Choosing a Guest Template in Egencia

Arrangers have the flexibility to select their preferred method for inviting Sponsored Guests/Visitors to utilize the Egencia system for travel bookings, with three different options available. Screenshots are provided below for additional clarity, and this document serves to expand upon the instructions outlined in the How To: Create a Guest Template in Egencia Quick Start Guide.

Step 1: Review the “Options for Registering Guests” available within the template you’re working on. Decide whether you prefer to send them an email invitation, generate a link for multiple recipients for a specific event, or create the user’s profile directly.

Example of “Send Email Invites”
Example of “Generate Invite Link”

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

Example of “Create Guest User Profile”

You will need to complete the required fields in order to proceed.