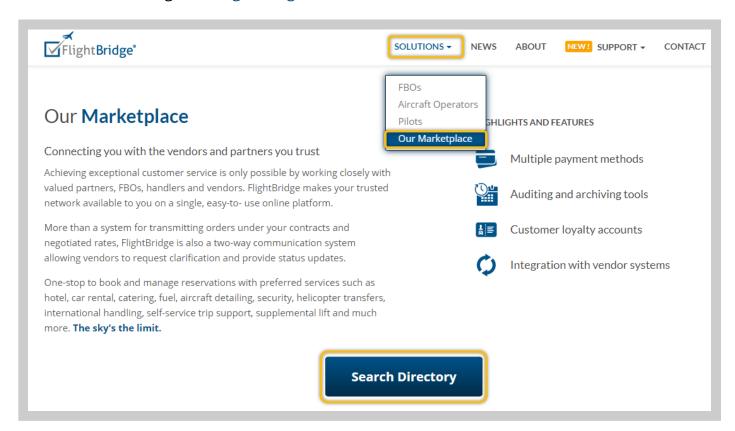
# FlightBridge Directory

Access the FlightBridge Directory for a listing of FBOs, hotels, caterers, limo and airport services available at a particular airport

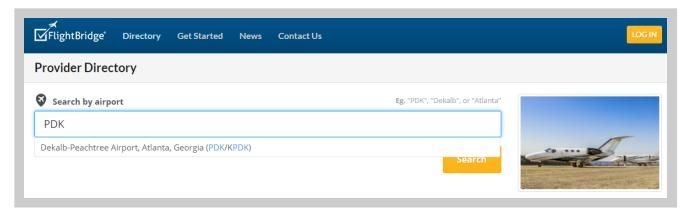
To access the FlightBridge Directory, click on **Search Directory** in the "Our Marketplace" section when visiting www.flightbridge.com.



Current Operator and Pilot Users can access the Directory from the blue menu bar when logged into FlightBridge.



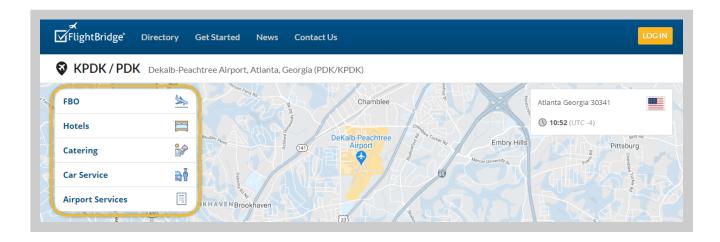
1. To get started, you'll first need to search for an airport. You can do this by typing in the airport identifier, the name of the airport or the city the airport is located in.



2. Select an airport from the dropdown list and click **Search**.



3. Once on the Airport screen, you can use the interactive map as well as click on the links or scroll down the page to view each section for FBOs, Hotels, Catering, Car Services, and Airport Services.



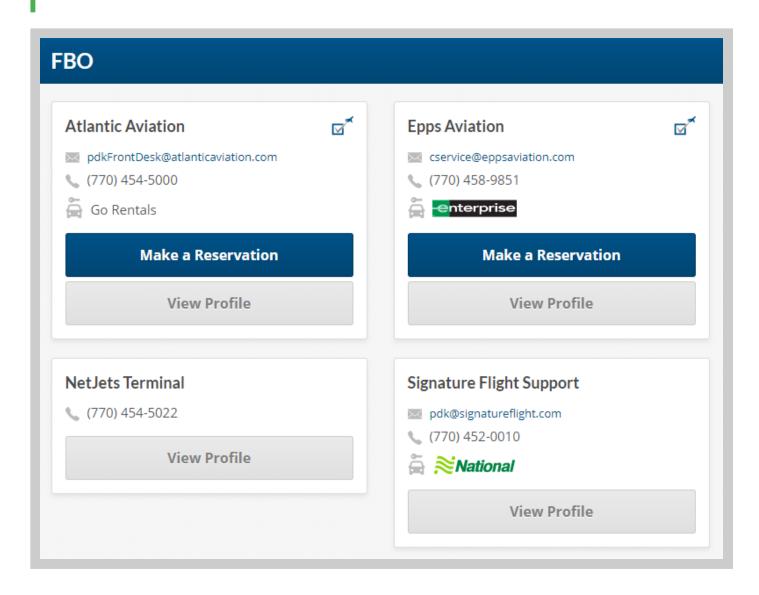
### **FBO**

The FBO section lists all of the FBOs and Handlers available at the selected airport. The symbol indicates a FlightBridge using FBO.

