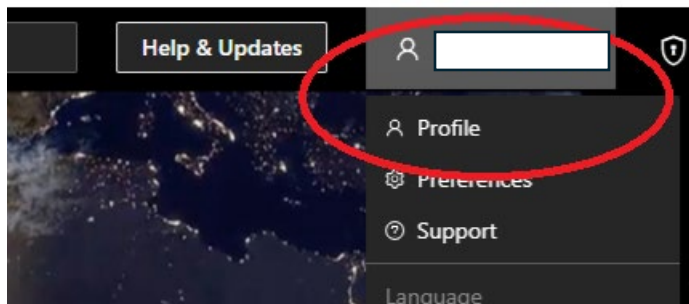


**INSTRUCTIONS ON HOW TO REGISTER TRAVEL – AFTER CREATING YOUR HORIZON PROFILE**

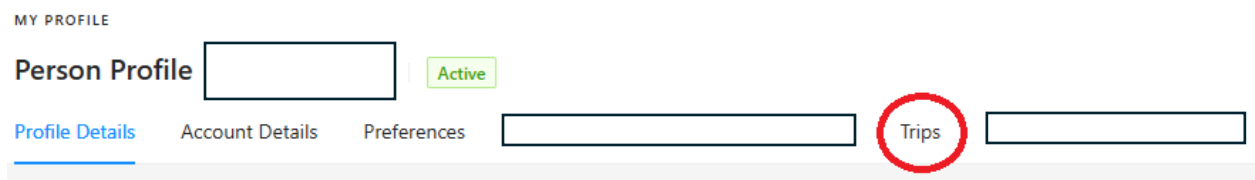
**Important:** You must create your profile using your [School's Member ID](#) before you can register a trip.

To register a trip:

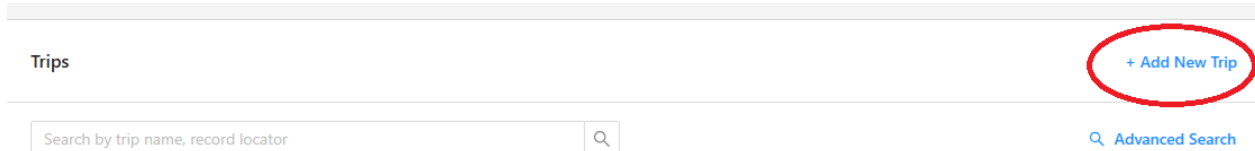
1. Log into [Crisis24 Horizon](#) using your email and password
2. In the upper right corner, click on your name and then 'Profile' from the dropdown



3. On the following page, select 'Trips' from the menu:



4. Then 'Add New Trip' in the upper right





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5. On this page, you will enter your trip details:

ADD PEOPLE / ADD LEGS

### Add Trip

#### Trip Details

Record Locator <sup>Ⓢ</sup>  
PNR000000

People [+ Add / Manage People](#)  
1 Person

Trip Legs

Leg Type <sup>Ⓢ</sup>  
Flight  
Accommodation  
Car  
Rail

Additional Fields

Trip Name <sup>Ⓢ</sup>  
Enter trip name

Notes

#### Trip Legs

Leg Type Flight	Airline (AA) American Airlines	Flight # 123	
Ticketed Status <sup>Ⓢ</sup> Ticketed	Ticket Number Enter ticket number		
Local Start Date/Time <sup>Ⓢ</sup> Jul 02, 2026 13:09	Start Location Airport (DFW) John F Kennedy International Airport	Local End Date/Time <sup>Ⓢ</sup> Jul 03, 2026 11:03	End Location Airport (KLA) Kampala, Uganda

Leg Type Accommodation	Hotel Name Marriott Kampala	
Location Lat/Long 0.3037, 32.5874		
Ticketed Status <sup>Ⓢ</sup> Ticketed	Ticket Number Enter ticket number	
Local Start Date/Time <sup>Ⓢ</sup> Jul 03, 2026 12:02	Local End Date/Time <sup>Ⓢ</sup> Jul 07, 2026 12:02	

Leg Type Flight	Airline (BA) British Airways	Flight # 456	
Ticketed Status <sup>Ⓢ</sup> Ticketed	Ticket Number Enter ticket number		
Local Start Date/Time <sup>Ⓢ</sup> Jul 07, 2026 16:04	Start Location Airport (KLA) Kampala, Uganda	Local End Date/Time <sup>Ⓢ</sup> Jul 07, 2026 23:12	End Location Airport (DFW) John F Kennedy International Airport

[+ Add Trip Leg](#)

#### Additional Fields

Trip Name <sup>Ⓢ</sup>  
Test trip to Uganda



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6. Click 'Add Trip' on the bottom right side to save your registered trip details.

Additional Fields

Trip Name Ⓢ

Enter trip name

Notes

Cancel Add Trip

7. After you've registered, you will receive a Pre-Trip Notification (PTN). Please read the important information in that message and keep this email as it serves as registration confirmation.

### Notes/Helpful Tips:

1. For each leg tip, you will select 'Add Trip Leg' and the leg types will populate.
2. For Airlines, select from the dropdown menu
3. "Local End Date/Time" is the arrival date/time in the destination(s) and/or upon return
4. Under Additional Fields, in the notes section you can list emergency contact information for this specific trip, any in-country contacts and their contact information, and other relevant information you would like GRSO to have