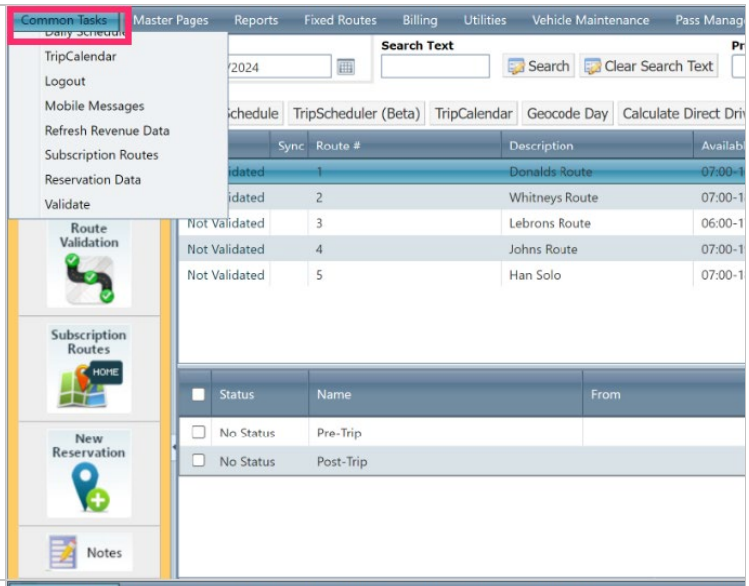
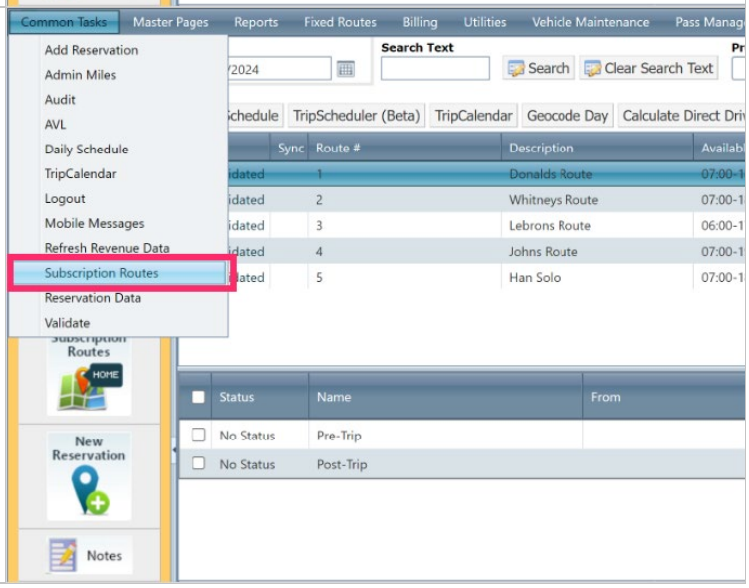
TripMaster

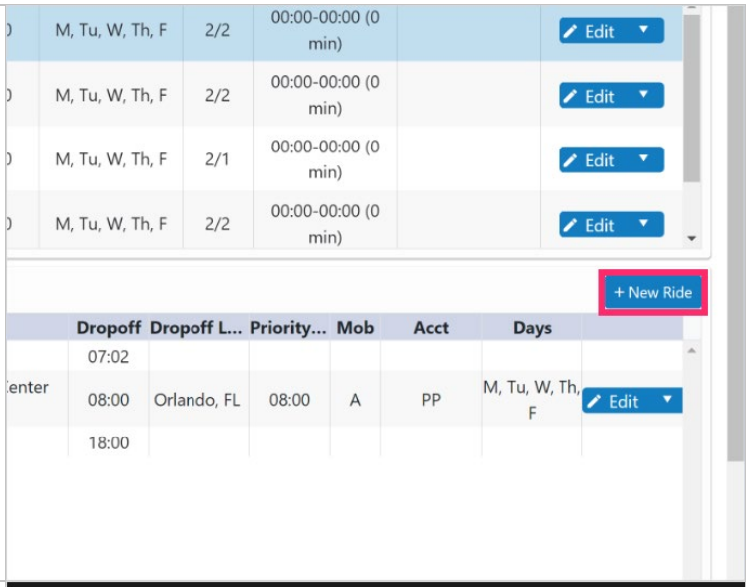
Creating a Subscription Reservation

CTS Software

1 The first step is to open **CTS Software - TripMaster** and with your mouse, hover over **Common Tasks**	
2 Click **Subscription Routes**	

