

How to Register Your Team for The Whistler Experience® Program + offer the Spirit Pass as a benefit!

1. designate a Whistler Experience administrator(s)

what is the role of the Whistler Experience Administrator?

- approving employees for The Whistler Experience program & Spirit Pass
- designating if the pass is "employer pay" or "employee pay"
- is the contact for Whistler Blackcomb Pass Admin and your employees



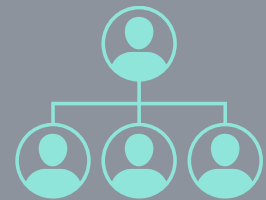
2. login to The Whistler Experience® platform

- go to [My W.E. Login](#) on the Chamber website (whistlerchamber.com)
- log in using the same credentials as your Whistler Chamber account



3. explore MY EMPLOYEES tab

- Pending Registrations: manage your employees' registrations
- Manage Employees: manage your employees registration information including viewing profiles, deactivating and reactivating employees
- Whistler Experience Administrators: to add or modify administrators



4. tell your employees registration is open

- let them know who is paying for their pass and training fees
- share the 'How To Register' information with your team

If you are paying for your employees' training remember to:

- email whistlerexperience@whistlerchamber.com with the number of employees, what course and if you are paying the admin fee.



5. approve your employees

If you are paying for your employees Spirit Pass

- contact wbpasadmin@vailresorts.com to update your credit card details
- once approved, employees will receive an email when their pass is ready (this can take up to 72 hours)



If your employees are paying for their own pass

- Once approved, employees will receive a Whistler Experience Number they can bring to Whistler Blackcomb Guest Services to get the Spirit Pass.

