

Tech Tip Tuesday—March 4, 2025

Assign a Coordinator to a Contact

As you may remember from a previous Tech Tip, a Coordinator is someone associated with a trip that is neither the booker nor the passenger.

You want to have a coordinator on a trip when you need someone to get Confirmations, Trip Notifications, etc. While the traditional use case is something like a wedding coordinator, you could use this feature for super VIP trips, where you could add yourself as a coordinator so you could get status notifications of the VIP.

You can set and see the coordinator(s) in a Trip under the Features tab. A trip can have multiple coordinators.

The screenshot displays the 'Features' tab of a trip management interface. The 'Coordinator' section is highlighted with a red arrow pointing to a 'Set' button. A 'Coordinator List' dialog box is also visible, showing search options and a table with columns for Name, Mobile, Email, and Customer ID.

Name	Mobile	Email	Customer ID

Now there is a Coordinator tab on the contact record where you can set one or more Coordinators, who will automatically be added when that contact books a trip.

The screenshot displays the 'Coordinator' tab of a contact record. The 'Coordinator' section shows the name 'Jennifer Anniston' and a 'Set' button.

Now you don't have to remember to manually add your coordinator each time—the system will take care of that for you.