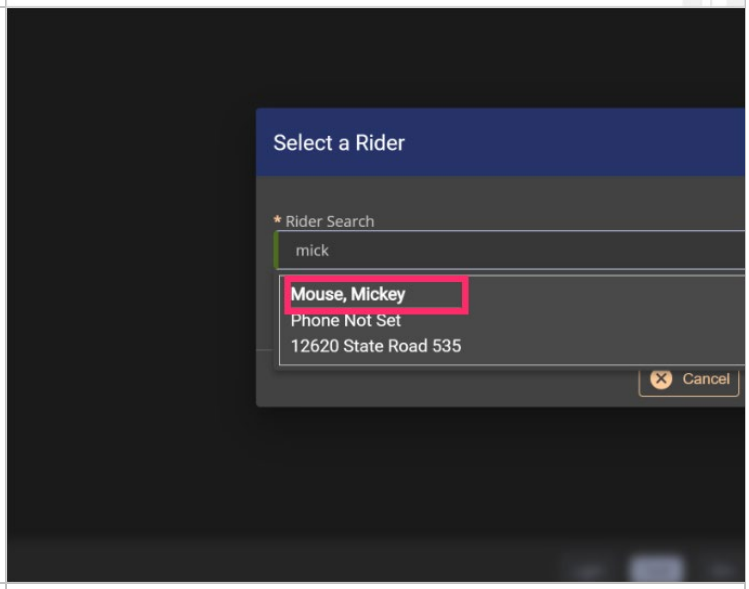
3

Scroll down and click **New Ride**



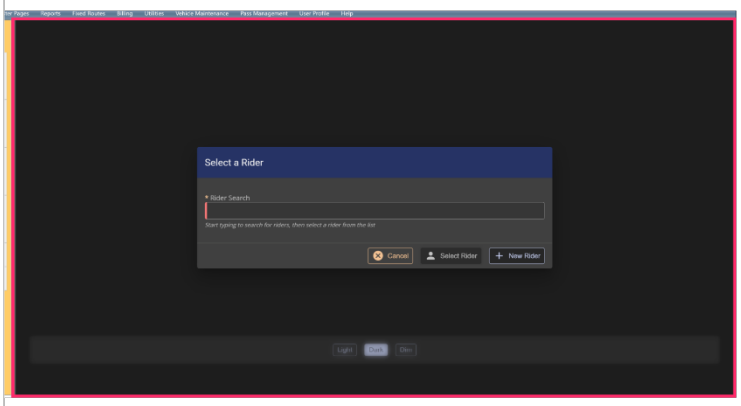
4

Scroll down and click **Rider Name**



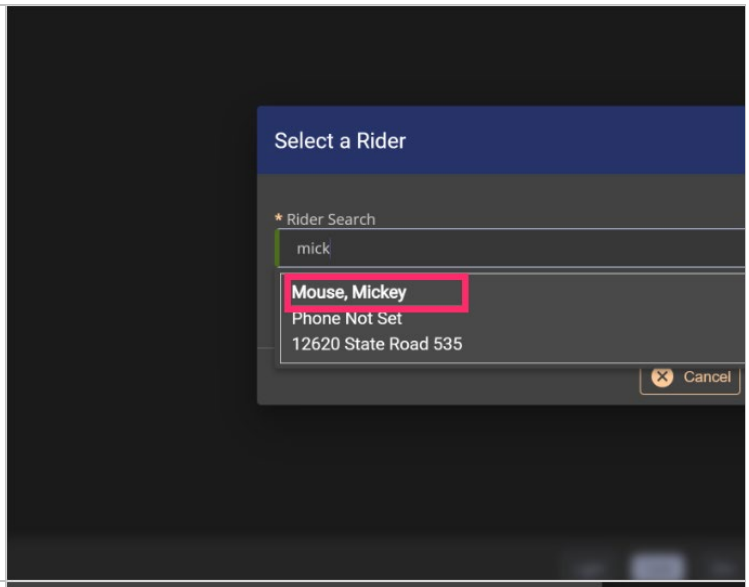
5

Click in the **Rider Search** box and begin to type in the riders name.



