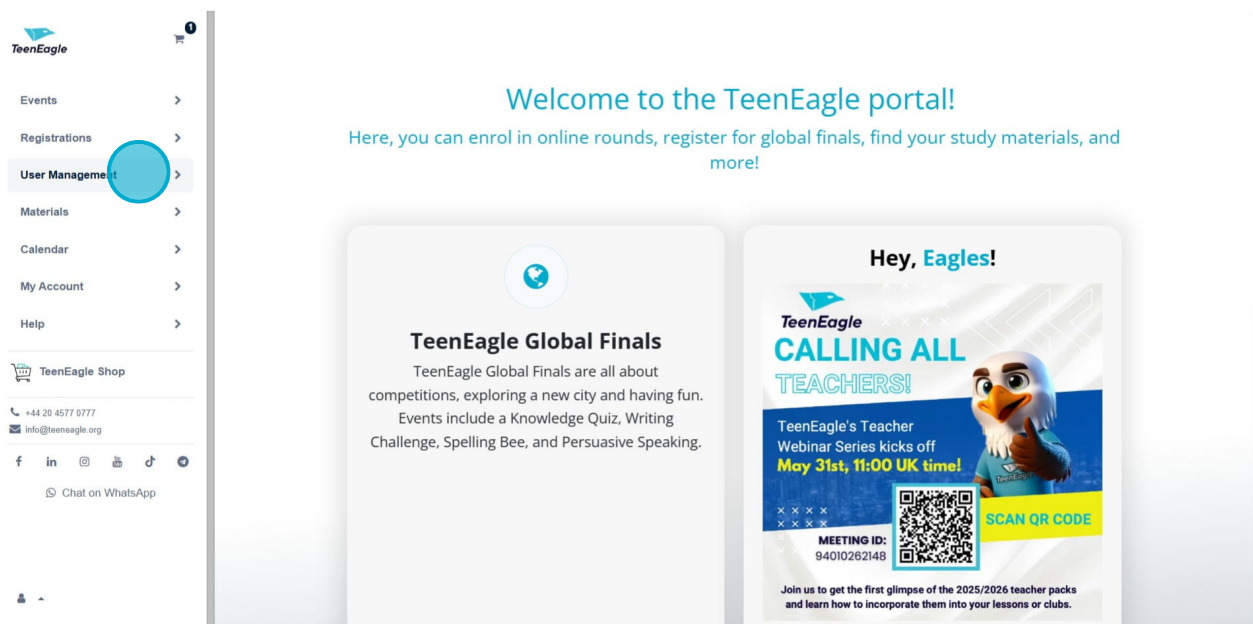


# How To Fill Arrival And Departure Information – Partners

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

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

2 Click on "User Management"



3

Click on "Arrival & Departure Details for Partners"

**Welcome to the TeenEagle portal!**  
Here, you can enrol in online rounds, register for global finals, find your study materials, and more!

**TeenEagle Global Finals**  
TeenEagle Global Finals are all about competitions, exploring a new city and having fun. Events include a Knowledge Quiz, Writing Challenge, Spelling Bee, and Persuasive Speaking.

**Hey, Eagles!**  
**CALLING ALL TEACHERS!**  
TeenEagle's Teacher Webinar Series kicks off **May 31st, 11:00 UK time!**  
MEETING ID: 94010262148  
SCAN QR CODE  
Join us to get the first glimpse of the 2025/2026 teacher packs and learn how to incorporate them into your lessons or clubs.

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

**Arrival & Departure Information**

Search

Last Updated Status ▾ Arrival Airport ▾ Departure Airport ▾ User Role ▾ Global Event ▾ Country ▾

Info Status ▾

Full Name	Info Status	Updated Status	Arrival Airport	Arrival Flight Nu...	Arrival Date & Time
Vusale	Missing data				
Shams Salayevs	Missing data				
Fakhraddin Mammadzade	Missing data				
Laman Akhundova	Missing data				
Vugar Nazari	Missing data				
Zahra Musazade	Missing data				
Solmaz Huseynzade	Missing data				

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!