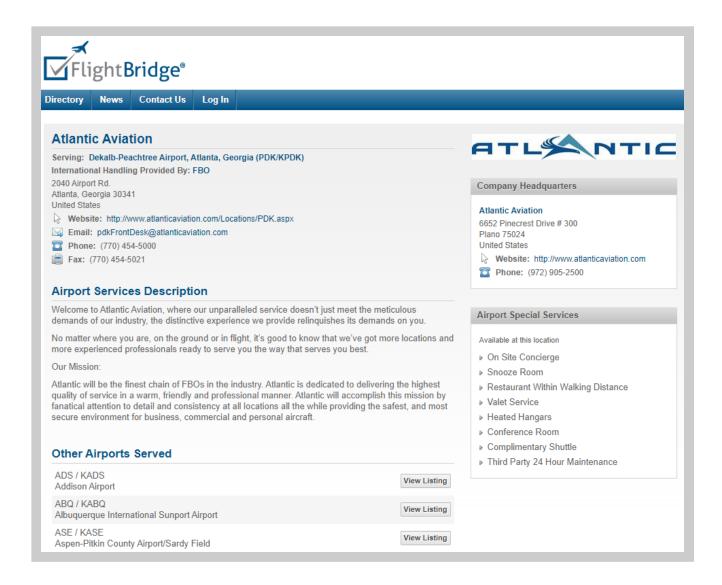
**FlightBridge Preferred FBOs** have made available their discounted rates for hotels, rental cars as well as their preferred vendors for booking services within FlightBridge. By selecting **Make a** 

**Reservation**, you will be able to make a reservation for their location via FlightBridge.

Find out more about becoming a FlightBridge Preferred FBO → **Setup and Onboarding Process** 



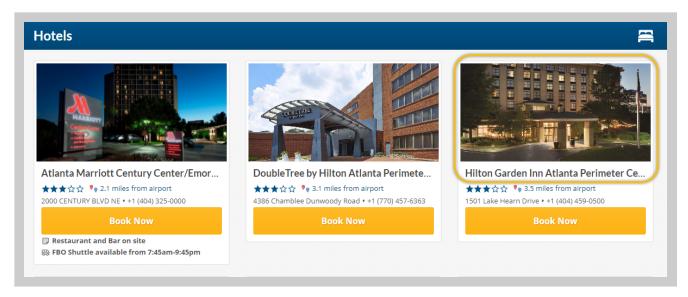
- 1. Click **View Profile** to see more information about the FBO.
- 2. While on the FBO Profile, you can find the contact information for the FBO, an airport services description and see a list of other airports served.



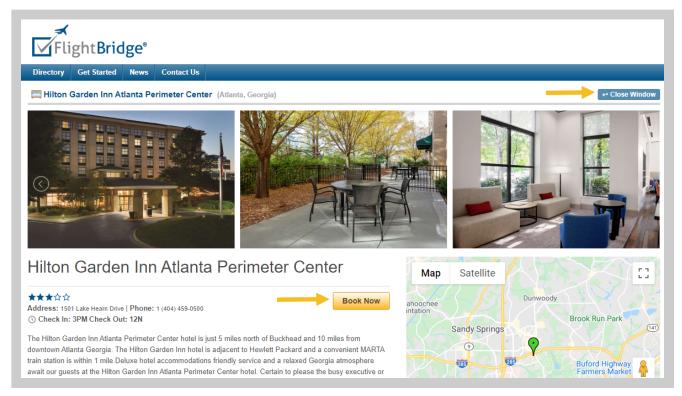
**Info:** If you do not see a particular FBO or Handler listed, please contact **FlightBridge Support** and we can assist with adding them to the listing.

