information for your team for this event

- Lead agent: Kimberly Mata
- Email address: kmata@shortstravel.com
- Phone number: 866-655-9215 ext. 0635

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.

- Student-athlete: 25
- Per-diem amount: \$120.00
- Per-diem notes: 1 day prior, day team competes, 1 for each day between and 1/2 day of departure.

Travel preferences

- Expected travel party size:
- Competition date (m/d/yyyy):
- Preferred departure date (m/d/yyyy):
- Preferred return date (m/d/yyyy):
- Describe preferred departure/arrival times:
Mid-morning departure

- Indicate preferred departure/arrival airport(s):
Charlotte




- If you have previously blocked air space or made preliminary arrangements for travel, please describe those, and contact information for releasing to Short's:

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.


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
  





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Men's Soccer			

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Reservations and additional information: Iona to 2006 NIT1 DI Fourth Round at 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 (2)
Listed below are copies of reservations that have been issued for travel to your championship event. Click on the  icon to view the reservation in a new window, or click on the  icon to view the reservation as a PDF file.

Name	PNR locator	HTML	PDF
COREY SHAPIROARONSTAM	NNSXJH		
JAMIE FOGARTY	NN3T9F		

IMPORTANT: Questions or concerns regarding items "Entered by NCAA championship staff" should be directed to the championship staff at NCAA.

 [View additional information summary in new window](#)

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.