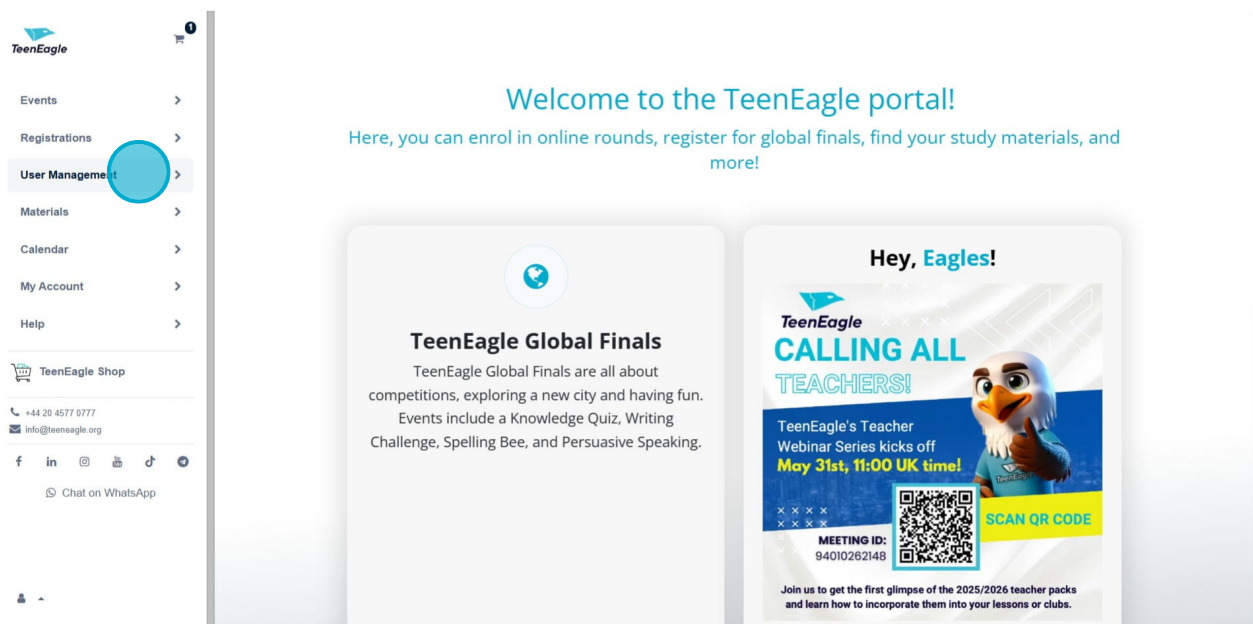# How To Fill Arrival And Departure Information – Partners

This guide explains how to efficiently manage and update arrival and departure information for partners, ensuring accurate records and timely airport pickup arrangements.

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1 Navigate to https://app.teeneagle.org/

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2 Click on "User Management"

3 Click on "Arrival & Departure Details for Partners"

4 This is your arrival and departure information table where you can update and filter your responsible users.
You can search users by their name by using search field

We provide a variety of filters to help you efficiently manage attendees.

First, update participant statuses to see who is confirmed, awaiting visa approval, or has canceled.

5 Next, refine your search by departure and arrival details, including airport locations.
You can also filter by user roles, global events, and countries.

These tools will help you find the information you need quickly and easily!

6 To update a user's flight information, simply click the three dots located in the right corner of the corresponding user's row, then click "**Update**".

7 You will find a form to provide your arrival and departure details.

First, select the updated status of the user.

If the user is arriving, select "Coming"; if the user is waiting for a visa, select "Waiting for VISA".

If the status is "Cancelled" or "Visa Refused," you do not need to provide flight booking information.

8 Please fill in all required departure details. If your flight details are not yet finalized, you can add them later.

Please note that if we don't receive user's flight information at least **three weeks** before the Global Finals, we won't be able to arrange airport pickup for that specific user.

9 Once completed, click the **Submit** button - and that's it!
You've successfully updated the onboarding information.