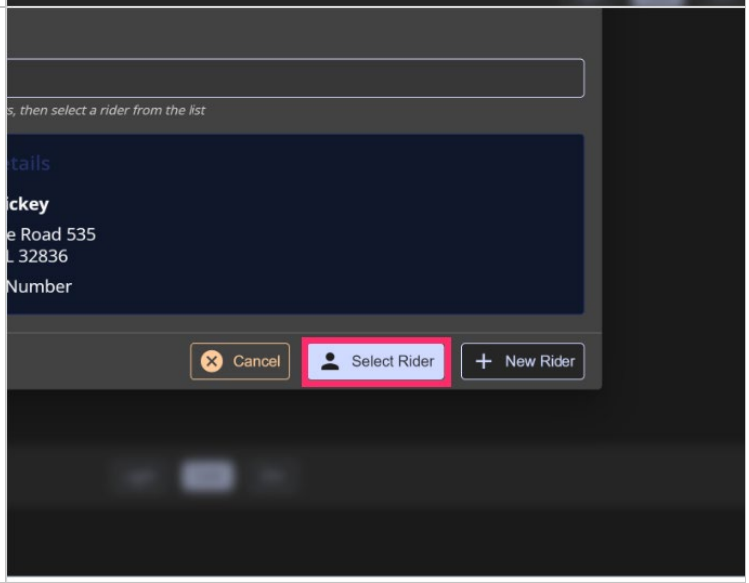
6

Click **the desired rider**



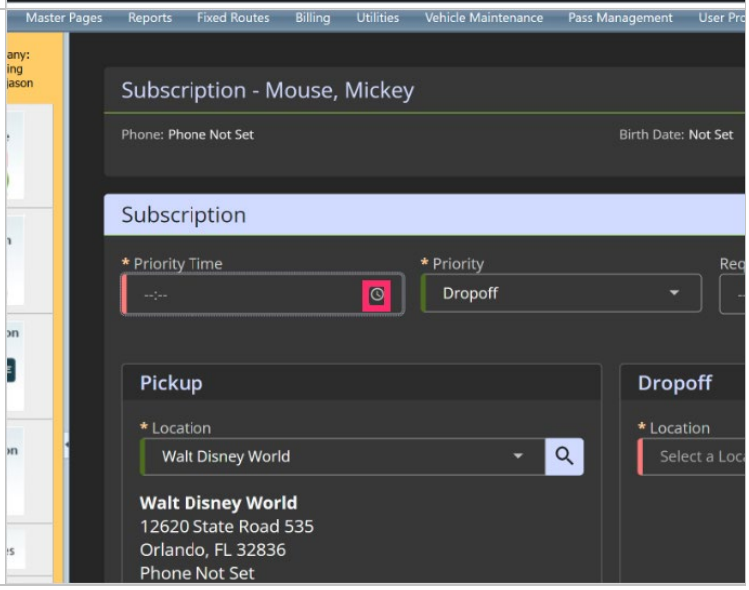
7

Click **Select Rider** once the rider is selected



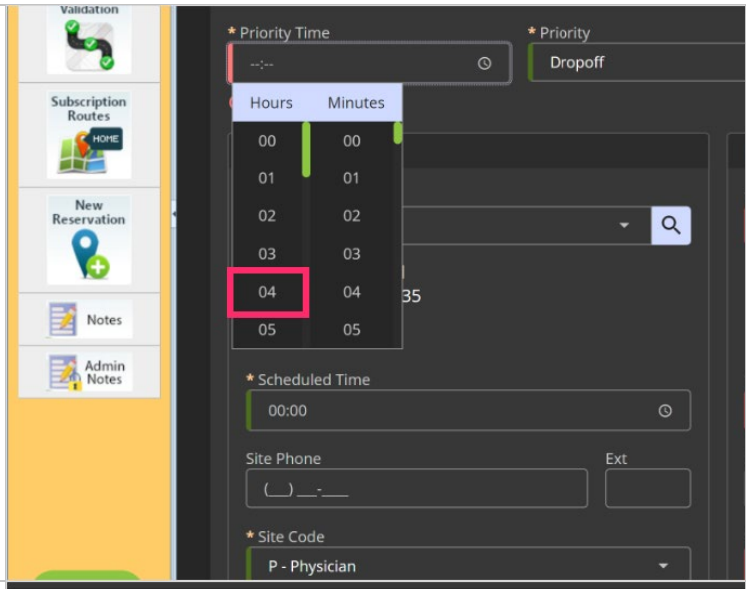
8

To enter the priority time click **the clock symbol**



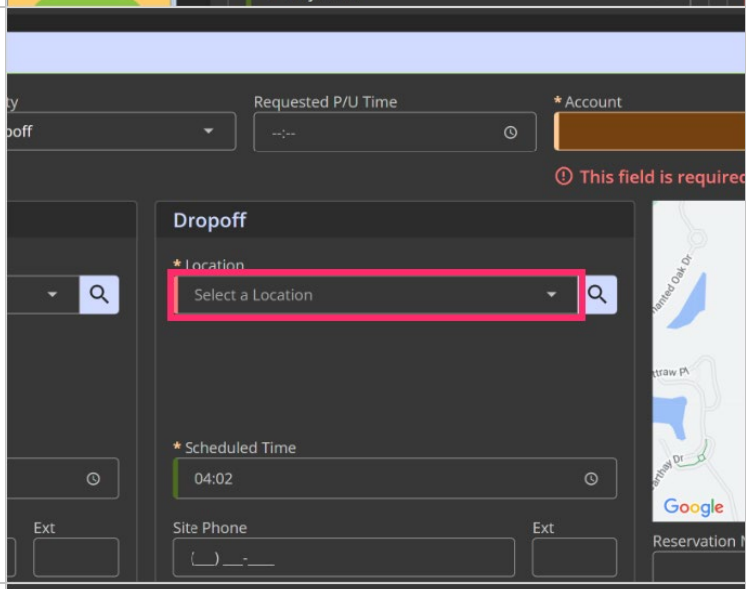
9

Scroll down and click **the desired time**



