

Getting Started: UW System Process

CREATE YOUR PROFILE IN THE SHORT'S SYSTEM.

Click [here](#) for instructions on how to create your profile. All travelers/travel arrangers are required to have a profile PRIOR to requesting travel. Make sure to enter your individual p card for any purchases and your frequent program numbers to make sure you get points for your trip! Once you are logged in, you can manage all of your personal and team information, as well as view upcoming trips, all in one location. Click [here](#) for a detailed guide on the features of the travel portal.

SPORT ADMINS – COMPLETE TEAM PROFILE WITH YOUR TRAVEL PREFERENCES AND UPLOAD YOUR ROSTERS INTO OUR SYSTEM.

Every team likes to travel differently! [Completing this form](#) will help us make sure we are doing things right the first time and giving you a better experience on the road! Don't forget to [upload your rosters!](#)

BOOK TRAVEL USING DEDICATED AGENTS

Users are encouraged to book travel using the Group Travel Request Form in our Portal to submit one request to all teams. This form enables you to track previous requests and ensures that the request goes to the proper team. You can also contact each team individually by using the information below.

UWS DEDICATED AGENTS

(Commercial air, car, hotel)
Sara McConville or Jill Kinney
844-814-3936
uwsathletics@shortstravel.com

STM DRIVEN BUS CHARTERS

Nick Gyllin
President
319-433-0851
ngyllin@stmDriven.com

STM STAY – GROUP HOTELS*

Chris Brann
Senior Vice President
781-690-4158
chris@shortstravel.com

STM CHARTER – AIR CHARTERS

Ryan Dohmen
President
319-433-0856
rdohmen@stmcharters.com

**Only UW Green Bay and UW Milwaukee should contact STM Stay. Other campuses should contact their dedicated agent team for group hotels.*

WHAT IF MY PLANS CHANGE?

Changes happen, and we're here if they do! In any situation, it is best to notify us of any possible changes as soon as possible. In cases of weather, as soon as there is a chance of weather disrupting your trip, once we know we can start working to make contingency plans and work with our vendors to make sure an acceptable plan is in place to get you where you need to be on time. With each reservation you will be given the name of your primary contact for each aspect of travel (bus, team hotels, charter or commercial air), so that you are never without someone to get ahold of, no matter what time of day it is.

AFTER HOURS SUPPORT

Travel disruptions rarely happen during regular business hours, which is why we have after hours support available for your teams 24/7. After hours contacts will be given for each aspect of travel (bus, team hotels, charter or commercial air) so that you are never without someone to get ahold of, no matter what time of day it is. In addition to supporting your teams at the time the disruption occurs, we will also work with you after travel to make sure that any refunds are processed quickly or that your team receives the proper credit and/or recourse, depending on the disruption.

