Use TripIt to manage your entire trip – flight, rental car, hotel, dining, meetings, and events – in a single master itinerary. TripIt lets you share your trip information with family, friends, and co-workers; and manage your trip in the web version of TripIt (www.tripit.com) or on your Android.

Using TripIt Pro, you can do all that plus access information about flight delays, cancellations, gate changes and your baggage claim location; keep track of all of your frequent traveler points all in one place; stay informed about weather, driving directions and maps; and synchronize with your desktop or mobile calendar.

About this Guide
This guide provides information about the web version of TripIt and the Android. It also compares TripIt and TripIt Pro.

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## Overview

### Feature List

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<td>View frequent flier program numbers, balances and expiration dates</td>
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<tr>
<td>Receive complimentary 1-year memberships to Hertz #1 Club Gold and Regus Gold. VIP car rental and access to 1,100 business lounges worldwide.</td>
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<td>x</td>
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</table>
TripIt and TripIt Pro on the Web

Sign Up and Sign In

To sign up:
1) Enter your email address and password.
2) Click **Sign Up - it’s free!** TripIt Support will immediately send you a verification email to verify that you own the email address you registered with TripIt.
3) To activate your new TripIt account, click the activation link contained in the verification email.

Next time you visit our site:
1) Click **Sign in.**
2) Enter your email address and password.
3) Click **Sign In.** The home page appears.
**Home Page**

After you log in, the home page appears. Use the TripIt home page to:

- View your upcoming trips and shared trips
- Add a trip
- Set up your live calendar feed
- See your network updates
- See your travel stats

**Create a Trip**

Use the **Home** tab to create a trip.

1. Click **Add a trip**.
2. Enter the trip destination, dates, and name.
3. Mark the trip as private if you do not want to share this trip with your connections, groups, inner circle, or authorized applications such as LinkedIn.
4. Set the purpose of the trip.
5. Click **Create Trip**.
Set Up Your Calendar Feed

From the Home tab, you can set up a live calendar feed to your desktop and mobile calendar, which will feed all trips to your calendar and automatically synchronize any changes.

To set up a live calendar feed:
1) Click the iCal Feed link.
2) In the window that appears, copy the link TripIt provides.
3) Within your calendar system, paste the link.
For more details, go to http://www.tripit.com/uhp/calendarInfo
**Upcoming Trips**

Use the **Trips** tab to view your upcoming trips. You can filter the list so you can see:

- All trips
- Your trips (those trips on which you are a traveler)
- Trips shared with you (trips on which you are not a traveler)

![Upcoming Trips Screen](image)

**Past Trips**

You can use the same filter options when viewing Past trips.

![Past Trips Screen](image)
View a Trip, Add Plans

Using the **Trips** tab, you can:
- View the trip details.
- Add plans to an existing trip.
- Share, print, or edit the trip header.

Pro users can also:
- Check-in online.
- Check alternate flights.

To view trip details, click the name of the desired trip. The trip information appears.

To add a plan:
1) Click **Add Plans**.
2) Select the type of plan.
3) Add details such as dates, supplier name, and confirmation number.
4) Save.
### Edit a Trip, Share a Trip, Merge Trips

Using the **Options** menu on the **Trips** tab, you can edit, share, or merge trips.

- **To edit a trip:**
  1. Update the trip name, dates, and destination.
  2. Add or update the trip description.
  3. Add or change the trip image.
  4. Update the trip sharing status (public or private).
  5. Add or update the purpose of the trip.
  6. Click **Save**.

- **To share a trip,** you have 3 options:
  - Send an email with full trip detail.
  - Create a web link to post on the web, in a blog.
  - Share on social networks by setting up a live feed of basic trip details, destination, and dates.

- **To merge trips:**
  1. Select the trip to merge the current trip into.
  2. Click **Merge**.
  3. Click **Confirm Merge**. The trips will be combined under the selected trip’s name and dates.
Print Your Itinerary

Using the Trips tab, you can print your trip.

To print your itinerary:
1) Click Print to open a new browser window.
2) Select the check boxes to hide any trip elements that you do not want to print.
3) Click Print Itinerary to print the itinerary items in a print-friendly format.
Add Connections

On the Network tab, you can view travel plans on a worldwide map for all of your connections.

To add connections, you may:
- Use your address book in Gmail, Google Apps, or Yahoo to import the desired email addresses.
- Invite by email by typing in an email address.
Manage Your Inner Circle - for TripIt Pro Users

Inner Circle is an automatic sharing feature that is available to TripIt Pro users. TripIt Pro users can add individuals they've added as connections to their Inner Circle. TripIt will then automatically share all of the user’s trips with their Inner Circle.

Using the Network tab, you can add and update your inner circle.

To add to your Inner Circle:
1) Add a connection.
2) From your connections list (sorted by name), click the person’s name. A popup box will appear.
3) Choose view or view and edit privileges for this person.
4) Click Continue to add this person to your Inner Circle.
Who's Close

Using the **Network** tab, you can see when your path will cross with any of your connections.

