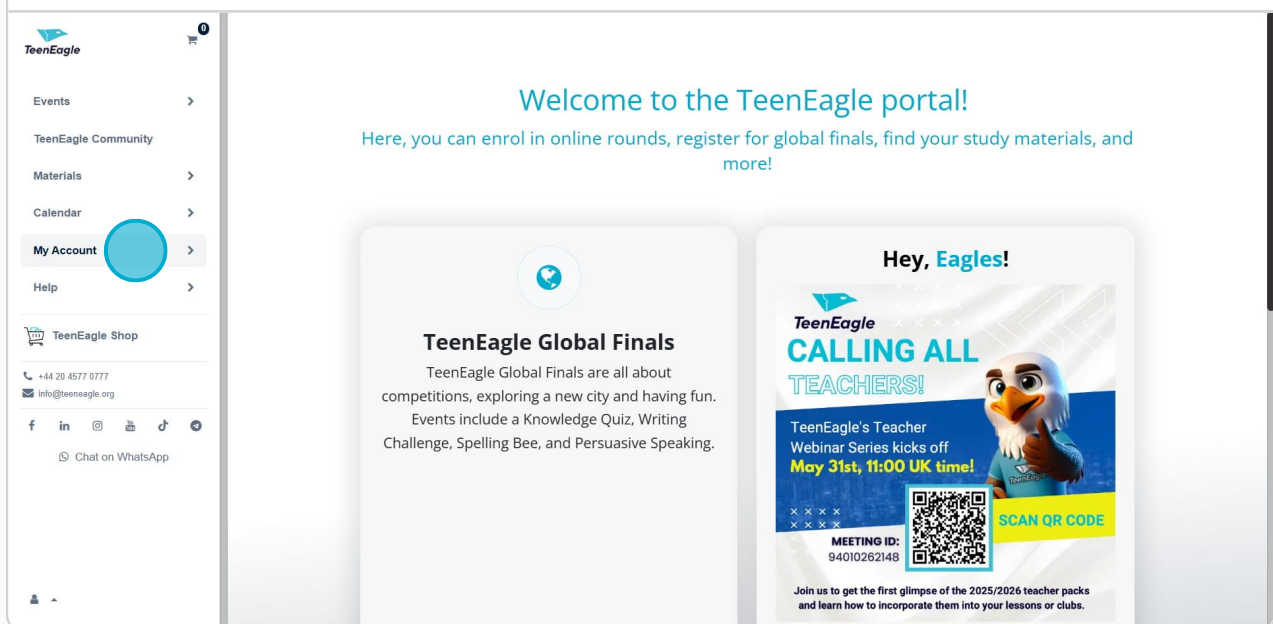# How To Fill Your Arrival & Departure Information

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"

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

5 Click on "**Update**"

6 You will see flight information form

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

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

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

TeenEagle

Events
TeenEagle Community
Materials
Calendar
My Account
Help

TeenEagle Shop

+44 20 4577 0777
info@teeneagle.org

Chat on WhatsApp

Ar
Kindly share your arrival airport, time, a

Full Name   Info Status   U

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

---

9 Please fill your Departure information

TeenEagle

Events
TeenEagle Community
Materials
Calendar
My Account
Help

TeenEagle Shop

+44 20 4577 0777
info@teeneagle.org

Chat on WhatsApp

Ar
Kindly share your arrival airport, time, a

Full Name   Info Status   U

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.