

# TRAVEL INPUT AND REQUESTING A SHUTTLE HOW-TO GUIDE



## 2024 NATIONAL ORDER OF THE ARROW CONFERENCE • UNIVERSITY OF COLORADO BOULDER

The NOAC Transportation team has established shuttle service between the Denver International Airport (DEN), Denver Union Station (UNION) and the University of Colorado Boulder campus (CU Boulder) for NOAC Contingents and Staff. Fees and requests for the shuttle will be handed through the National Order of the Arrow Registration System ([NOAERS](#))

### KEY DATES:


- April 22 Shuttle reservation requests open in NOAERS
- June 28 Last date to enter shuttle reservations requests in NOAERS
- July 25-28 Staff Arrival
- July 29 Contingent and Individual Delegate Arrival
- August 3 Everyone Departs

After shuttle reservations close on June 28, Contingent & Staff Services will communicate specific arrival and departure information, including fee assessment in NOAERS, to all contingents, staff, & individual delegates who request airport or train station transportation. Shuttle reservation costs are non-refundable after June 28, 2024.

## INPUTTING TRAVEL INFORMATION AND REQUESTING A SHUTTLE

The first step to being able to request a shuttle is having your Travel information in NOAERS.

1. Login to your account.
2. Under “My Events” select “National OA Conference 2024”.
3. Select either your attendee or if you are inputting as a Contingent Leader, select your Contingent.
4. Then select the “Travel” section from the menu on the right side.

If the menu is not open select the button  in the upper left hand corner.

5. Select “add new” under the Arrival Records category.
6. Then choose your travel mode from the drop down menu. If you are unsure what mode to pick, please read through the descriptions of each.

**NOTE:** Travel mode should be the last mode of travel before you arrive at NOAC or require NOAC provided shuttles. For example, if you fly into DEN and then carpool to campus with other attendees, you would select ‘Personal Vehicle’ as NOAC does not need the flight details.

7. Once you have selected your travel mode, you will be prompted to input your travel information.
8. Input your information as accurately as possible. This holds especially true for those traveling by train and airplane. Enter information **EXACTLY** as it is on your ticket unless specified otherwise in the directions on the page.
9. Then, if you would like to request shuttle service, click to check the “I want Shuttle Service (\$30.00)” button. Note: Your reservation code will be input by staff at a later time.
10. Click “Save” when complete.
11. Repeat steps 5-9 for your Departure Records as well.

## CONTINGENT LEADER TRAVEL ASSIGNMENTS

Contingent Leaders will be required to input travel details for all contingent delegates. If the contingent is arriving by multiple modes (i.e. some by airplane, others by personal vehicle), both will need to be entered and have delegates assigned to their appropriate mode.

1. When entering arrival and departure details, select the Contingent Members who will be travelling via that mode using the check boxes next to their names.
2. Click "Save" when complete.
3. You will be able to see if a Contingent Member is already assigned to another travel record. You can select this member when editing and it will update their individual travel details (record will be updated, not duplicated).
4. Contingent Leaders must ensure that every Contingent Member has travel information submitted.
5. Repeat steps 1-4 for Departure Records as well.

The screenshot shows a web interface with two main sections. The left section, titled "Arrival Details", includes a "Select Travel Mode" dropdown menu currently set to "Personal Vehicle - Includes rental cars, passenger vans, etc.". Below this is a detailed paragraph explaining the use of personal vehicles and a note about parking at CU Boulder. At the bottom of this section are input fields for "Arrival Date" and "Arrival Time". The right section, titled "Assign Contingent Members", features a "Check ALL" button (checked) and a "Clear ALL" button. Below these are five rows of contingent members, each with an unchecked checkbox and their name and gender/age: BROWN, JACKSON - Male/64; CARLSON, MATT - Male/17; DESAI, DEVANG - Undefined/59; GREILING, SETH - Male/20; GROVE, CHRISTOPHER - Male/44; RILEY, JASON - Undefined/54; and TAKESHIT, CLINT - Undefined/3.

This is a close-up of the "Assign Contingent Members" section. It shows the "Check ALL" button (checked) and the "Clear ALL" button. Below them is a single row for "BROWN, JACKSON - Male/64" with an unchecked checkbox. To the right of this row is a yellow button labeled "Assigned Elsewhere".

Please contact your Contingent Concierge or email [concierge@oa-bsa.org](mailto:concierge@oa-bsa.org) if you have any questions regarding NOAC transportation.