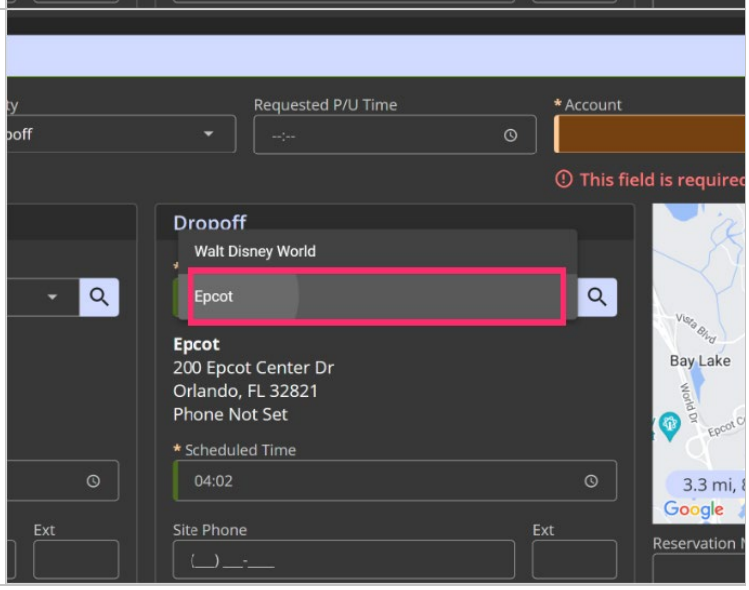
10

Click **Select a Location**



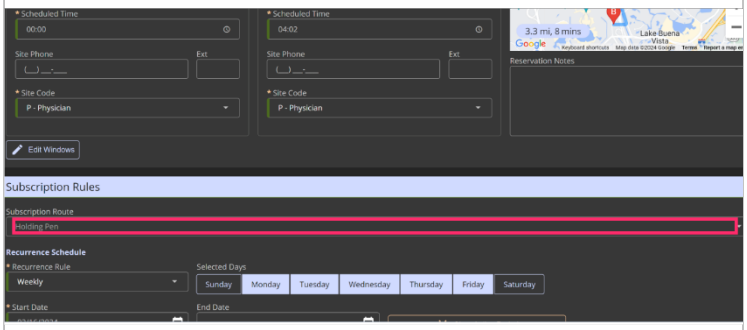
11

select the desired location or enter a new location



12

Scroll down and click **Subscription Route**



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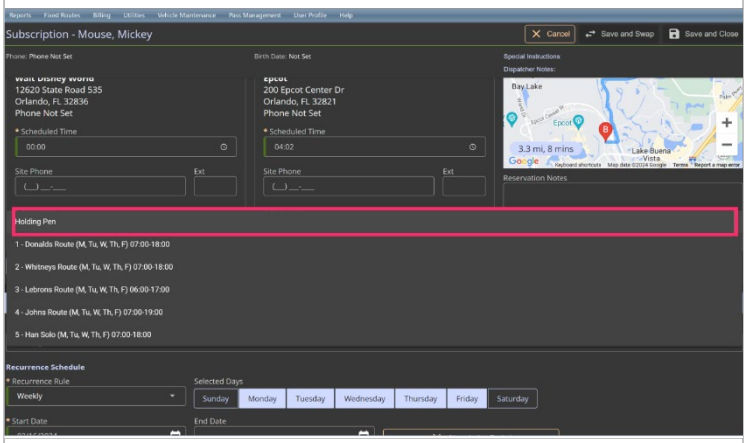
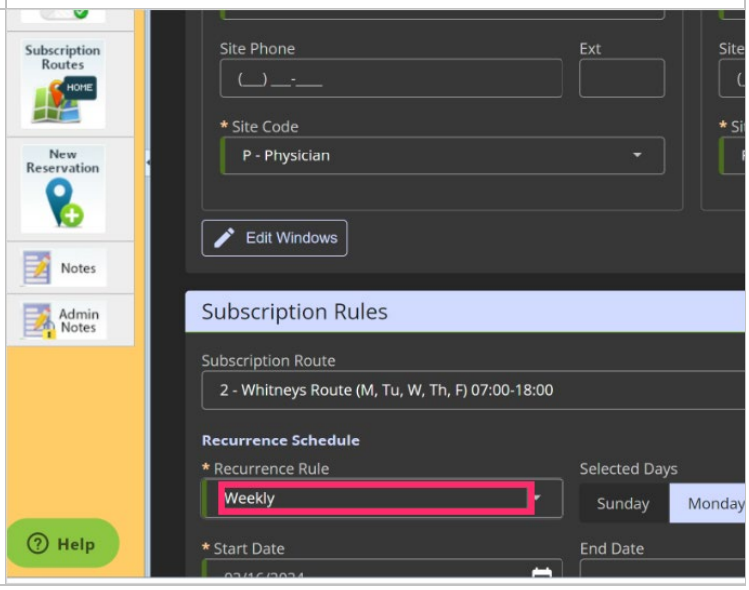
