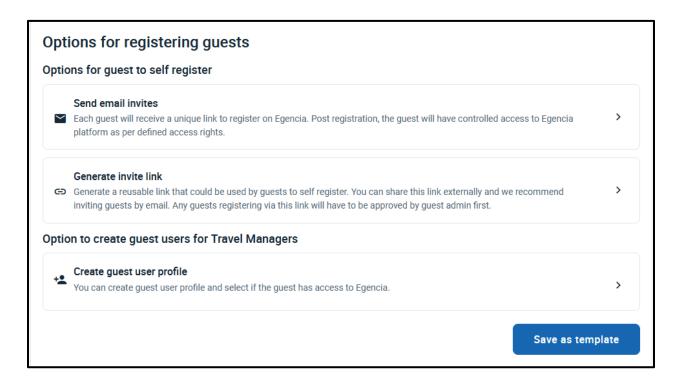# Choosing a Guest Template in Egencia

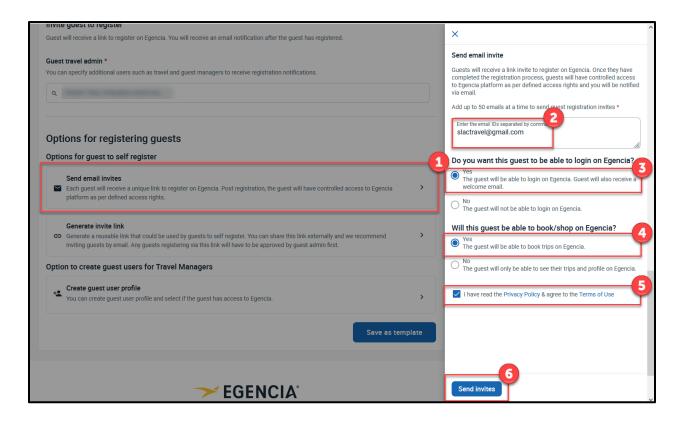**How To: Choose a Guest Template Option in Egencia**

Arrangers can choose how they'd like to invite Sponsored Guests/Visitors to use the Egencia system for booking travel. There are 3 different options available. Below are screenshots for additional guidance and this document is intended to further elaborate on the How To: Create a Guest Template in Egencia Quick Start Guide.

Review the Options for registering guests on the template you are attempting to create.
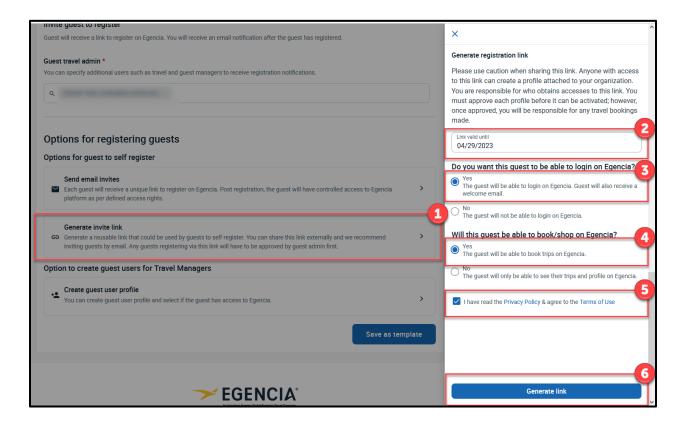

Determine if you'd like to send them an email invite, generate a link that can be sent to multiple people for a particular event or create the user's profile on their behalf.

Example of "Send Email Invites"

Example of Generate Invite Link

NOTE: The system will automatically copy the link for you. You can go ahead and paste wherever needed.

Example of Create Guest User Profile

NOTE: You will need the traveler's name, gender and DOB in order to proceed.