

# How to set up your organisation for The Whistler Experience®

## 1. Designate a Whistler Experience Administrator

- Assign a Whistler Experience Administrator
- Decide if the organisation pays for any employees' Spirit Passes  
(if yes, contact Whistler Blackcomb at [passadmin@whistlerblackcomb.com](mailto:passadmin@whistlerblackcomb.com))
- Decide if the organisation is paying for any participation fees and/or training sessions

### The Whistler Experience Administrator :



- Approves employees for The Whistler Experience program & Spirit Pass
- Designates if the pass is “employer pay” or “employee pay”
- Is the contact for Whistler Blackcomb Pass Admin and your employees
- Can set up more than one administrator
- Use this account to sign yourself up for the Whistler Experience Program and Spirit Pass

## 2. Register & login as The Whistler Experience Administrator

- Log into your Whistler Experience account
- If you don't have a Whistler Experience account, contact: [whistlerexperience@whistlerchamber.com](mailto:whistlerexperience@whistlerchamber.com)
- Once you have your credentials, login to the Whistler Experience web page

## 3. Tell your employees

- The Whistler Experience program is available to all your employees
- Inform them who is paying for the Spirit Pass, participation fee, and for training
- Share the “How to register yourself for The Whistler Experience” document with employees
- Remind your employees to attend their Whistler Experience training

## 4. To sign up for your Spirit Pass

- When you are logged into your Whistler Experience Administrator account, go to “My Whistler Experience” and follow the steps

# Send your team to University!

## Group Registrations

Leverage your training dollars and send your team to training powered by UVic's Gustavson School of Business. Training is far more powerful when taken by a group that is empowered to implement change.

Follow these steps to pay for your team's Whistler Experience training sessions:



### Contact the Whistler Chamber

Email [whistlerexperience@whistlerchamber.com](mailto:whistlerexperience@whistlerchamber.com) or call: 604-932-5922 with the number of attendees per training session plus session name, date and time.



### Send email to employees

The Chamber will send you a customized link to share with the employees you are paying for.



### Approve your employees

The Whistler Experience Administrator of your organization will be prompted by email to approve employees for the program including the Spirit Pass and other activity benefits.