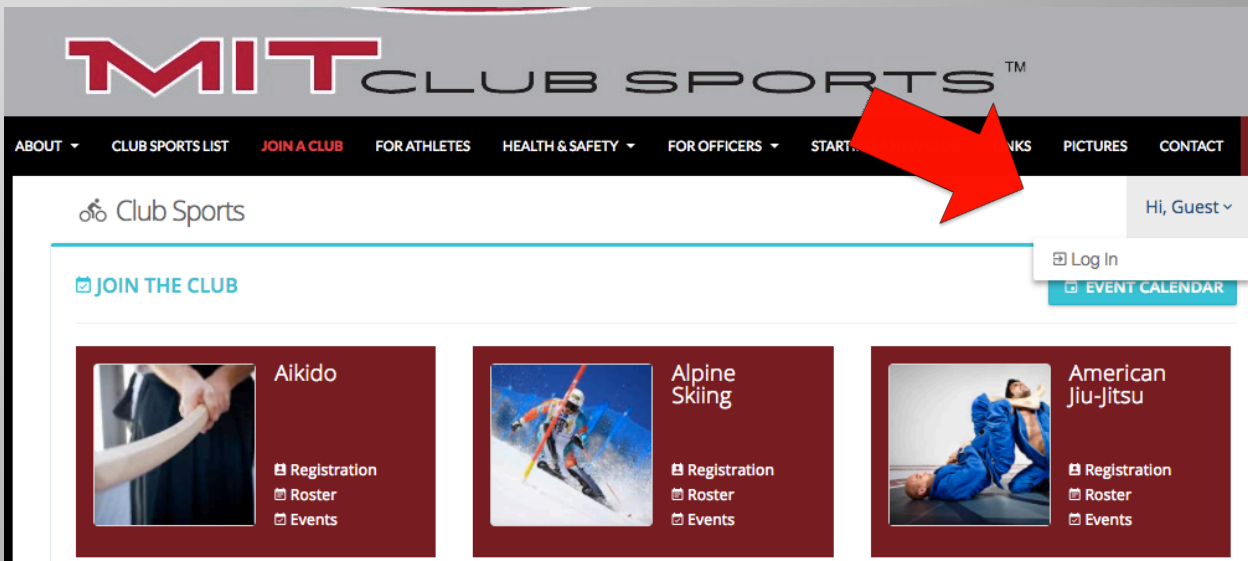


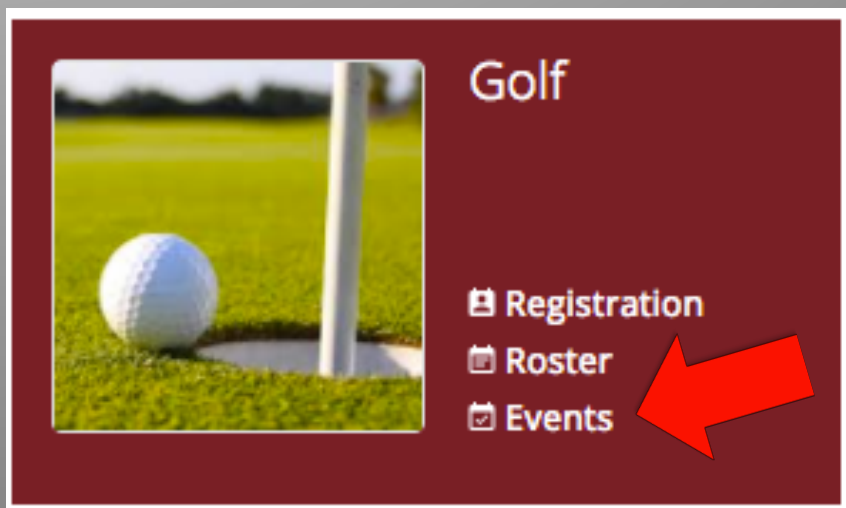
# To create a travel itinerary

1) Go go <http://clubsports.mit.edu/join-a-club>


2) Log in via Certificate



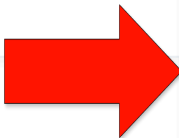
3) Click on Events



4) To submit a travel itinerary, click on 'Members'

#	Date	Event Type	Event Name/Opponent	Space/Field	Submitted	Status	Actions
1	08/23	Tournament (A)	Golf tournament: test			PENDING	<a href="#">EDIT</a> 



- Basic Info
- Members**
- Travel
- Report
- Summary



5) Select the members who will be attending the event

## Manage Golf Event ✕

Basic Info ✓ **Members** ⓘ Travel ⓘ Report Summary

<input type="checkbox"/> Going	Name	Position
<input type="checkbox"/> 	Alexander Triassi	Treasurer
<input type="checkbox"/>	Kimberly Dinh	President
<input type="checkbox"/> 	Jamie Drahos	Webmaster

## 6) Fill out information about travel arrangements

Basic Info ✓

Members ✓

Travel ⓘ

Report

Summary

**ERROR!** Travel form must include **Vehicle** and/or **Flight** section

**NOTE!** This form must be completed at least **3 days** prior to event

Site ⓘ	Site Address:	<input type="text"/>
Vehicles ⓘ	City:	<input type="text"/>
Flight ⓘ	Site Contact Name:	<input type="text"/>
Lodging ⓘ	Departure Date/Time:	8/22/2017 9:30am ✓
Arrangement	Zip:	<input type="text"/>
	State:	Select state ⓘ
	Phone:	<input type="text"/>
	Return Date/Time:	8/24/2017 9:30am ✓
	Notes:	<input type="text"/>

7) The itinerary should be approved by the Club Sports office in 1-2 business days