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 iPhone.

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.

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### About this Guide

This guide provides information about the web version of TripIt and the iPhone. It also compares TripIt and TripIt Pro.
### Overview

#### Feature List

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<th>Feature</th>
<th>TripIt</th>
<th>TripIt Pro</th>
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<tr>
<td>Itinerary display for flights, rental cars, and hotels</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Add travel plans via e-mail to master itinerary</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Add travel plans manually to master itinerary</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Add maps and driving directions to itinerary</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Add weather forecast to itinerary</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Send itinerary to calendar</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Check flight status</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Link to check-in, airport maps, and seat maps</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Access Gate Guru (Restaurants, shopping and gate options at airports), FlightTrack Pro, American Express Travel App, and USA TODAY AutoPilot</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Share individual trips with family, friends, and co-workers</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Share trips with a restricted group</td>
<td></td>
<td>x</td>
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<tr>
<td>Airfare refund monitoring and alert</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Flight delay and cancellation alerts (SMS and e-mail notifications)</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>24-hour check-in alert (SMS and e-mail notifications)</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>4-hour check-in alert (SMS and e-mail notifications)</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Search for alternate flights with seat availability and current flight status</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>View frequent flier program numbers, balances and expiration dates</td>
<td>x</td>
<td></td>
</tr>
<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>
<td></td>
<td>x</td>
</tr>
</tbody>
</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.

---

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](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.

---

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.

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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Connections Where</th>
<th>Days</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 6</td>
<td>2 Connections in New York, NY</td>
<td>4 Days</td>
<td>You’re in New York, NY</td>
</tr>
<tr>
<td>May 13</td>
<td>2 Connections visiting San Francisco, CA</td>
<td>3 Days</td>
<td>You’re in San Francisco, CA</td>
</tr>
<tr>
<td>May 20</td>
<td>Richard Markus visiting San Francisco, CA</td>
<td>6 Days</td>
<td>You’re at home</td>
</tr>
<tr>
<td>Jun 6</td>
<td>Richard Markus visiting San Francisco, CA</td>
<td>1 Day</td>
<td>You’re at home</td>
</tr>
<tr>
<td>Jun 17</td>
<td>Edith Harbaugh visiting San Francisco, CA</td>
<td>3 Days</td>
<td>You’re at home</td>
</tr>
<tr>
<td>Jun 28</td>
<td>Thor Denmark visiting San Francisco, CA</td>
<td>1 Day</td>
<td>You’re at home</td>
</tr>
<tr>
<td>Jul 1</td>
<td>Thor Denmark visiting San Francisco, CA</td>
<td>14 Days</td>
<td>You’re at home</td>
</tr>
</tbody>
</table>
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.

![Point Tracker Tab](image)

To add a new loyalty account:
1) Click **Add Account**.
2) In the window that appears, select the program.
3) Enter your account number and password.
4) Enter an account nickname.
5) Save.

<table>
<thead>
<tr>
<th>Program</th>
<th>Miles/Points</th>
<th>Last Updated</th>
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<tr>
<td>Alaska Airlines (Mileage Plan)</td>
<td>16,106 miles</td>
<td>3 minutes ago</td>
</tr>
<tr>
<td>Virgin America (eleVate)</td>
<td>5,184 points</td>
<td>24 seconds ago</td>
</tr>
<tr>
<td>Virgin Atlantic (Flying Club)</td>
<td>22,030 miles</td>
<td>4 minutes ago</td>
</tr>
</tbody>
</table>

![Add an Account](image)
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.

![Change Password screenshot](image)

**Applications**

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

![Applications screenshot](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 iPhone

Login
Start the application and log in.

Getting Started
Once you log in, the TripIt home screen appears.

Using the home screen and the Trips screen, you can:

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

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

Select Settings to view app information, take a tour, view a video, and more.

Select Trips to view your trip list.

Click + to create a new trip. Add the trip name, dates, and destination.
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, FF number, seat assignment and more.

4) Review the airport information, such as the terminal map, local street map, and parking availability.

5) View the seat map for your flight and obtain seating advice by clicking the Seat(s) link.
**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, dates, and times.
**Share a Trip, Edit a Trip, Add a Plan**

On the itinerary screen, select 📋 to access the menu.

---

**Edit trip** — To edit your basic trip information:
1) Make the desired changes.
2) Click **Save**.

---

**Add Plans** — To manually add more to your trip:
1) Select the desired type of plan.
2) Enter the desired information.
3) Click **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 + to choose a recipient from your iPhone address book.
**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 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.

On the itinerary screen, select **Alternate Flights**. View the details of the options provided including flight schedule and number of available seats.

Select **All Airlines** to view flights on other airlines. Select **Search** to update the search parameters with a different date or time.

**Point Tracker – for TripIt Pro Users**

Use the **Points** menu option 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.