

FleetCommander User Conference Shuttle Directions

These are directions on how to make a shuttle reservation. Directions for both round trip and one-way reservations are shown. We'll start with round-trip and then we'll do a one-way.

Go to https://www.executiveexpress.biz/. Click on "Airport Shuttle. Book a Reservation."

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Click on Round Trip.

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From (city) If No Flight enter No Flight	
Los Angeles CA	

For the drop off location, type "gate" in the field. That will bring up "Ames – Gateway Hotel and Conference Center." Choose that. Indicate the number of adults in your group.

Dropoff location (select only one)	
Drop off location gate Q Ames - Gateway Hotel and Conference Center	
Passengers 1	
Adults	Children (6 and under)



Indicate the number of bags.

Luggage / Special options
Total number of bags including carry-ons. Do not include personal items that will be kept with you.
Pet (in kennel)
▼ Extra/oversized luggage



Provide your departing flight information. Your pick-up location, number of adults, and number of bags should default to your arrival answers. It assumes you'll be leaving from the Gateway Hotel and Conference Center.

Departing Flight	
Date 05/24/2019	
Departure Flight Time 6 • 30 • PM • Airline • • • • • • If No Flight select No Flight Terminal 1 or 2 • • • • • AMERICAN AIRLINES • <t< td=""><td>Flight Type Domestic Flight Number 8741</td></t<>	Flight Type Domestic Flight Number 8741
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Pickup location (select only one)	
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Click on the Continue button at the bottom right of the page.

✓ Continue

For questions or additional assistance, please call (888) 522-9899 Powered by advanced technologies from

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Choose a pick-up time from the list and the click on the Select button.

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Do the same for your return to the airport. You'll see that a discount has been applied. The total for the round trip will be \$96.00.

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You're presented with a confirmation page. Please review it carefully. Provide your contact and payment information. Complete the remainder of the form and click on the Continue button.

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Email Address	(Confirmation sent here)		
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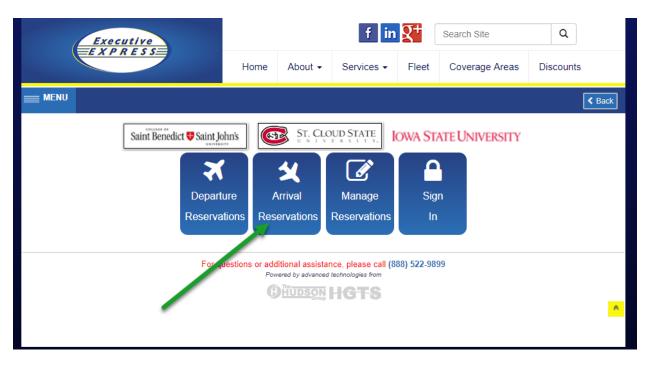
From here, complete registration as instructed by the system.



Let's make a one-way reservation. Go to <u>https://www.executiveexpress.biz/</u>. Click on "Airport Shuttle. Book a Reservation."



Click on Arrival Reservations.





Click on One Way.

Executive			fin	Search Site	Q	
EXPRESS	Home	About -	Services -	Fleet	Coverage Areas	Discounts
menu						< Back
Arrival Reservations and quotes for transportation from MS	P or DSM airp	ort.				
→ One Way ≓ Round Trip						
For qu	Pow	vered by advanced	-	88) 522-98	99	
	C	HUDSON	IGTS			<u>^</u>

Choose Des Moines Airport.

menu		
Open All		
Check Pickup Availability		
Airport		
Des Moines Airport		
Des Moines Airport Des Moines Greyhound		
Minneapolis St Paul Airport Date		
2/12/2019]	
Arrival Flight Time		Flight Type



Provide your flight arrival information.

MENU	
Open All	
neck Pickup Availability	
irport	
Des Moines Airport	
Arrival Flight	
Date 05/21/2019 Arrival Flight Time	Flight Type
2 • : 50 • PM •	Domestic 🔻
Airline If No Flight select No Flight Terminal 1 or 2	Flight Number If No Flight enter No Flight
AMERICAN AIRLINES Q	2092
From (city) If No Flight enter No Flight	
Los Angeles CA	

For the drop off location, type "gate" in the field. That will bring up "Ames – Gateway Hotel and Conference Center." Choose that. Indicate the number of adults in your group.

Dropoff location (select only one)	
Drop off location	
gate Q	
Ames - Gateway Hotel and Conference Center	
Passengers 1	
Adults	Children (6 and under)
1 •	•



Indicate the number of bags.

Luggage / Special options
Total number of bags including carry-ons. Do not include personal items that will be kept with you.
Pet (in kennel)
▼ Extra/oversized luggage

Click on the Continue button at the bottom right of the page.





Choose a pick-up time from the list and the click on the Select button.

Executive			f in	Q +	Search Site	Q
EXPRESS	Home	About -	Services -	Fleet	Coverage Areas	Discounts
MENU						< Back
Select type of service and Pickup Time						
Number of Passengers	1					
Traveling from:	Des Mo	ines Airport				
Traveling to:	Ames -	Gateway Hotel	and Conference (Center		
Flight date:	05/21/19	9				
Flight time:	2:50 PN	1				
Home Pickup						
Home Pickup service for 1 passengers						
\$53.00						
Pickup time: 3:45 PM Drop off time: 4:30 PM		~				
 3:45 PM Estimated Drop Off: 4:30 PM 					_	
 45 minutes later 4:30 PM 						
Estimated Drop Off: 5:15 PM 1 hour 45 minutes later 5:30 PM						
Estimated Drop Off: 6:15 PM						
 3 hours 15 minutes later 7:00 PM Estimated Drop Off: 7:45 PM 						
Price Information		~				
Base Fare		3.00				
Total for this portion of the trip	5	3.00				
, Select	1					



You're presented with a confirmation page. Please review it carefully. Provide your contact and payment information. Complete the remainder of the form and click on the Continue button.

Reservation Name	~
First Name	Last Name
Cell Number Please note: We do not make international	nhone calls
If you do not have a US cell phone,	
please enter 555-555-5555 as a substitute	number.
Email Address	
(Confir	mation sent here)
Payment Information	~
A credit card is required to make this reservat	on
A credit card is required to make this reservat Total Fare 53.00 Payment Type	on
Total Fare 53.00	on
Total Fare 53.00 Payment Type	on Expires: Month/Year
Total Fare 53.00 Payment Type Credit Card 🔻	
Total Fare 53.00 Payment Type Credit Card 🔻	Expires: Month/Year
Total Fare 53.00 Payment Type Credit Card Credit Card #	Expires: Month/Year Month • Year •
Total Fare 53.00 Payment Type Credit Card Credit Card # Name	Expires: Month/Year Month Vear Credit Card Verification Number
Total Fare 53.00 Payment Type Credit Card Credit Card # Name	Expires: Month/Year Month Vear Credit Card Verification Number

From here, complete registration as instructed by the system.