

## 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.

**Options for registering guests**

**Options for guest to self register**

- Send email invites**  
Each guest will receive a unique link to register on Egencia. Post registration, the guest will have controlled access to Egencia platform as per defined access rights.
- Generate invite link**  
Generate a reusable link that could be used by guests to self register. You can share this link externally and we recommend inviting guests by email. Any guests registering via this link will have to be approved by guest admin first.

**Option to create guest users for Travel Managers**

- Create guest user profile**  
You can create guest user profile and select if the guest has access to Egencia.

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### Example of “Send Email Invites”

**Send email invite**

Guests will receive a link invite to register on Egencia. Once they have completed the registration process, guests will have controlled access to Egencia platform as per defined access rights and you will be notified via email.

Add up to 50 emails at a time to send guest registration invites \*

Enter the email IDs separated by comma

Language  
English

Selected language will be used for Email invitation and guest registration form.

**Do you want this guest to be able to login on Egencia?**

Yes  
The guest will be able to login on Egencia. Guest will also receive a welcome email.

No  
The guest will not be able to login on Egencia.

**Will this guest be able to book/shop on Egencia?**

Yes  
The guest will be able to book trips on Egencia.

No  
The guest will only be able to see their trips and profile on Egencia.

I have read the Privacy Policy & agree to the Terms of Use

[Cancel](#) [Save](#)

[Send invites](#)

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## Example of “Generate Invite Link”



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

The screenshot shows the 'Generate registration link' modal in the Egencia system. The main panel on the left has a red box around the 'Generate invite link' option, labeled '1'. The modal on the right contains several fields and options, each with a red box and a number:

- 'Link valid until \*' field with the value '04/26/2024', labeled '2'.
- 'Language' dropdown menu set to 'English', labeled '3'.
- 'Do you want this guest to be able to login on Egencia?' section with the 'Yes' radio button selected, labeled '4'.
- 'Will this guest be able to book/shop on Egencia?' section with the 'Yes' radio button selected, labeled '5'.
- A checked checkbox for 'I have read the Privacy Policy & agree to the Terms of Use', labeled '6'.
- A blue 'Generate link' button at the bottom right, labeled '6'.

## Example of “Create Guest User Profile”



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

The screenshot shows the 'Create guest profile' modal in the Egencia system. The main panel on the left has a red box around the 'Create guest user profile' option, labeled '1'. The modal on the right contains several input fields and options, each with a red box and a number:

- A vertical red box on the right side of the modal, labeled '2', encompassing the 'First name \*', 'Middle name', 'Last name \*', 'Email \*', 'Username \*', 'Gender' dropdown, 'Mobile' field, and 'Date of birth \*' fields.
- 'Do you want this guest to be able to login on Egencia?' section with the 'Yes' radio button selected, labeled '3'.
- A blue 'Create guest profile' button at the bottom right.

**Generate invite link**

Generate a reusable link that could be used by guests to self register. You can share this link externally and we recommend inviting guests by email. Any guests registering via this link will have to be approved by guest admin first.

**Option to create guest users for Travel Managers**

**Create guest user profile**

You can create guest user profile and select if the guest has access to Egencia.

Cancel Save

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Mobile  
+1 • 201-555-0123

Date of birth \*

Language  
English

Selected language will be used for notifications.

**Do you want this guest to be able to login on Egencia?**

Yes  
 The guest will be able to login on Egencia. Guest will also receive a welcome email.

No  
 The guest will not be able to login on Egencia.

**Will this quest be able to book/shop on Egencia?**

Yes  
 The guest will be able to book trips on Egencia. 4

No  
 The guest will only be able to see their trips and profile on Egencia.

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