

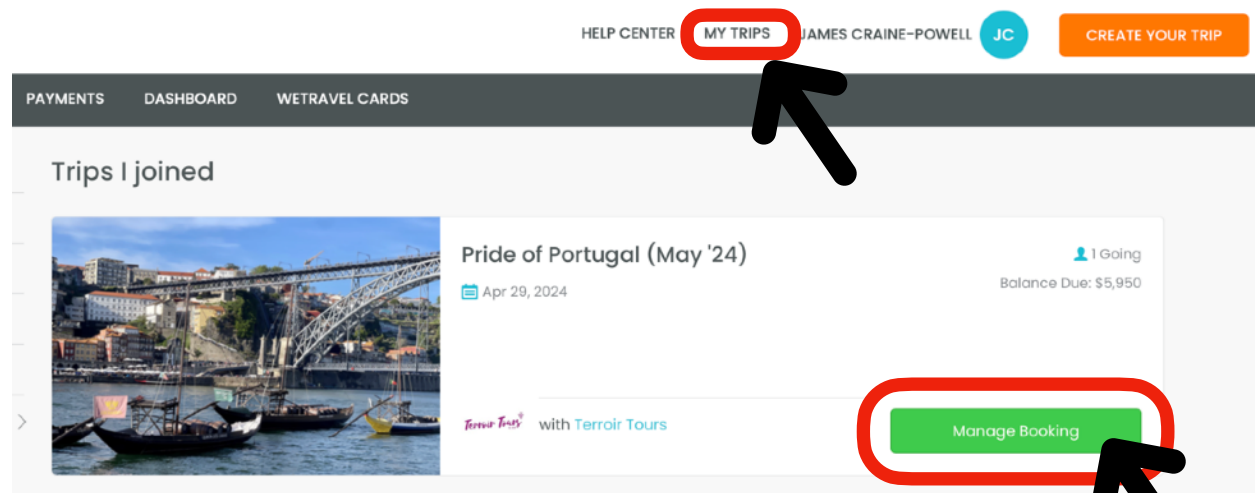
WeTravel Participant How-to-Guide

During the time leading up to your Terroir Tours experience, the WeTravel site will be your one-stop shop for making payments, signing your trip agreement & photo release form, adding required personal information, and more! As such, we thought it might be best to create a little guide so you know how to use the site.

It's critical that each guest traveling completes the following:

- **Trip Agreement**
- **Photo Release**
- **Passport Upload**
- **Personal Details (Contact Information, Personal Information, Allergies, Emergency Contact, etc.)**
- **Recent Headshot (Each Individual Traveler)**
- **Icebreaker Question**
- **Flight Details (When available)**

1) After logging into WeTravel, Click on “My Trips” on the top tool bar. You should see your trip listed. Then click the “Manage Booking” button in green.



2) Scroll down until you see the “Participant Information” section, then click on “Update Information” on the right.

The screenshot shows the Wetravel website interface. At the top, there's a navigation bar with 'wetravel' logo, 'HELP CENTER', 'MY TRIPS', 'JAMES CRAINE-POWELL', and a user profile icon 'JC'. Below this is a dark grey bar with links: 'MY TRIPS', 'PROFILE', 'PAYMENTS', 'DASHBOARD', and 'WETRAVEL CARDS'. A message states: 'You have one more step to go, please sign the document as required by your organizer.' with a 'View and Sign Document' button. The main content area is titled 'Manage Booking' for 'Pride of Portugal (May '24)' with 'Trip Dates: Apr 29 - May 8, 2024'. On the right, there's an 'Outstanding Payments' section with 'Balance Due' and 'Pay Balance Due' buttons. Below this is a table with columns 'Name', 'Participants', and 'Payment Status'. The 'Participant Information' section is highlighted with a red circle, and the 'Update Information' button is also highlighted with a red circle and a black arrow pointing to it.

3) Make sure to read through all of the participant details. There are also buttons for you to upload documents for passport photo and headshot. Once completed, make sure to click the green “Update” button at the end to save your information.

The screenshot shows the participant information form. It starts with a radio button and text: 'I agree to all photo release details as outlined by Terroir Tours'. Below this is a text input field for 'Your Answer' and a 'Tour Book' prompt: 'If you could share a meal with any 3 individuals, living or dead, who would they be?'. Another text input field for 'Your Answer' is provided. Below that is another 'Tour Book' prompt: 'Provide a short bio (3-4 sentences) that you would be okay sharing with the group.' with examples like 'Favorite hobbies' and 'Favorite vacation spot', and a 'Read More' link. A final text input field for 'Your Answer' is at the bottom. On the right side, there's a 'Tour Book' prompt: 'Please provide a recent headshot photo of yourself. This doesn't have to be a professional photo, but rather a close photo of yourself.' with an 'Upload' button highlighted by a red circle. Below this is a text input field for 'Your Answer' and a 'Flight Information' prompt: 'Flight numbers, arrival date & time, departure date & time, confirmation number). :'. A large green 'Update' button is at the bottom right, highlighted with a red circle and a black arrow pointing to it.