From this drop-down, you can select to add the reservation to the "Holding Pen" or a specific route.



14

Click **Recurrence Rule**



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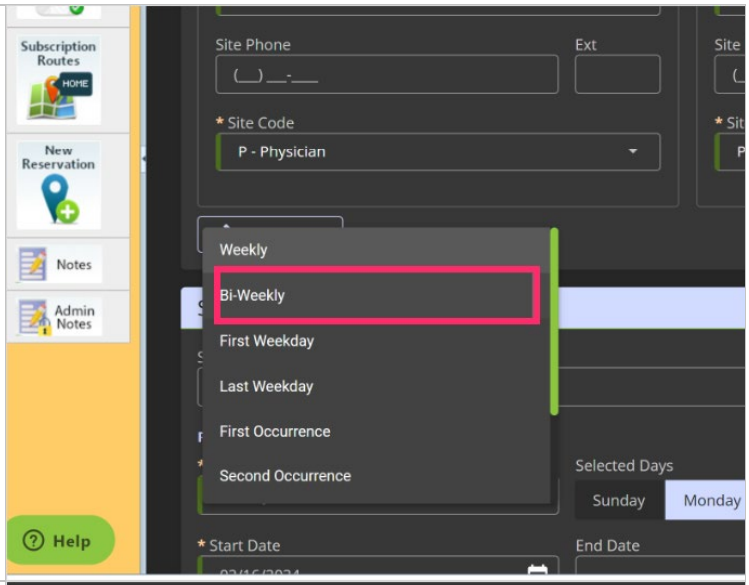
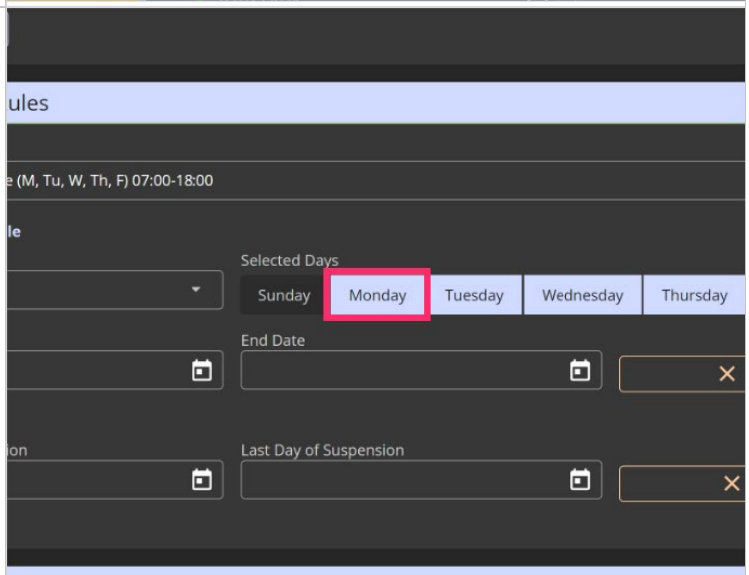
From this drop-down, you can select how often this reservation needs to occur.