**Who’s Close** is sorted in chronological order. This feature is also available in the TripIt mobile app.
**TripIt Groups**

TripIt Groups allows employees of a company to share travel information within a membership-controlled environment. Participation in the company group is purely voluntary and each employee must have a verifiable email address within the company email domain in order to join the group.

To join your company group, click **Learn More** or go to [http://www.tripit.com/uhp/groups](http://www.tripit.com/uhp/groups)

1) Enter your company’s email domain (e.g. @concur.com).
2) Join the group.

Use the Network tab to view a world map with the location of everyone in your group.
Point Tracker

Using the Point Tracker tab, you can add and view all of your loyalty programs in one place including your account numbers, point balances, and recent activity.

To add a new loyalty account:
1) Click Add Account.
2) In the window that appears, select the type of program.
3) Select the program.
4) Enter your account number, email or alias and password.
5) Enter an account nickname.
6) Save.
Monitor Your Travel – for TripIt Pro Users

On the TripIt Pro tab, you will see where your alerts are being sent and see your most recent travel alerts.

To update your travel alert settings, click Change.

Travel Alerts – for TripIt Pro Users

Using the TripIt Pro tab, you can define how you want to receive alerts – either by email or Push and/or SMS – and define which alerts you want to receive.

To update email and/or Push settings, simply select or clear (uncheck) the desired check boxes.
Manage Your Settings

You can update your profile and settings by clicking the dropdown menu next to your name in the upper right corner of any page.

Account Settings – Summary

From the Account Settings page, you can view and edit your settings.
**About You**

Click **About You** to view and edit your personal details and preferences.

**Publishing Your Data**

Click **Publishing your data** to view and edit your feed information and your social networking details.
Email Settings

Click Email Settings to view and edit your email preferences.

Your Profile

Click Your Profile to define how and where you want your information displayed.
**Change Password**

Click **Change Password** to maintain your password.

![Change Password Image]

**Applications**

Click **Applications** to manage the applications that you allow to access your TripIt data.

![Applications Image]
**Travel Alerts – for TripIt Pro Users**

Click **Travel Alerts** to manage your email and SMS messages and reminders.

**Billing Info – for TripIt Pro Users**

Click **Billing info** to view your TripIt Pro subscription information.
TripIt and TripIt Pro on the Android

**Login**

Start the application and log in.

**Getting Started**

Once you log in, the TripIt home screen appears. Using the home screen, you can:

- Verify TripIt app information
- Create a new trip
- View your list of trips
- View trip details
- View your frequent traveler points

**Access the Menu, View Your TripIt Information**

1) On the menu bar, select the overflow button.

If you haven’t already created an account using the Web version of TripIt, you can create an account here.

2) Select About.

3) View the last update date/time; view the associated email accounts; access the web site for help, mobile, and web; take a tour; or watch a video.
**Add a Trip**

Use the menu to add a trip.

1) On the home screen, access the menu and select **Add Trip**.

2) Add the trip name, dates, and destination.

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**View and Change Settings**

Use the menu to view and change settings.

1) On the home screen, access the menu and select **Settings**.

2) Make the desired changes.
**View Flight and Airport Information**

You can easily view all trip details from the itinerary screen.

1) To access the itinerary screen, select the trip on the home screen.

2) On the itinerary screen, select the flight segment to view the flight and airport details.

3) View your flight details, including the dates, times, gates, confirmation number, and more.

4) Select the departure flight to review the airport information, such as the terminal map, local street map, and directions.
**Driving Directions, Hotels, and Meetings**

If you included driving directions, hotel, and meetings in your trip, you can easily view them from the itinerary screen.

- Easily view turn-by-turn directions from one itinerary element to another by clicking **Directions** from your itinerary.

- Review the hotel information, including address, map, dates, and confirmation number.

- Review your meeting information, including address, map, as well as dates and times.
**Share a Trip, Edit a Trip, Add a Plan**

On the itinerary screen, select the overflow button to access the menu.

**Edit trip** – To edit your basic trip information, make the desired changes and save.

**Add Plans** – To manually add more to your trip:
1) Select the desired type of plan.
2) Enter the desired information. When you save, the new trip element will be added to the itinerary for this trip.

**Share trip** – To share your trip information:
1) Enter the desired email address.
2) Select the check box to include trip details in the email or to add the recipient as a connection on TripIt.
**Network**

Use the **Network** menu option to:

- See TripIt Connections
- See Network Updates

**Trip Monitoring – for TripIt Pro Users**

Let TripIt Pro watch your flight schedules. TripIt Pro will notify you on the itinerary screen or via text message (not shown here) prior to departure with gate information and then keep you informed of any changes due to delays or cancellations.
Alternate Flights – for TripIt Pro Users

If your flight is delayed or cancelled, TripIt Pro can help you locate an alternate flight.

Point Tracker – for TripIt Pro Users

Use the Points feature to manage all of your frequent traveler plans in one place. You can view account balance, recent account activity, premium status, and expiration dates for miles or points.