#### Hotels

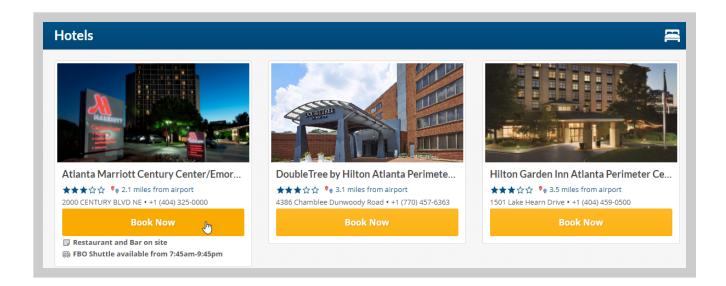
1. Click on the **name or picture** of the hotel to be directed to the Hotel Details page.



2. From this page you can view pictures of the property, read a hotel description and use the interactive map.

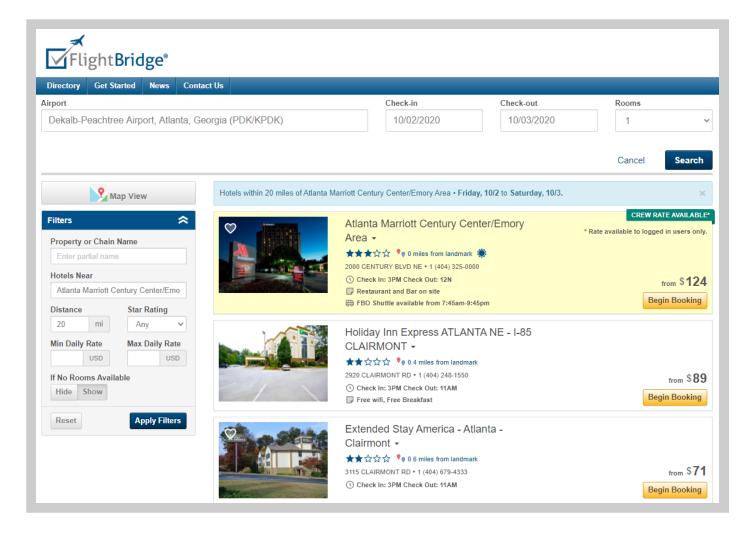


- 3. Click **Book Now** to make a hotel reservation or select **Close Window** to return to the Airport Directory page.
- 4. If you select Book Now via the Airport Directory page, you will be brought to the hotel listing page.



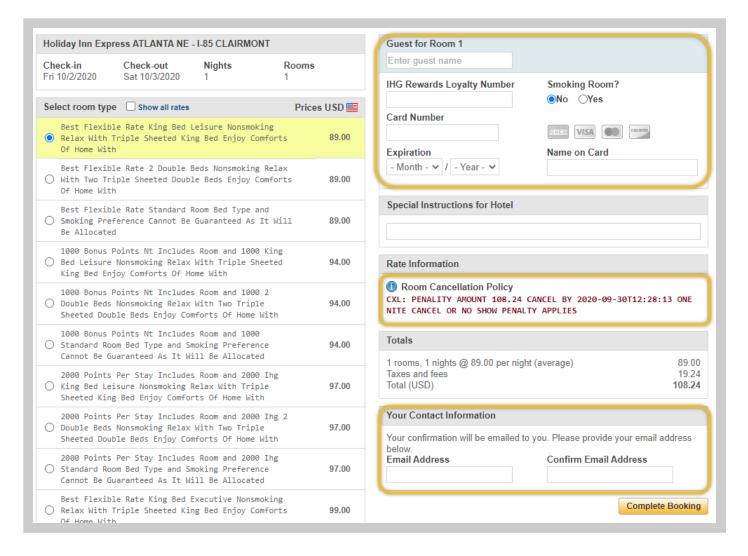
- The hotel you selected will appear at the top and the list will display hotels within 20 miles of that hotel you selected.
- The check-in and check-out date will default to today's date for one night. You can change the Airport, check-in/check-out dates, and the number of rooms on the top of the screen.
- Adjust the filters on the left to help with your search results.
- o FlightBridge recommended hotels are highlighted in yellow
- Click **Begin Booking** to make a reservation.