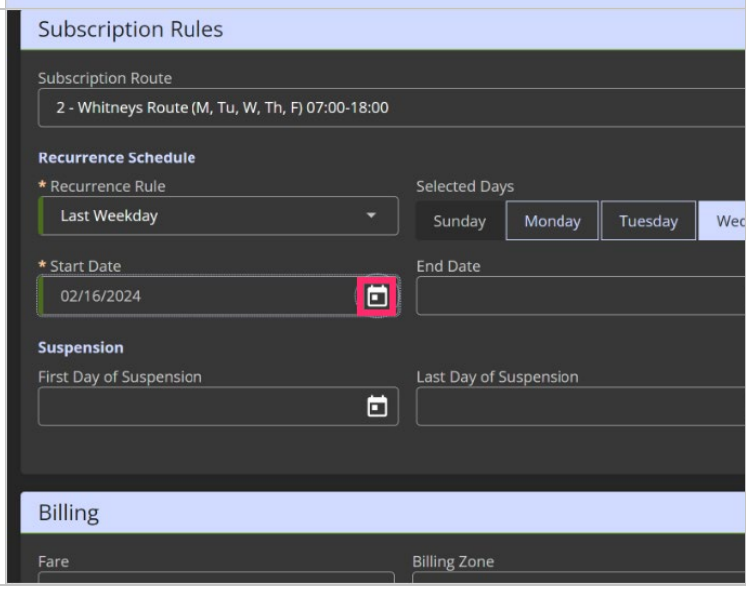
16

Select **the days of the week this subscription occurs.**

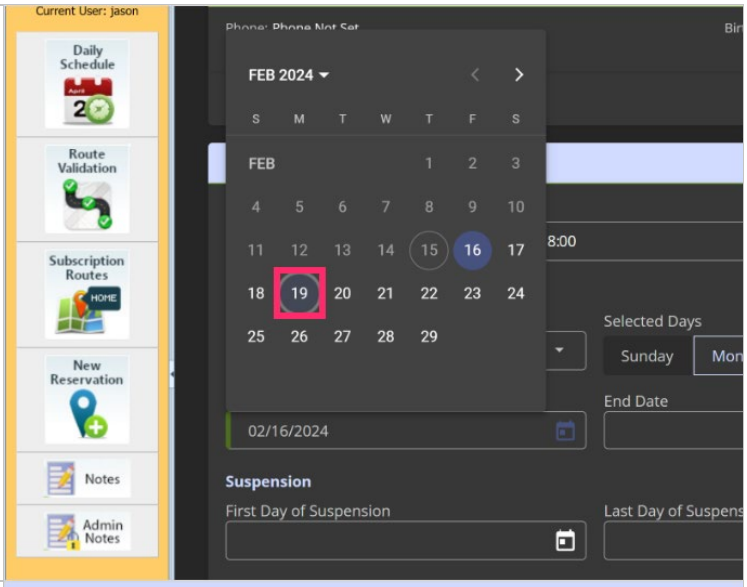


17

The start date can be changed by selecting the calendar.

