



HOW TO REGISTER FOR A TRAVELOGS INTERNATIONAL INC. TRIP

Your Group Registration Code for your trip is NF499PhS (it is case sensitive). This code will allow you to enroll online and pay the initial deposit/registration fee using a major credit card. (For those people without internet access, please see further instructions below.)

- 1) Go to www.travelogsinternational.com and click on "Register For Your Trip." This will direct you to a page that is entitled "Log Into Your Account". Once you're on this page, there will be a question stating: Do you have a registration code? Register for your trip." Click here to begin the registration process.
- 2) You will now be on a page entitled "Trip Registration." Enter your e-mail address and the Group Registration Code. Click on "Create My Account."
- 3) Once an account has been created, an e-mail will be automatically sent to you with a link and a temporary password.
- 4) Click on the link within your e-mail and you'll automatically be directed back to the "Log Into Your Account" page. Enter your e-mail and the temporary password. Click "Log In" when complete.
- 5) You will now be on a page that will show the information for the trip in which you would like to register for. Click on the "View Trip Details and Register for This Trip" link.
- 6) You will now be on the school's trip website. In order to complete the registration process, scroll down to the bottom of the page and choose the option of how to register.
- 7) Once you click on your option, you'll then be directed to the "Manage Your Profile Page." Complete all of the necessary information and hit "Save."
- 8) Lastly, you'll be taken to a page that requires three checked boxes and a place for a parent/guardian to sign his/her name acknowledging and accepting Travelogs' terms and conditions. Once that is completed, click on "Process Registration."
 - a. For **credit card users**: you will then receive an e-mail confirmation that the deposit has been processed. Your registration is now complete.
 - b. For those who choose the "**pay by mail**" option: your registration on the trip is **pending** upon receipt of your required deposit. Once the "Manage Profile" page is completed, you will be e-mailed an invoice for your deposit. **Please print out a copy of this invoice**, and mail it along with your check or money order to Travelogs. This deposit must be received no later than the deposit deadline set by your son/daughter's teacher. Failure to do so will result in automatic removal from the trip.