

Company Administrator Guide to Whistler Experience

+ offer benefits including the WB Spirit Pass!

Role of the Whistler Experience Administrator

- Approve employees for the Whistler Experience program & Spirit Pass
- Designate passes as employer or employee-paid
- Primary contact for WB Pass Admin Department & employees
- Update credit card details by emailing wbpasadmin@vailresorts.com if covering passes
- Temporarily suspend employee passes if needed

By default, the primary contact of your Chamber account is an administrator. Add new administrators via the Whistler Experience platform's Administrator tab or by contacting whistlerexperience@whistlerchamber.com.

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TELL YOUR EMPLOYEES REGISTRATION IS OPEN

- If your company is covering training costs: email whistlerexperience@whistlerchamber.com with employee count, course choice and if you're covering the admin fee (\$40). We'll send you pre-paid links to share and invoice your company directly.
- If they're paying: let them know they can register anytime.

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APPROVE YOUR EMPLOYEES

You'll get email alerts for pending approvals; log in at go.whistlerchamber.com/we-login with your regular Chamber member login.

If your employees are paying for their own pass

- approve your employee as "employee pays". They will receive a Whistler Experience Number they can bring to Whistler Blackcomb Guest Services to go purchase the Spirit Pass.

If you are paying for your employees Spirit Pass

- approve your employee as "company pays". WB will bill your card on file and their pass will be processed in up to 72 hours. They'll receive a notification and can bring their Whistler Experience Number to Guest Services to pick up their pass.

If your employees are accessing benefits and NOT purchasing a Spirit pass

- approve your employee for "Not a Spirit Pass but other benefits". They can come to the Whistler Chamber office to collect a Whistler Experience Card.

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REMIND STAFF TO PICK UP THEIR 2025/26 WHISTLER EXPERIENCE STICKER

Staff members can pick up this years' stickers at the Chamber. It verifies participation and unlocks deals like discounted transit, grocery savings, and more, as most providers require both the Spirit Pass and sticker unless otherwise noted for redemption.