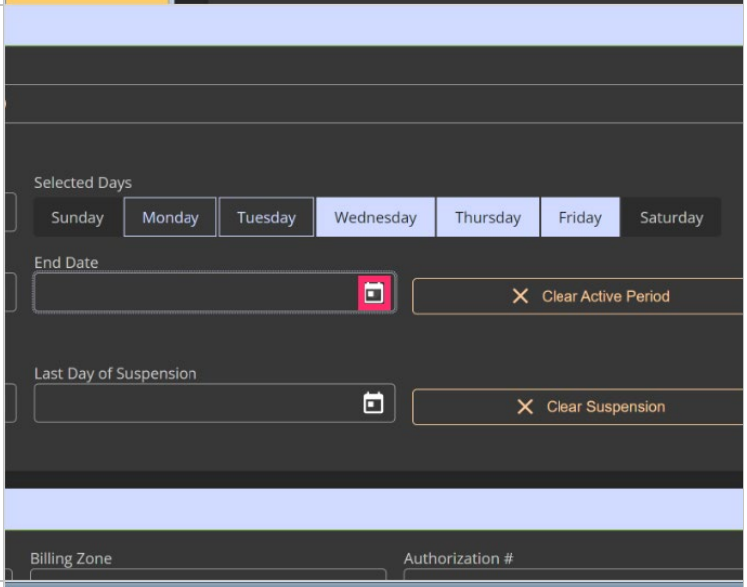


18



19

An end date can be assigned to the reservation.



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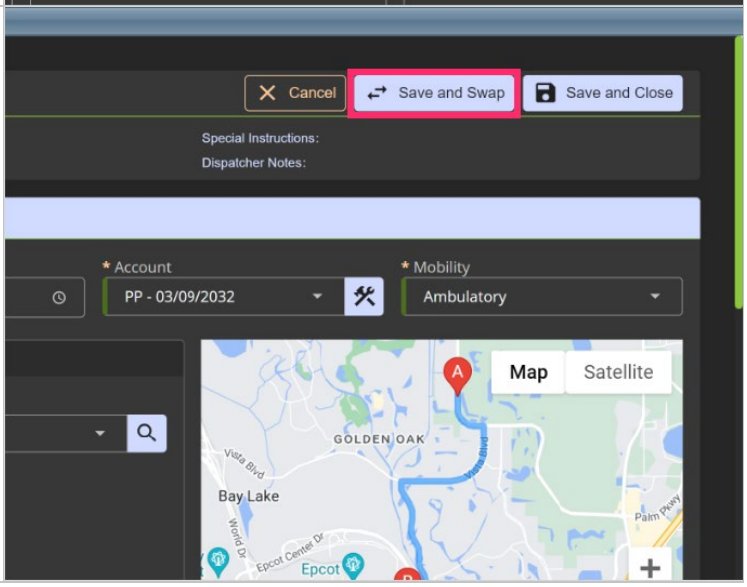
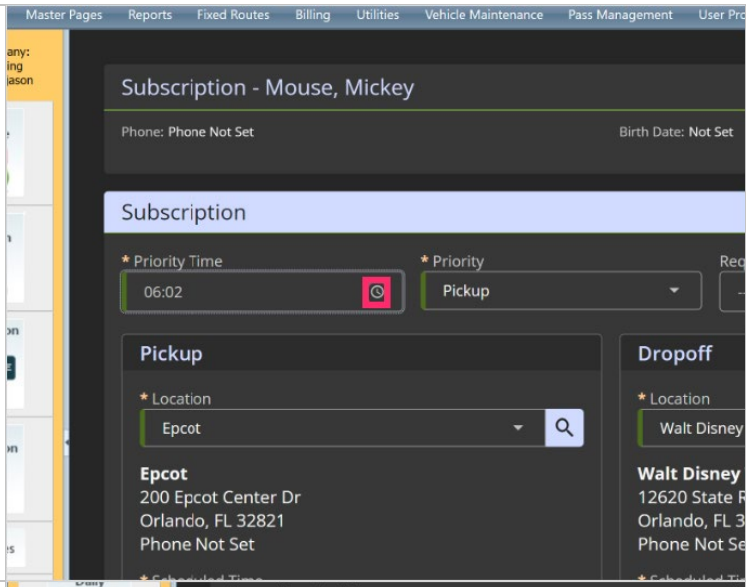
Click **Save and Swap**



