

INDIVIDUAL PAYMENT SYSTEM

Your group leader has elected to utilize Bob Rogers Travel's online Individual Payment System (IPS) to collect trip payments. Please read the following information to assist you in registering for this trip.

TRIP DETAILS

Trip ID:	OH016500027
Group Name:	Green High School Choir
Group Leader:	Julie Pickering, Director
Destination:	New York City
Trip Dates:	March 21-25, 2019

All package costs are based on projected participation and occupancy, and are subject to change.

Participant Type	Occupancy			
Student	\$795.00 (All students in quad occupancy)			
	Quad	Triple	Double	Single
Chaperone	\$795.00	\$845.00	\$889.00	\$1,079.00

Payment Details	Due Date	Amount Due
Registration Deadline	October 1, 2018	---
Deposit	October 8, 2018	\$100.00 per traveler
2nd Payment	November 1, 2018	\$175.00 per traveler
3rd Payment	December 3, 2018	\$175.00 per traveler
4th Payment	January 15, 2019	\$175.00 per traveler
Final Payment	February 15, 2019	Remaining Balance

Payments must be made through the IPS system via **VISA, MasterCard, DISCOVER Credit/Debit Card** or **VISA/Mastercard Reloadable Prepaid Card** (available at your local financial institution) and will be automatically deducted from your selected card on the payment due dates.

All Gift Cards are not accepted.

CANCELLATION POLICY

All cancellations must be in writing to Bob Rogers Travel. All money and fees paid prior to the individual cancellation (determined by the postmark or email date) are nonrefundable and nontransferable. No refunds or credits will be issued for a cancelled participant.



INSTRUCTIONS FOR CREATING YOUR IPS ACCOUNT

You will need the following items to be able to create your IPS Account.

- An active Credit /Debit/Reloadable Prepaid Card endorsed by Visa, MasterCard or Discover.
- An active email account.
- Your Trip ID.
- Internet access.

STEP 1:

- Go to ips.bobrogerstravel.com to begin the registration process.
- If you are new user to the IPS system, please enter in Trip ID #: OH016500027 to register.
- If you are a returning user, please enter in your E-mail and password to register.

The screenshot shows two registration options. On the left, 'Returning Users' has fields for 'E-Mail Address' and 'Password', with 'Login' and 'Forgot Password?' buttons. On the right, 'New Users' is highlighted with a red border and contains a 'Trip ID' field and a 'Register' button. Above the 'New Users' field is the instruction: 'Enter the trip ID provided by your organizer and click Register.'

STEP 2:

- Complete all appropriate fields.
 - