

Find out how to fly through the airport

We'll save you time with the click of a button

Whether you're travelling for business or leisure, British Airways online and self-service facilities have been designed to save you time. By using our online options, from checking in to requesting your seat, you can ensure that more of your time at the airport is your own.

Planning your trip

Once you have booked your tickets, either through your travel agent, or direct with British Airways, simply log on to ba.com, where you will be able to:

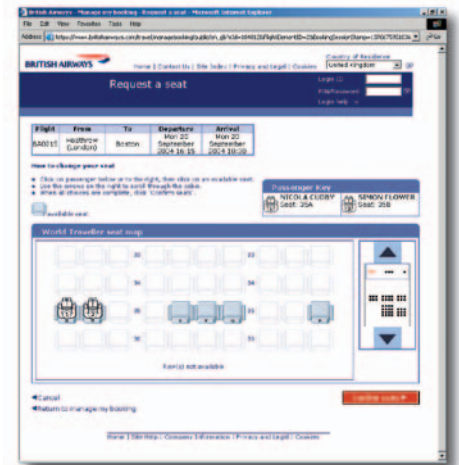
- View, email or print your itinerary
- Advise us of your seat preference or dietary requirements
- Add your Executive Club number
- Complete Advanced Passenger Information required to travel to destinations including USA, Canada and China
- Change your flight details* – if you book direct you can alter your flights up until check in closes.

Before you leave

Save time at the airport by using our Online Check-in** facility before leaving your home or office:

- Select your preferred seat
- Check in for your return British Airways journey if you're flying back within 24 hours
- Print your own boarding pass†

When you arrive at the airport, if you have any baggage simply deposit it with a member of staff at the Fast Bag Drop**, then proceed through security and straight to the departure lounge or boarding gate.



At the airport

Alternatively, you can still save yourself time at the airport by using the Self-Service Check-in kiosk†. This should take less than 60 seconds:

- Insert your Executive Club card, credit card (this will only be used for identification purposes) or cardboard ATB ticket into the slot of the check-in kiosk
- Confirm your booking using the touch-screen
- Select your preferred seat from the interactive seating plan
- The kiosk will then print your boarding card. Where a cardboard ATB ticket has been used, boarding information will be printed onto this.

If you have any baggage, simply deposit it at the Fast Bag Drop** before making your way to the departure lounge or boarding gate.

So now that you've clicked that British Airways online and self-service facilities are the quick and easy way to speed through the airport, take the easier route next time you fly at ba.com

* Subject to fare rules. If flights are booked through a Travel Agent you can change your flights no later than 24 hours before departure.

** Customers can check in from 24 hours up to 1 hour before departure. For flights departing the US check in closes 2 hours before departure.

† For the latest information on where online boarding passes can be used, visit ba.com/whatsnew

** Available at selected airports only.

† BA has Self-Service Check-in kiosks at 39 locations on its network, please refer to ba.com for more information.