

# ▶ How To Create A Team In Travelity

The image displays three overlapping screenshots of the Travelity web application, illustrating the steps to create a team for a booking.

**Top Screenshot (Calendar View):** Shows the Travelity logo, a "Create Booking" button, and a calendar for June 2025. The selected dates are 13 Jun, 2025 - 20 Jun, 2025. The user is logged in as Diana Hayes, Travel Agency.

**Middle Screenshot (Order Summary):** Displays the order details for Order #AF90B2D248. The summary includes:

Summary	
Customer	Trevor Gibson
Registered	1
Total before discount	82 USD
Total	77.9 USD
Debt	77.9 USD

Below the summary, it shows "1 booking found" with details for a transfer from Ciampino/Fiumi... including start date (13 Jun 2025), start time (18:00), and duration (1 hour).

**Bottom Screenshot (Booking Preview):** Shows the booking preview for Saturday 14 June 2025 at 08:30. The booking is for an "Abu Dhabi Day-Trip Grand Mosque, Royal Pa..." and is categorized as a "Group Tour" and "UPCOMING". It ends at 17:30. The preview includes a "Transfer" section and a "Product Options" section with the following details:

Product Options	
Driver	✓
Guide	✓
Vehicle	✓

The preview also shows "Total PAX 10" and "Vacant 7".

# Team Creation

## Create Team Command

The **Create Team** command allows you to establish a collaborative workspace, providing a platform for team members to work together.

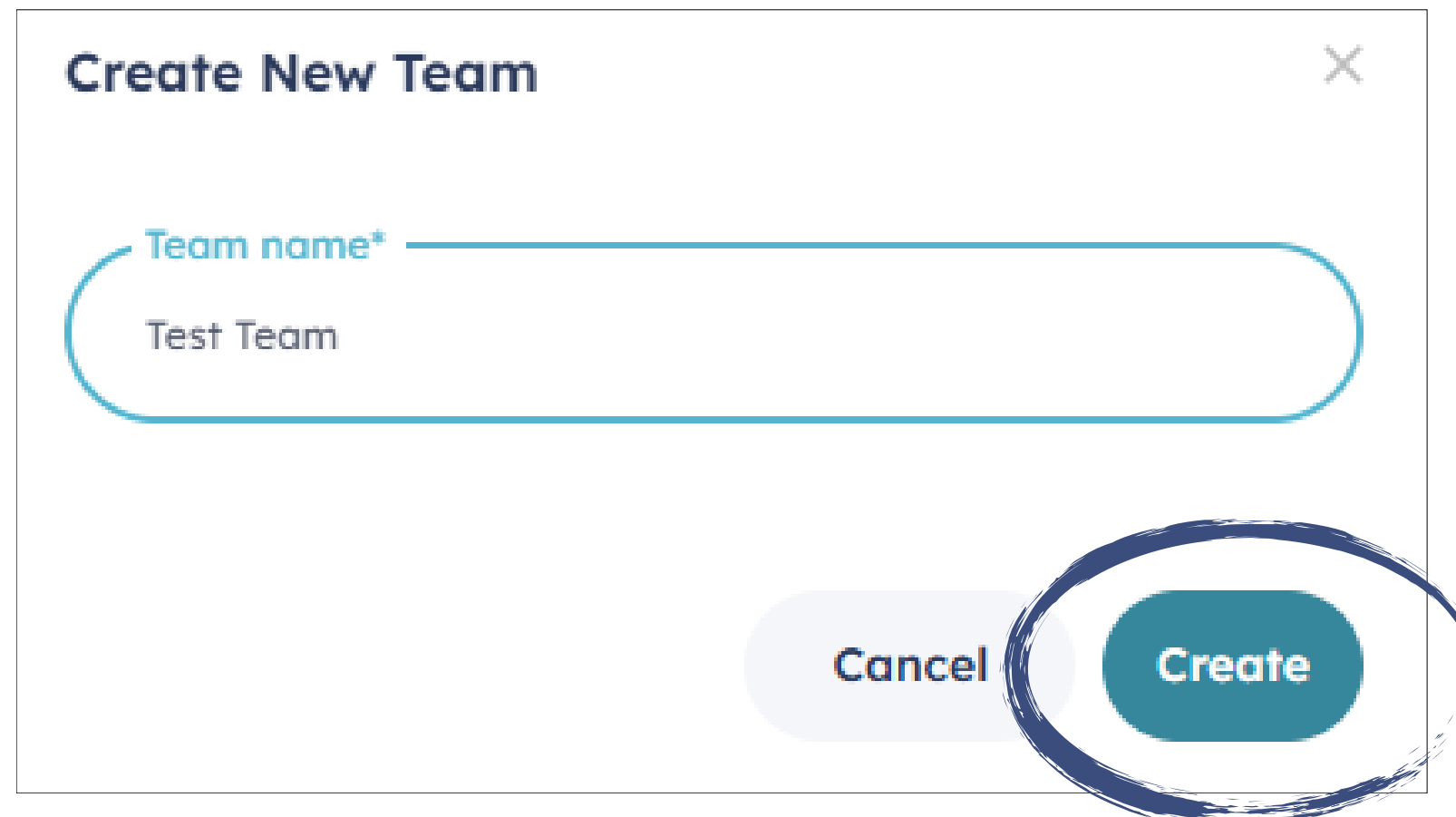
The **Team Owner** creates the team and then invites members such as tour managers, guides, drivers, transport managers, suppliers, partners, and others. Each member is assigned a specific role based on their responsibilities, which determines the level of access they have within the system.

The **Team Owner** can add new members at any time, as well as remove any existing member from the team. Additionally, the Team Owner has the ability to delete the entire team if needed.

# How to Create a Team?

To create a team:

- Go to the **My Teams** section and click the **Create Team** button.
- Then enter a name for your Team and click **Create**.
- **Next, invite team members and assign them the appropriate roles. Your shared workspace will then be ready to use.**



**Create New Team** ✕

Team name\*

Cancel Create