**Info:** The green banner indicates a discounted crew rate is available. To unlock these rates, simply **login** to your FlightBridge account or **contact us** to learn more and become a user.



5. To complete the booking, select a rate, enter the guest's information such as name, loyalty number, credit card details and email address for confirmation.

**Alert:** Review the Room Cancellation Policy and verify the rate totals coincide with your needs prior to completing the booking.



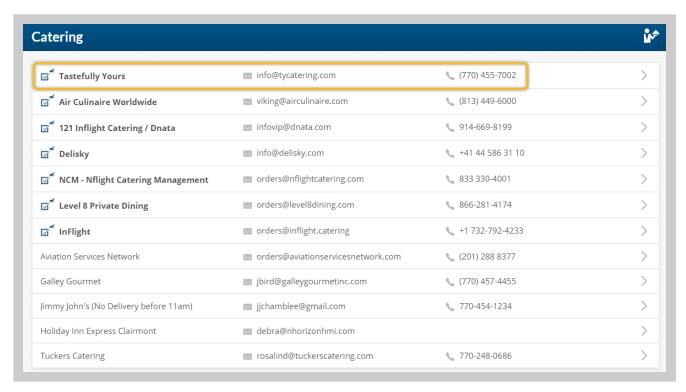
## 6. Click Complete Booking.

## **Catering**

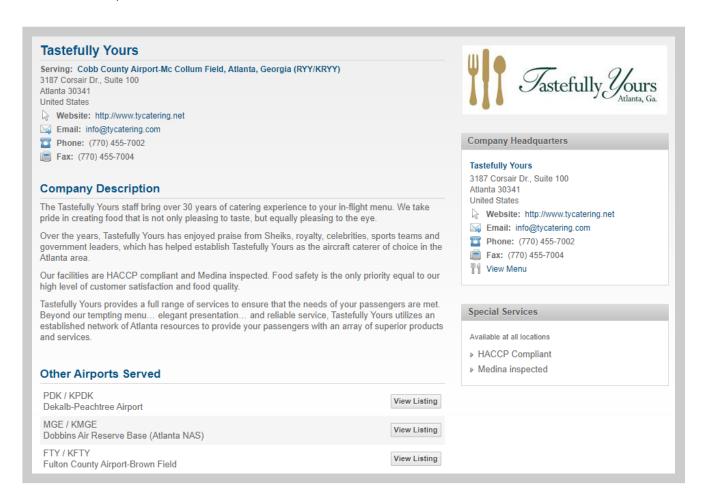
The Catering section lists all of the catering providers available at the selected airport. The symbol indicates a FlightBridge preferred vendor.

**Info:** If you do not see a particular catering vendor listed, please contact **FlightBridge Support** and we can assist with adding them to the listing.

1. Click on a catering provider to be taken to the Caterer profile page.



2. While on the Caterer Profile page, you can view information about the caterer and see the other airports this caterer services.



**Info:** Current Users are able to submit catering requests electronically via FlightBridge. To submit a catering request, simply **login** to your FlightBridge account or **contact us** to learn more and become a user.

