

Signing In

Before you can begin using the GetThere Online Booking System to make travel arrangements and manage your traveler profile, you must first sign in to the GetThere system.

Connect to the internet, open a web browser, and navigate to

<http://wcp.getthere.com/marathoncorporate>

Registered Users

1. Sign in with your user name and password.

Non Registered Users

1. Click on **Create Account** (under the red Log In button).
2. The Site ID is ***** and the Password Key is *****.
(please contact Travel Guard Business Travel Services for your company's Site ID and Password Key)
3. Complete the account creation steps including the first time log in step listed below.

Managing Your Personal Profile

UPON FIRST TIME log in please click on **Profile** at the top right of the page. Then complete the Personal Information section including your gender and birth date before making an online booking.

Your personal traveler profile contains information that the GetThere Online Booking system uses to provide you with search results that best meet your needs. Storing all of your travel preferences in your profile and keeping it up to date helps the GetThere system give you the travel booking experience you want to have.

Click the following links to modify specific parts of your personal profile:

- **Personal Information:** Edit your name, birth date, address, phone number, and miscellaneous personal information.
- **Change Password:** Change your current password to a new password.
- **Credit Cards:** Add, modify, or remove charge card information.
- **Email Settings:** Edit the e-mail address for yourself and others who receive copies of your itinerary.

- **Frequent Traveler:** Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.
- **Passport & Visas:** Add, modify, or remove passport and travel visa information.
- **Flight, Rail, Hotel & Car Preferences:** Edit your preferences for airlines, seat selection, meal types, and special requests. Edit your preferences for hotel chains and special requests. Edit your preferences for rental car agencies, car type, car size, transmission, and special requests.
- **My Travelers:** Add or remove users for whom you arrange travel.
- **My Arrangers:** Add or remove users allowed to arrange your travel.

Working as a Travel Arranger

As a travel arranger, you can book travel for other registered GetThere users and you may also be able to modify their profiles with their permission.

After you have added the travelers to the **My Travelers** section of your profile; on the Travel Arranger Portal page select the traveler you would like to book for from the list.

For more information on working as a Travel Arranger, please contact Marathon Travel.

Searching for and Purchasing Flights

Specifying Your Flight Search Criteria:

1. Specify how you would like to search for a flight by clicking a radio button: **Shop by Schedule**, **Shop by Price** and **Roundtrip, One-way or Multi-Destination**
2. Enter departure and destination information. Be sure to specify leave or arrival times.
3. Review other search criteria and select your preference from the option lists.
4. Click **Begin Search** to display the Flight Search Results page.

Note: You may toggle between **Shop by Schedule** and **Shop by Price**.

5. Click **Select** next to the flights that meet your requirements.

Shop by Schedule: you will build your own itinerary and will be shown the price of that itinerary and all lower priced options. If there are lower priced options available and they meet your requirements, you may click **Select** next to that itinerary.

Shop by Price: A pricing matrix will be displayed along with a list of corresponding flight options.

After you have made your flight selections, you will then be directed to the seat selection screen.

Searching for and Reserving Hotel Rooms

Specifying Your Hotel Search Criteria:

1. Leave the Air, Hotel and Car boxes checked on the home page.

-OR-

To reserve a hotel only (no flight or car), uncheck the air and car boxes and fill in the city and dates for the hotel search and click **Begin Search**.
2. Click the **Address or City** or the **Near an Airport** radio button or you may also search by reference points by click in the grey shaded area.
3. Enter the required search criteria and any optional search criteria you want to specify, such as distance, specific chains, specific hotel names, special requests etc. and click **Search**.

Note: Special requests will not affect the search results. A message will simply be sent to the hotel with your specified request.

Reserving Hotel Rooms:

After you've specified your search criteria and the GetThere system has displayed the hotel rooms that match your criteria, you can select and reserve the room you want to stay in.

1. On the Hotel Search Results page, chose to view the hotels on a **map view** or in a **list view**.

Note: In the list view you may sort the hotels by company preferred, price, distance or name.

2. Locate a hotel that meets your requirements and click **Select** to display available rates.
3. Click **Select** next to the desired rate you would like to book.

Searching for and Reserving Rental Cars

Specifying Your Rental Car Search Criteria:

1. Leave the Air, Hotel and Car boxes checked on the home page.

-OR-

To reserve a car only (no flight or hotel), uncheck the air and hotel boxes and fill in the city, dates and times for the car search and click **Begin Search**.

4. Click the **Airport** or **Address** radio button.

5. Enter the required search criteria and click **Search**.

Note: Special requests will not affect the search results. A message will simply be sent to the hotel with your specified request.

Reserving Rental Cars:

After you've specified your search criteria and the Travelport system has displayed the rental cars that match your criteria, you can select and reserve the car you want to rent.

1. On the Rental Car Search Results page, locate a car that meets your requirements.

2. Click **Select** on the desired rate you would like to book.

Purchasing Itineraries

After you've found all the availabilities you want to purchase and have added them to your itinerary, you can purchase your itinerary.

1. Review and Modify Trip

Double-check all itinerary details for accuracy.

2. Traveler Information

Enter gender, birth date, any special requests and frequent traveler numbers.

Booking for a Guest (traveler without a profile in the system) you may change the name, gender, birth date and frequent traveler information on this page.

Note: The birth date and gender are encrypted for privacy.

3. Billing Information

Verify the delivery information

Select a form of payment for the flight and hotel from the drop down list. Select temporary card to use a card not contained in your company's profile or your personal profile.

Enter additional email addresses for confirmation delivery.

Fill in additional information requested by your company

Send a note to Marathon Travel in the general needs and requests field.

Click **Purchase Trip**

After the reservation is processed, the Reservation Complete screen will display.

Note: At the bottom of the reservation complete screen travel arrangers have the option to duplicate the reservation for another traveler in their list.

Trips

Access the following trips for yourself or other GetThere users you have arranged travel for:

- **Active Trips**
- **Past Trips**
- **Canceled Trips**

Templates

Creating templates for frequent travel:

1. Click on **Trips**. You may create a template from any of the following trips: active trips, past trips or canceled trips
2. Click **Select** next to the trip
3. **Name** and **Save** the template on the right side of the page.
4. To access templates you have created, click on **Templates** on the home page.

Note: You may also acquire templates from other GetThere users.

GetThere Quick Start Reference Guide

TRAVEL GUARD
CHARTIS



Contacting Support

Traveler Support and Technical Support

800.826.2978 (prompt 2)

-OR-

businesstravelservices@travelguard.com

Online Help

To view the GetThere online booking tool's help system, click [? Help with this page](#), in the upper right corner on any page during the booking process.