**Arrival & Departure Information**

Search

Last Updated Status ▾ Arrival Airport ▾ Departure Airport ▾ User Role ▾ Global Event ▾ Country ▾

Info Status ▾

T Full Name	Info Status	Updated Status	Arrival Airport	T Arrival Flight Nu...	T Arrival Date & Time
Vusale	Missing data				...
Shams Salayeva	Missing data				...
Fakhreddin Mammadzada	Missing data				...
Laman Akhundova	Missing data				...
Vugar Nazari	Missing data				...
Zahra Musazade	Missing data				...
Solmaz Huseynzade	Missing data				...

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"**.

**Arrival & Departure Information**

Search

Last Updated Status ▾ Arrival Airport ▾ Departure Airport ▾ User Role ▾ Global Event ▾ Country ▾

Info Status ▾

T Full Name	Info Status	Updated Status	Arrival Airport	T Arrival Flight Nu...	T Arrival Date & Time
Vusale	Missing data				...
Shams Salayeva	Missing data				...
Fakhreddin Mammadzada	Missing data				...
Laman Akhundova	Missing data				...
Vugar Nazari	Missing data				...
Zahra Musazade	Missing data				...
Solmaz Huseynzade	Missing data				...

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

First, select the updated status of the user.

7

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.

The screenshot shows the TeenEagle app interface. On the left is a sidebar menu with options: Events, Registrations, User Management, Materials, Calendar, My Account, and Help. Below the menu is the 'TeenEagle Shop' section with contact information: +44 20 4577 0777, info@teeneagle.org, and social media links. The main content area displays a table of users with columns for Full Name, Info Status, and a user icon. The table lists several users, all with 'Missing data' in the 'Info Status' column. Overlaid on the right is a modal form titled 'Arrival & Departure Information'. The form contains the following fields: 'TeenEagle ID' (pre-filled with TE2437565), 'Full Name' (pre-filled with 'Yusuf'), 'Last Updated Status' (a dropdown menu currently open, showing options: Please Select, Coming, Waiting for VISA, Cancelled, and VISA Refused), and 'Arrival Airport'.

8

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

This screenshot shows the same TeenEagle app interface as the previous one, but the 'Arrival & Departure Information' modal form is now filled out with more details. The 'Arrival Flight Number' field is pre-filled with 'TK555'. The 'Departure Airport' field is a dropdown menu with 'Please Select' chosen. The 'Departure Date & Time' field is split into 'Date' (pre-filled with DD-MM-YYYY) and 'Hour Minutes' (pre-filled with HH:MM and AM). The 'Departure Flight Number' field is empty. A dark blue 'Submit' button is located at the bottom right of the form.

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.

The screenshot displays the TeenEagle user management interface. On the left is a sidebar with navigation links: Events, Registrations, User Management, Materials, Calendar, My Account, and Help. Below these are links for TeenEagle Shop, contact information (+44 20 4577 0777, info@teeneagle.org), and social media icons. The main content area shows a table of users with columns for Full Name, Info Status, and a user icon. The 'Info Status' column for all listed users is 'Missing data'. A modal form is open on the right, titled 'Arrival Flight Information'. It contains the following fields: Arrival Flight Number (TK555), Departure Airport (Stansted (STN)), Departure Date & Time (10-05-2025, 02:00 AM), and Departure Flight Number (TK666). A blue circle highlights the 'Submit' button at the bottom of the modal.

Full Name	Info Status
Vusale	Missing data
Shams Salayeva	Missing data
Fakhraddin Mammadzade	Missing data
Leman Akhundova	Missing data
Vugar Nazari	Missing data
Zahra Musazade	Missing data
Solmaz Huseynzade	Missing data

Arrival Flight Information

Arrival Flight Number: TK555

Departure Airport: Stansted (STN)

Departure Date & Time: 10-05-2025 02:00 AM

Departure Flight Number: TK666

**Submit**