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 BlackBerry.

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 BlackBerry. It also compares TripIt and TripIt Pro.
### Overview

#### Feature List

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<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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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.

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.

4) 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)

**Past Trips**

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

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**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.

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.

1. **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
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.

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.
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.

Applications

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

Log in

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

- View your list of trips (and access your trip details)
- View your frequent traveler points (for TripIt Pro users)
- Check your settings

Getting Help

Access help any time you need assistance.

1) Access the menu and select About.

2) Access help on the web, the mobile site, or the full web site.
View Your Itinerary; View Flight Details
You can easily view all trip details from the itinerary.

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

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

3) View your flight details, including the dates, times, gates, confirmation number, FF number, seat assignment and more.
You can also view maps, get turn-by-turn directions, access departure and arrival airport information, check alternate flights (TripIt Pro), see the flight seat map, call the airline, and visit the airline's web site.
Hotels, Meetings, and Events
Easily view hotel, meeting, and event information from your itinerary.

Review the hotel information, including address, map, and dates.

Review your meeting information, including dates and times.

Review event information including address, map, and dates.
Share Your Trip

You can share your trip information.

1) With the itinerary open, access the menu and select Share.

Share this trip with:

Enter email addresses:

Message:
I've organized a trip on TripIt and want you to see it.

Add trip details to this message
Add as connection(s)
(This won't apply to your current connections)

Share

See Who’s Close

You can see who is traveling to your home location or your travel location.

1) With the itinerary open, access the menu and select People.

New York Sales Trip RS - demo
2011-10-09 - 2011-10-12

Who’s close (1)
Jen Stone

Travelers (1)
Terry Brown

Non-travelers (4)
Alexis Hawesham
Craig Davis

Check Your Settings

Check or change your TripIt settings.

1) On your trip list, access the menu and select Settings.

Settings

Shared Trips
Show all trips (default)
Check for new data
Sync Calendar
Display Maps and Directions BlackBerry Maps
Date Format
Debugging Logs

Your calendar will not be updated by TripIt.
Calendar updated: Jul-17 14:44

New York Sales Trip RS - demo

2011-10-09 - 2011-10-12

Network Problems

Change font and colors

Save

Close

Review or change your settings.
**Point Tracker – for TripIt Pro Users**

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

1) Select the **Points** tab.  
2) Select the desired program.  
3) Review the information.