

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



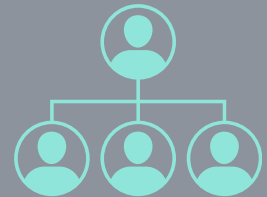
2. login to The Whistler Experience® platform

- 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, training and admin fees
- share the '[How To Register](#)' information with your team

If YOU (the employer) are paying for your employees' training and/or admin fee:

- email whistlerexperience@whistlerchamber.com with the number of employees, what course and if you are paying the admin fee. We will send you pre-paid links to share with your employees. Full list of training courses can be found below:
- [Skills Development Training](#) and
- [Course pricing](#).



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 by the Whistler Experience Administrator, 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 go purchase the Spirit Pass.

