

# Travel Portal- OA Cabin Seat Listing Guide



**spirit™**

## Highlights & Reminders

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- Online self-serve cabin seat space available listing tool available 24/7 365 days a year.
- This Listing Portal is for Cabin Seat Agreements only, please check with your Travel Department for Leisure Travel Agreement listing requirements.
- View active standby list within the Travel Portal while at the airport to view live flight details.
- Cabin seat listing can be made from 72 hours before departure up to:
  - Domestic- 30 minutes prior to departure
  - International- 1 hour prior to departure
- Non rev travelers are automatically issued one carry-on and one checked baggage, which must meet size and weight requirements. Additional bags may be purchased online via Manage Travel.
- Check-in is available online 24hr before scheduled time of departure, on the Spirit Mobile App or at the self service kiosk at the airport.
- Riders must check-in no later than 30 minutes prior to departure time.
- Present yourself at the departure gate to allow time for the gate agents to assist you with your travel ad to verify valid “CREW” air carrier ID.
- Standby priority for other airlines is based on check-in time.
- Seat assignment and/or cabin seat assignments will be issued generally 20 minutes prior to departure time.
- Please remember once onboard to introduce yourself to the crew.



# Step-by-Step Instructions

- Visit [www.teamtravel.spirit.com](http://www.teamtravel.spirit.com)
- Verification code for the cabin seat listing- **nklst14**
- Follow Prompts to find the flight you would like to list for

**TEAM & OA TRAVEL**

Welcome to Spirit's Team Member and Other Airline Jumpseat Travel Portal. In the future, please bookmark and use <http://teamtravel.spirit.com>.

**SPRIT AIRLINES** | **OTHER AIRLINES**

Type\*  
Select...

Airline\*  
Select...

Employee ID\*

Date Of Hire\*  
Month | Day | Year

Verification Code - Provided by your Airline\*

**spirit** | **439 EMPLOYEE**

**Start Your Journey**  
To cancel your jumpseat listing and receive a refund on incurred taxes, please contact the Spirit Airlines Travel department via email at [teamtravel@spirit.com](mailto:teamtravel@spirit.com). Please include your full name, employee ID, and your record locator.

**BOOK** | **MYTRIPS** | **CHECK-IN** | **FLIGHT STATUS**


Round trip |  One way |  Multi-city

Travel Type  
Jumpseat

From  
Leaving from...

To  
Going to...

Date  
Select a date



# Checking Availability

The calendar allows a quick at a glance look at flight availability for a 7 day window. To proceed to the following week or week before when searching future dates, select the double arrows on either side of the month although listing will not be available beyond 72 hours out.



## Flight Availability

SELECT DATE AND TIME OF YOUR FLIGHT

Fort Lauderdale, FL / Miami, FL AREA → Las Vegas, NV

OCTOBER / NOVEMBER 2018

Fri 26	Sat 27	Sun 28	Mon 29	Tue 30	Weed 31	Thu 1
			●	●	●	●

Currently Open Seats  
15+ 6-14 -5 Unavailable

Depart ^	Arrive	Flight #	Routing	Avail. Seats	Jumpseats	Standby
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7:00 AM	11:04 AM	NK 469 NK 469	FLL-DFW DFW-LAS	Good Good	1/1 1/1	<a href="#">View List</a> <a href="#">View List</a>
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# Checking Availability

The screenshot shows a flight availability page for Spirit Airlines. At the top, there are tabs for 'STANDBY LIST', 'CABIN', and 'COCKPIT'. Below these, a summary shows 'Total on Standby List' as 0, 'Standbys Remaining' as 0, 'Unassigned Seats' as 0, and 'Flight Load' as 0. A table below lists flight details:

Depart ~	Arrive	Flight #	Routing	Avail. Seats	Jumpseats	Standby
7:00 AM	11:04 AM	NK 469 NK 469	FLL - DFW DFW - LAS	Good Good	1/1 1/1	<a href="#">View List</a> <a href="#">View List</a>

At the bottom, there are tabs for 'Priority', 'Date of Hire', 'Airline', 'Customer', and 'SW'. A yellow circle highlights the 'STANDBY LIST' tab and the summary statistics.

Flight number. Selecting think hyperlink displays full flight details aircraft type, and routing information

Good, Fair or Poor based on number of seats

Number of cabin jumpseats on the assigned aircraft (note: OA Flight Attendants are not permitted to sit in the actual jumpseat

View active standby list for each flight



## Finalizing the Listing Process

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- Your Itinerary
  - The flights selected from display at the bottom of the screen.
  - Select **Continue** once the flight have been selected.
- Customer Information Page
  - On the customer information page, complete any required fields that are not populated.
- Confirm and Purchase Page
  - Once all the information for the listing has been confirmed on the Confirm and Purchase Page select **Continue** to confirm.
- Purchase Page
  - If any payments due on international itineraries for taxes the **Purchase Page** displays to collect payment via credit card.
- Your Confirmation
  - Once the listing is confirmed the Your Confirmation page displays and an email will automatically be sent to you.

### Modifications and Cancellations

- Modifications and Cancellations to listings can be made via the **Manage Travel** option once you have logged in to the **Team Travel & OA Travel/Jumpseat**.

