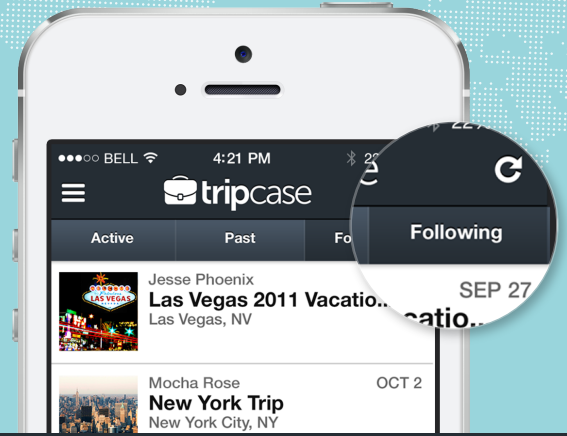


3 Ways To Follow A Traveler's Trip




*Is your email address on the PNR?

Y See **1. Import** or **2. Reassign** methods

N See **3. Share** Method


1. Auto-Import


You book your traveler's trip using Sabre®. You can use the email (PE) fields to simplify the Follower process. Follow these steps to AUTO-IMPORT the trip in your TripCase account, under "Trips I'm Following."
(This method works regardless of whether or not the traveler is a registered TripCase user.)


- 


Regardless of your Sabre booking method, we recommend you configure the email (PE) fields like this:


Including your email in the CC field ensures that the trip itinerary will be added to your TripCase account, under the trips you are following.


TO: traveler's email
CC: follower's email
- 

Traveler will receive a confirmation email.
The follower who is included in the CC field will receive a copy of the confirmation email.
- 

Traveler sees trip in TripCase under **My Trips**
Follower sees trip in TripCase under **Trips I'm Following**.
- 

If using TripCase calendaring capabilities, trips will appear on a Follower's calendar with the traveler's name in the title.
- 

The trips will also be available for viewing under the **Active** and **Following** trips tab in the mobile app.
- 

On the desktop, a follower can reassign a trip between **Trips I'm Following** and **My Trips**.
- 

While travelers enjoy their trip experience, followers are able to view the latest itinerary, plus the eTicket and eInvoice in TripCase. The follower will also be notified of flight changes via email.

Key to email fields:

- **TO Field:**
Email addresses in the **To field** will receive the confirmation email and the trip will be imported into that user's TripCase account under "My Trips" on the website ("Active" trips on mobile app).
PE#anyemail@email.com#
- **CC Field:**
Email addresses in the **CC field** will receive a copy of the confirmation email and the trip will be imported into that user's TripCase account under "Trips I'm Following" on the website ("Following" trips on mobile app).
PE#anyemail@email.com#CC/
- **BC Field:**
Email addresses in the **BC field** will receive a copy of the confirmation email only. The trip does not get imported into TripCase.
PE#anyemail@email.com#BC/

3 Ways To Follow A Traveler's Trip

*Is your email address on the PNR?




Y See 1. *Import* or 2. *Reassign* methods






N See 3. *Share* Method

2. Reassign

The traveler's trip is already booked and it appears in your TripCase account, under "Active" trips. You now have the ability to reassign it to the list of trips you are following. Follow these steps to REASSIGN the trip in your account, and list it under "Trips I'm Following."

(This method works regardless of whether or not the traveler is a registered TripCase user.)







-  From your desktop, go to www.tripcase.com and log in to your TripCase account.
-  Find the trip you wish to move under "My Trips." Open the trip and click the **Edit** button.
-  In the pop up screen check the box "I am not the traveler." and add the traveler's name. Click **Save**.




I am not the traveler.
-  The trip will now appear under **Trips I'm Following**.
-  You may also manually add a trip and make it a followed trip using the same checkbox.
-  Trips can be reassigned back to **MyTrips** on the website.
-  The trips will be viewable under the **Active** and **Following** trips tab in the mobile app.
-  While travelers enjoy their trip experience, followers are able to view the latest itinerary, plus the eTicket and eInvoice in TripCase. The follower will also be notified of flight changes via email.

3. Share

A trip is already in the traveler's TripCase account and you are not on the PNR. The traveler can make you a follower through the website or mobile app. Have the traveler follow these steps to SHARE the trip. The shared trip will appear in your TripCase account listed under "Trips I'm Following."

(Traveler must be a registered TripCase user.)

-  Access your TripCase account from the TripCase website or mobile app.
-  Open the trip you wish to share.
-  Click the Share icon in the tool bar.
-  Input your follower's email address. That email address must be associated with an existing TripCase account.
-  Once that setting has been saved the follower will be notified of your trip via email. The trip will appear in his/her TripCase account under the followed trips.
-  In the mobile app a traveler can click **Always Share** from the contact button in the menu bar to automatically share every trip with you.

 Always Share 
-  While travelers enjoy their trip experience, followers are able to view the latest trip itinerary in TripCase!