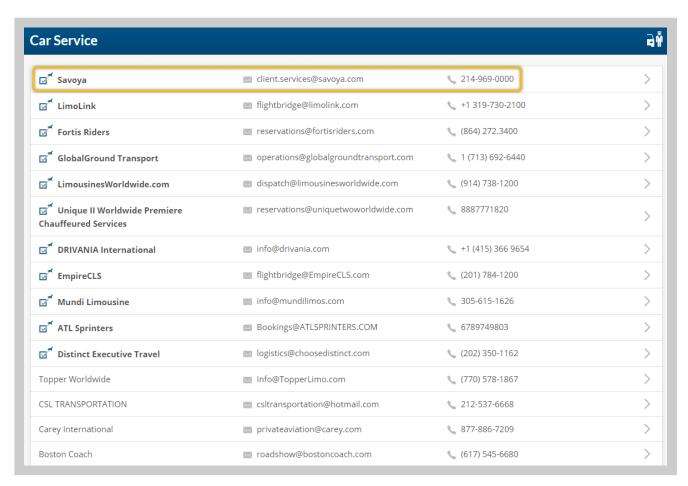
#### Car Service

The Car Service section lists all of the car service providers available at the selected airport.

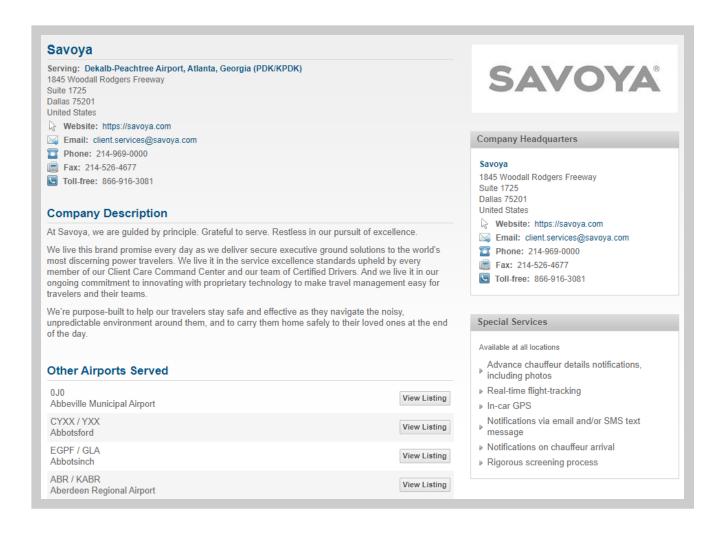
The symbol indicates a FlightBridge preferred vendor.

**Info:** If you do not see a particular catering vendor listed, please contact **FlightBridge Support** and we can assist with adding them to the listing.

1. Click on a car service provider to be taken to the Car Service profile page.



2. While on the Car Service profile page, you can view information about the car service provider and see the other airports this vendor services.



**Info:** Current Users are able to submit car service requests electronically via FlightBridge. To submit a car service request, simply **login** to your FlightBridge account or **contact us** to learn more and become a user.

# **Airport Services**

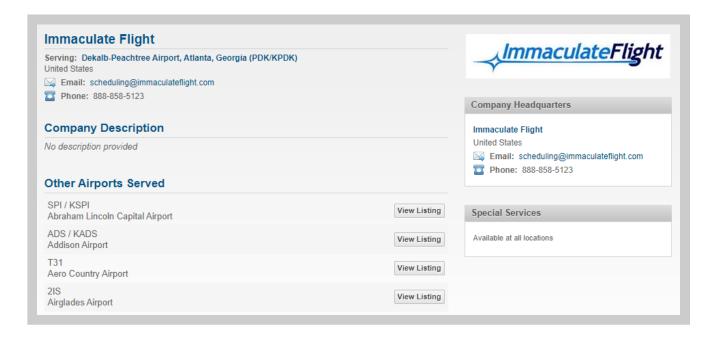
The Airport Services section lists all of the airport service providers available at the selected airport. The symbol indicates a FlightBridge preferred vendor.

**Info:** If you do not see a particular airport service vendor listed, please contact **FlightBridge Support** and we can assist with adding them to the listing.

1. Click on an Airport Service provider to be taken to the Airport Services profile page.



2. While on the Airport Service profile page, you can view information about the Airport Service provider and see the other airports this vendor services.



**Info:** Current Users are able to submit airport service requests electronically via FlightBridge. To submit an airport service request, simply **login** to your FlightBridge account or **contact us** to learn more and become a user.