

# How To Choose a Travel Planner

A travel planner is just someone who can book travel for you. For instance, you may have an assistant who makes your reservations sometimes or a co-worker who coordinates groups. You can authorize them to reserve flights, cars or hotel rooms for you in Trip Manager.

The rule is: travelers can pick their planners, but planners can't pick their travelers. In other words. the traveler can authorize a planner, but no one else can. The traveler can remove them, too.

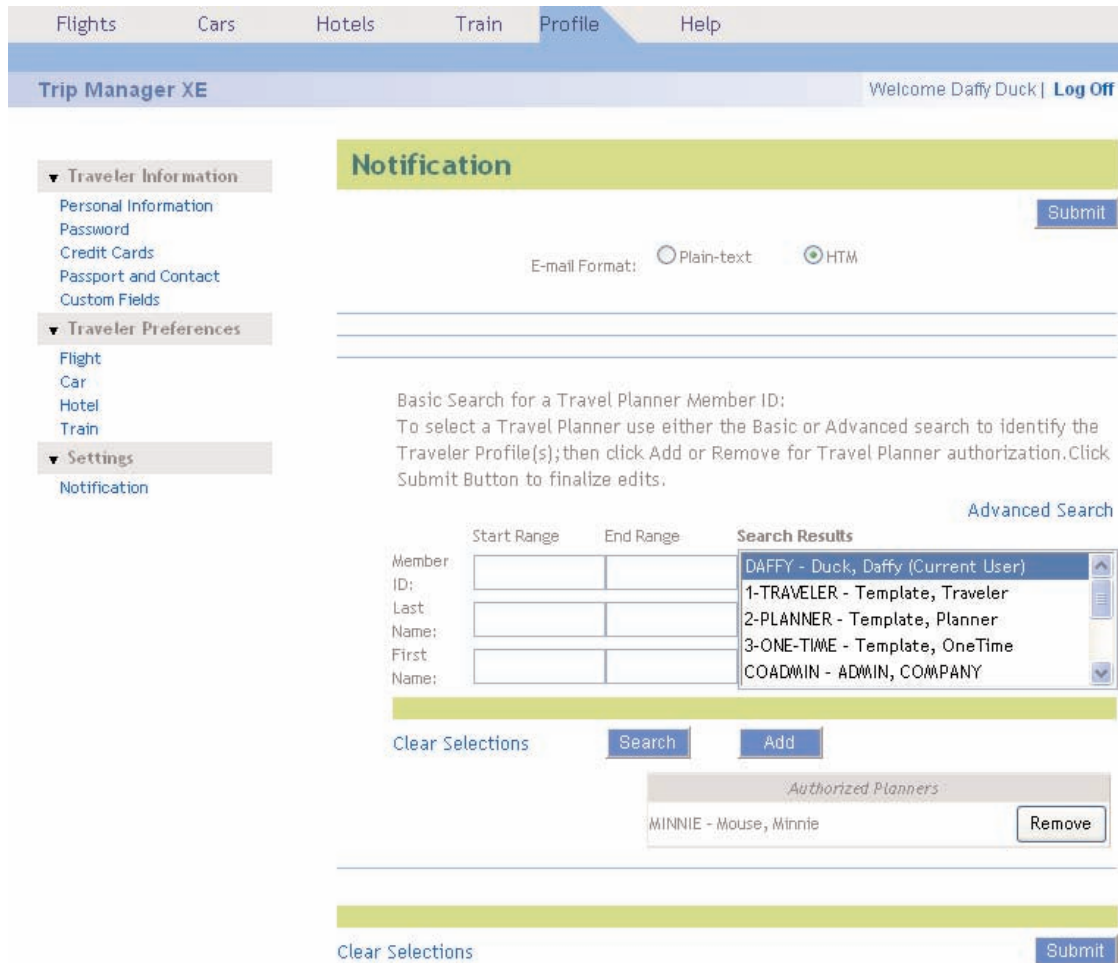
## Selecting a travel planner

First login as usual and then click on the Profile tab.

In the left-hand menu, click on Notification.

Scroll through the list of names, click on one and then click the Add button. You can have up to four travel planners.

Click the Submit button and you're done!



The screenshot shows the 'Profile' tab selected in the navigation bar. The left-hand menu has 'Notification' selected under the 'Settings' category. The main content area is titled 'Notification' and contains a 'Submit' button, an 'E-mail Format' selection (radio buttons for 'Plain-text' and 'HTML', with 'HTML' selected), and a search section. The search section includes a 'Basic Search for a Travel Planner Member ID' instruction, an 'Advanced Search' link, and a search table with columns for 'Start Range', 'End Range', and 'Search Results'. The search results list includes 'DAFFY - Duck, Daffy (Current User)', '1-TRAVELER - Template, Traveler', '2-PLANNER - Template, Planner', '3-ONE-TIME - Template, OneTime', and 'COADMIN - ADMIN, COMPANY'. Below the search results are 'Clear Selections', 'Search', and 'Add' buttons. At the bottom, there is an 'Authorized Planners' section with a table listing 'MINNIE - Mouse, Minnie' and a 'Remove' button. A final 'Submit' button is located at the bottom right of the form area.