

Uploading Group Travel Spreadsheet



Required: First Name , Last Name, DOB (Date of Birth) (MM/DD/YYYY) , Gender (M)(F) or (Male)/(Female) , Departure Date(MM/DD/YYYY), Return Date (MM/DD/YYYY)

Optional: MI (middle initial), Email Address

	A	B	C	D	E	F	G	H
1	First Name	MI	Last Name	DOB	Gender	Departure Date	Return Date	Email Address
2	Joe		Brown	10/25/67	Male	7/15/16	7/21/16	noone@test.com
3	Jane	M	Doe	11/15/87	Female	7/21/16	7/23/16	Email@test.com
4	B		Samson	11/15/08		8/15/16	8/18/16	

To create a group upload:

Use the Sample File

1. Click on Excel Icon, 
2. Fill out required fields as shown above.
3. Insert the required traveler's information.
4. Save the file and click on 

If creating your own file use the column headers as shown above, and save the file as a CSV.

If you have any questions or are unable to use the CSV upload tool, please call Point Comfort at 1(800)210-2010 or email CSV@pointcomfort.com