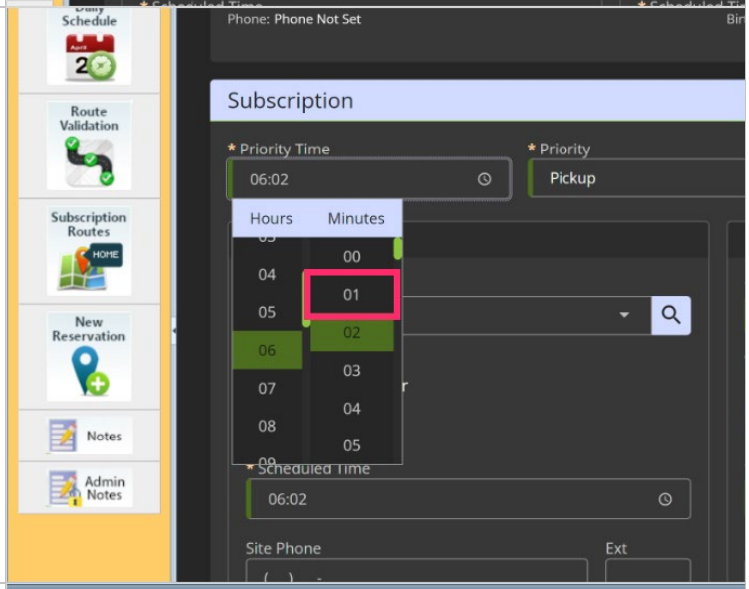
21

Select the **Priority Time**



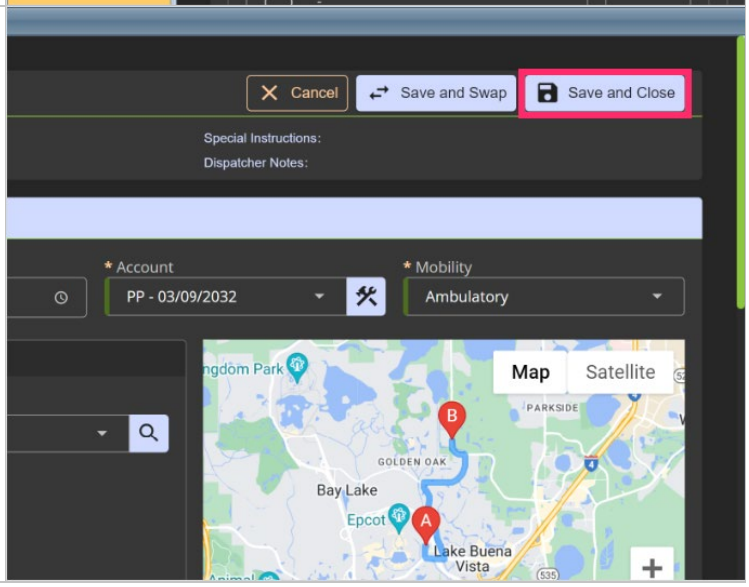
22

Scroll and click **the desired time**



23

Click **Save and Close**



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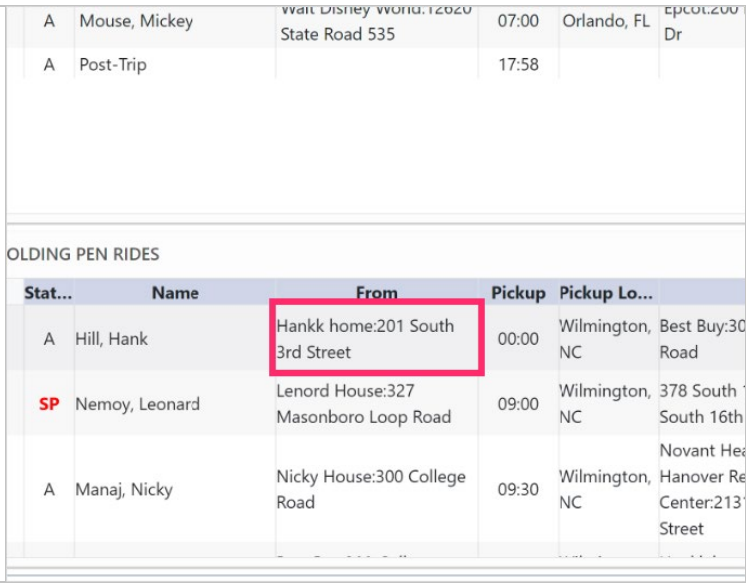
That's it. You're done.



A	Mouse, Mickey	Walt Disney World:12620 State Road 535	07:00	Orlando, FL	Epcot:200 Dr
A	Post-Trip		17:58		

OLDING PEN RIDES

Stat...	Name	From	Pickup	Pickup Lo...	
A	Hill, Hank	Hankk home:201 South 3rd Street	00:00	Wilmington, NC	Best Buy:30 Road
SP	Nemoy, Leonard	Lenord House:327 Masonboro Loop Road	09:00	Wilmington, NC	378 South South 16th
A	Manaj, Nicky	Nicky House:300 College Road	09:30	Wilmington, NC	Novant Hea Hanover Re Center:213 Street