

GROUP TRAVEL PLANS

INTERNATIONAL STUDENT SERVICES EMERGENCY CELL PHONE: 785.259.0005



STEPS FOR KEEPING YOUR FHSU TRAVELERS SAFE

1

SUBMIT YOUR GROUP TRAVEL PLAN

2

CONNECT YOUR TRAVEL PLAN WITH YOUR PROGRAM + TRAVELERS

Group Travel Plans have the following components:

1. Plan overview
2. Who's Going
3. Transportation Details for your Group

A Faculty Leader who has created a Group Travel Plan, must now "associate" (connect) their program and travelers with their Group Travel Plan.

Find & click the "Via Travel" menu on your Admin dashboard. Click the "Plans" view.

Click "Via Travel" on your main Admin dashboard. You will land on the "Plans" view.

Click "+Create Group Plan" in the upper right-hand corner.

1. Click "Plan Name" for your Group Travel Plan
2. Click "Associate a Program." (bottom right)
3. Select your program from the dropdown
4. Select a term from the dropdown
5. Click "Yes, Associate the Plan"

When a Faculty Leader first creates a Plan, they are directed to fill out the Plan Overview. Some fields are required to save the Plan, while others are not. If a non-required field isn't filled out, it will not be displayed in the Plan Overview.

All Travelers with Applications in the Committed status for that program will be automatically added to the associated Plan.

Add Plan Overview Details

Plan type: Choose "Faculty/teacher Led Travel"
Plan Availability: Choose "Public"
Plan Status: Choose "Registered"
Registration Status: Choose "Open"
State Date: Add your departure date
End date: Add your return date
City and Country Search: Add City and Country for your program
+Add Another City, Country dates: See bottom right hand corner to add

Add your Co-Faculty Leader as a Group Leader to your Group Travel Plan. Co-leaders can view all travelers, view traveler itineraries, edit details in itinerary, remove travelers, email and send SafeCheck messages, and cancel a Plan.

Add Transportation Details

Go "Plans" view; Choose & click your Group Plan
Choose "Group Itinerary" on the left nav menu
Click "+Edit Group Itinerary" on the top right (red)
Click "+Add Detail" on the top right (red)
Click "Transportation"
Add a Detail for your flight TO your destination
Add a new Detail for the RETURN flight home
Click box at Bottom to ADD detail to all travelers

Add your Co-Faculty Leader

1. Click on Plan Name in the "Plans" view
2. Click "Who's Going" in the left navigation menu
3. Click the table icon
4. Select your Co-Faculty Leader's name
5. Click "Traveler Actions"
6. Click "Make Group Leader" from dropdown
7. Read prompt and click "Yes, Add Access"

Save your Group Plan

Transportation Details are the only details you are required to add to your Group Travel Plan. Adding other details is optional.

SAFECHECK ENROLLMENT

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3 ENROLL YOUR TRAVELERS IN SAFECHECK

4 USE SAFECHECK WHILE ON PROGRAM

Find the "Via Travel" menu on your Admin dashboard. Click to view Travelers.

SafeCheck is an SMS text message service. Admins can also send the SafeCheck message as an email. With this option, the traveler will be sent both an SMS text message as well as an email. Travelers can reply to either message.

Faculty Leaders are **not** required to send SafeCheck messages. The Study Abroad Office will send SafeCheck messages to the Faculty Leader.

Filter your travelers if needed. Check the box next to all desired travelers you want to enroll in SafeCheck.

Faculty leaders can...

1. Choose from a variety of categories & questions
2. Opt to send SafeCheck content as email
3. Opt to add a LocationCheck request

Under "Actions" choose "Send SafeCheck Enrollment Request." Tiger Travel will do the rest.

LocationCheck is Tiger Travel's geolocation functionality. Admins can request LocationCheck when sending a SafeCheck message to prompt travelers to provide their exact location.

Travelers will receive a notification in their email directing them to the correct page to enroll their SafeCheck phone numbers.

After being sent a SafeCheck message, the traveler can

1. Confirm their answer as yes or no
2. Add additional information
3. Search for their current location to provide admins with one-time location snapshot.

All valid mobile numbers will work, including international numbers. Tiger Travel will verify that the phone number is a valid mobile number.

All valid mobile numbers will work, including international numbers.

Admins can send SafeCheck messages from either the Via Travel "Travelers view" or the "Who's Going" table view.

Admins can check SafeCheck messages:

1. Click on "Via Travel" in your main dashboard.
2. Click "SafeCheck" in the sub navigation menu
3. Click the "message name" of the desired SafeCheck message

Faculty Leaders and Co-Leaders are required to enroll in SafeCheck.



SAFECHECK MESSAGES



Faculty Leaders have the option to send SafeCheck messages for different purposes.

The FHSU Study Abroad Office will send Faculty Leaders SafeCheck messages to confirm arrival and well-being of the group.

FHSU can send SafeCheck messages to all travelers upon request from the Faculty Leader.

If a travelr does NOT enroll in SafeCheck, they cannot be sent a SafeCheck message.

SAFETY
Are you safe and well?

WELLNESS
This is a support & wellness check!

UPDATE
Important changes have been made!

URGENT
We have identified an urgent situation!

FEEDBACK
We'd like your feedback!

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LOCATIONCHECK MESSAGES



LocationCheck is Tiger Travel's geolocation functionality

An Admin can request LocationCheck when sending a SafeCheck message to prompt travelers to provide their exact location. If a traveler does NOT enroll in SafeCheck, they cannot be sent a SafeCheck message.

Faculty Leaders can request for the Study Abroad Office to send LocationCheck messages to their travelers while on program.



If a Faculty Leader includes a LocationCheck request in their SafeCheck message, travelers will be asked, but are not required, to provide their current location with their SafeCheck response. By providing their current location, Admins will see a location snapshot of the traveler at the time of the response.

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