

Instructions to your online Personal Assistant

Quick Reference Guide

How to Log In to

- 1 URL – Provided By Williamsburg Travel
- 2 Enter your User Name (your employee email address) and password.
- 3 Click Sign In.

How to Change your password

- 1 Log in to Rearden Personal Assistant.
- 2 From the Rearden Personal Assistant home page, in the upper right hand corner click on your name.
- 3 Click the Change password link.
- 4 Enter your current password, your new password, confirm new password and click Save.

How to assign yourself as a travel planner or Delegate or assign someone to be your travel planner or Delegate:

- 1 Log in to Rearden Personal Assistant.
- 2 From the Rearden Personal Assistant home page, in the upper right hand corner click on your name.
- 3 Click the Add button next to Delegates.
4. Click Add a Delegate or Become a Delegate
- 5 Enter the person's name or email address in the search box and select the name of the person you wish to add.
6. Click the Select button to secure your choice(s).

How to Update your Preferences

- 1 Log in to Rearden Personal Assistant.
- 2 From the Rearden Personal Assistant home page click on Travel Preferences or Shipping Preferences.
- 3 Enter or update your preference information.
4. Click the Save Button to save your information.
5. The profile information will be available for all services: Travel, Dining, Entertainment, Shipping, Conferencing, Expenses.

How to Book a Trip

- 1 Log in to Rearden Personal Assistant.
- 2 For a quick roundtrip book, enter your destination (and departure city if it is not already populated from your Profile), dates, and times.
3. For One-ways, Multi-City or additional options, click on More search options link.
4. Click in the checkbox for Add a Hotel and/or Add a Rental Car to include in your search if needed.
- 6 Select from the Matrix of Airlines and prices or specific flights from the display.
7. For more options, look to the far left of the display – you can move the bar to expand the search time parameters and/or click on the alternative departure and arrival airports listed.
- 8 Review the provided itinerary.
9. Click on seat map link to book a particular seat.
10. Evaluate any lower fare options.
11. Review rules and restrictions.
12. Click on Continue button.
13. Click on desired hotel from matrix display or click on Choose a Room from a hotel listed below the matrix.
14. Click Select next to desired room rate and room type.
15. Click Select.
16. Click Select next to desired car company and/or rate.
17. Click Continue.
18. Review Itinerary.
19. Click Hold Itinerary to hold but not purchase. The rates could be subject to change in this option.
20. Click Continue to review all details.
21. Click Purchase to authorize all reservations and ticketing.
22. The reservation details will populate to your Outlook calendar if your company has enabled this capability.

How to Change, Add to or Cancel a Trip

- 1 Log in to Rearden Personal Assistant.
- 2 From the Rearden Personal Assistant home page look in the middle of the page for Upcoming Reservations.
3. Click on the trip you wish to modify/change.
4. Look for Travel Tools and click on View details.
5. To change or add to or cancel part of the trip, click on Change this trip.
6. Personal Assistant will guide you from there – you can change parts of your trip, cancel parts of your trip and add to your trip – flight segments, hotel, car rental, the necessary segments and click the Purchase button.
7. To Cancel your trip, click on cancel this trip. Personal Assistant will tell you the cost of canceling before you make your final decision.
8. The reservation details will populate to your Outlook calendar if your company has enabled this capability.
9. The reservation details, along with Weather and other key gate/delay information will be on your Blackberry in the Rearden Mobile Personal Assistant module if your company has enabled this capability.

How to book Airport Parking.

- 1 Log in to Rearden Personal Assistant.
2. Choose Airport Parking under the Travel tab.
3. Select your airport from the drop down box.
4. Select your dates and times and click on Search.
5. Choose from the list of Airport Parking price options and vendors.
6. Name the reservation.
7. Carefully read the cancellation and change information and add notification requests (strongly recommended).
8. Click Purchase.
9. Print out your Airport Parking receipt. It will be required as proof of purchase.
10. The reservation details will populate to your Outlook calendar if your company has enabled this capability.
11. The reservation details, along with Weather and other key information will be on your Blackberry in the Rearden Mobile Personal Assistant module if your company has enabled this capability.

How to book Dining.

- 1 Log in to Rearden Personal Assistant.
2. Choose Dining Reservations for restaurant reservations.
3. Type in location or address. You can filter for specific neighborhoods, cuisines and cost.
4. Choose your date, time and number in your party.
5. Choose from the list of restaurants.
6. Send invitations to your guests if needed.
7. Click Reserve Now.
8. The reservation details will populate to your Outlook calendar if your company has enabled this capability.
9. The reservation details, along with Weather and other key information will be on your Blackberry in the Rearden Mobile Personal Assistant module if your company has enabled this capability.

How to book Group Dining.

- 1 Log in to Rearden Personal Assistant.
2. Choose Group Dining to book a group event at a participating restaurant.
3. Type in location or address. You can filter for specific neighborhoods, cuisine.
4. Choose your date, time and number in your party.
5. Choose from the list of restaurants.
6. Display Group Dining Room and Menu options to see more information on private rooms, fixed price menus, available A/V equipment, amenities and more.
7. Confirm you date, time and number in party.
8. Click Request and complete the request form.
9. Click Send Request and you will be contacted shortly by a Group Dining Concierge to finalize all the details directly with you.

How to book Entertainment.

- 1 Log in to Rearden Personal Assistant.
2. Choose Entertainment for sporting, cultural and other events.
3. Type in location. You can filter for specific events.
4. Choose your date range.
5. Click Search.
6. Rearden Personal Assistant will guide you through the purchasing process.
8. The reservation details will populate to your Outlook calendar if your company has enabled this capability.
9. The reservation details, along with Weather and other key information will be on your Blackberry in the Rearden Mobile Personal Assistant module if your company has enabled this capability.