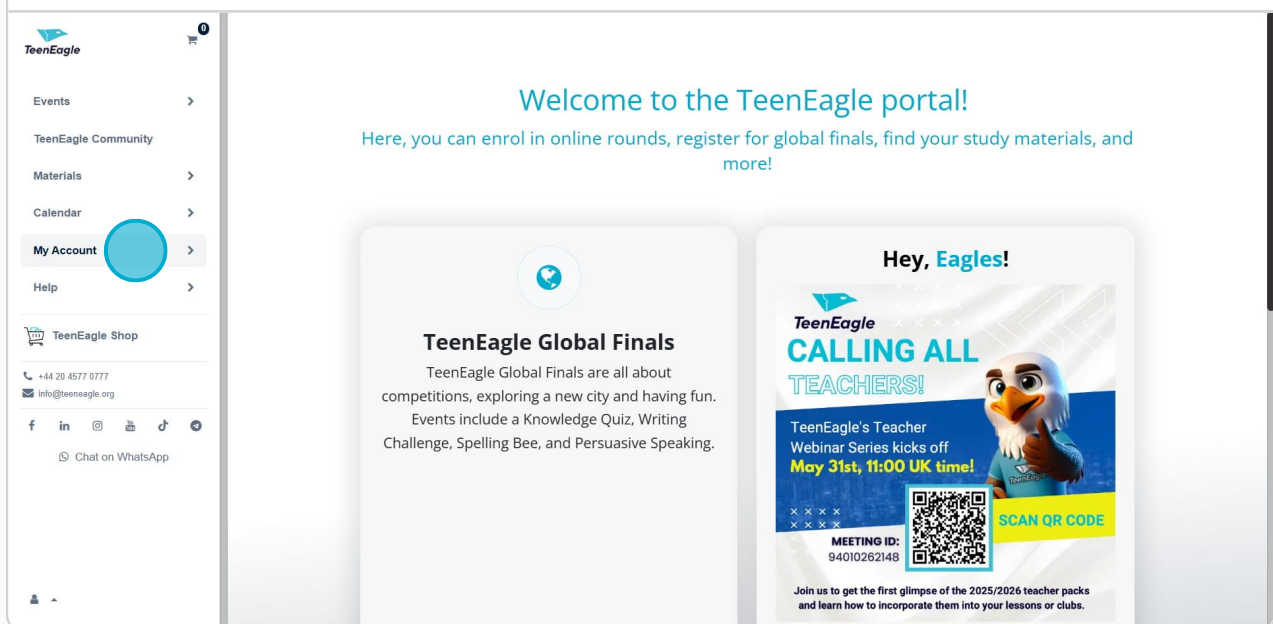


How To Fill Your Arrival & Departure Information

This guide provides a step-by-step process for updating your arrival and departure details for an event, ensuring organizers have the necessary information for logistical arrangements.

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

2 Click on "My Account"



3

Click on "My Arrival & Departure Details"

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!
TeenEagle
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

Hover on your name and "Open" Button will appear please Click On "Open"

Arrival & Departure Information
Kindly share your arrival airport, time, and flight number. These details are important to ensure smooth pickup arrangements.

T Full Name	Info Status	Updated Status	Arrival Airport	T Arrival Flight Nu...	T Arrival Date & Time	
Mehmet Emin O...	Open	Missing data			20-06-2025 00:00	...

5

Click on "Update"

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Chat on WhatsApp

A

Kindly share your arrival airport, time, and date.

T Full Name **Info Status** **U**

Missing data

Missing data

Missing data

Global Finals | London | 22-29 June 2025

Registration for Global Finals | UK | 22-29 June 2025 | Full Program

Arrival Airport

-

Arrival Date & Time

20-06-2025 00:00

Arrival Flight Number

-

Departure Airport

-

Departure Date & Time

29-06-2025 00:00

Departure Flight Number

-

Update

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You will see flight information form

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A

Kindly share your arrival airport, time, and date.

T Full Name **Info Status** **U**

Missing data

Missing data

Arrival & Departure Information

TeenEagle ID

Full Name

Last Updated Status

Please select your updated status from the following options:

- * **Coming:** Select this option if you will be attending.
- * **Waiting for VISA:** Select this option if you are waiting for your VISA.
- * **Cancelled or Visa Refused:** If your status is 'Cancelled' or 'Visa Refused,' you are not required to provide flight booking information. Otherwise, please fill in all the required departure details.

7

The screenshot shows the TeenEagle website interface. On the left is a sidebar with navigation links: Events, TeenEagle Community, Materials, Calendar, My Account, Help, TeenEagle Shop, and contact information. The main content area displays a form titled 'Arrival-departure-details-for-users'. The form includes the following fields:

- TeenEagle ID: TE2401846
- Full Name: [Redacted]
- Last Updated Status: A dropdown menu is open, showing options: Coming, Please Select, Coming, Waiting for VISA, Cancelled, and VISA Refused.
- Arrival Airport: [Redacted]
- Arrival Date & Time: 20-06-2025, 01:30, PM

If your flight details are not yet finalized, you can add them later. However, please provide your flight information at least **three weeks** before the Global Finals to ensure we can arrange airport pickup for you.

8

Please fill your Arrival information

Click to go forward, hold to see history

app.teenagle.org/arrival-departure-details-for-users

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Kindly share your arrival airport, time, and flight number

Full Name Info Status

Missing data

Last Updated Status Coming

Arrival Airport Heathrow (LHR)

Arrival Date & Time 20-06-2025 01:30 PM

Date Hour Minutes

Arrival Flight Number TK5555

Submit

9

Please fill your Departure information

Click to go forward, hold to see history

app.teenagle.org/arrival-departure-details-for-users

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Chat on WhatsApp

Kindly share your arrival airport, time, and flight number

Full Name Info Status

Missing data

Departure Airport Stansted (STN)

Departure Date & Time 29-06-2025 03:30 PM

Date Hour Minutes

Departure Flight Number TK6666

Submit

10

Once completed, click the **Submit** button – and that's it!

You've successfully updated your onboarding information.

The screenshot displays the TeenEagle user interface. On the left is a sidebar menu with the following items: Events, TeenEagle Community, Materials, Calendar, My Account, Help, TeenEagle Shop, contact information (+44 20 4577 0777, info@teeneagle.org), and social media links (Facebook, LinkedIn, Instagram, YouTube, Twitter, and a WhatsApp chat button). The main content area is titled 'Ar' and contains a form for updating onboarding information. The form includes a dropdown for 'Departure Airport' (set to Stansted (STN)), a date and time selector (set to 29-06-2025, 03:30 PM), and a text field for 'Departure Flight Number' (set to TK6666). A blue 'Submit' button is located at the bottom right of the form. A red circle highlights the 'Submit' button.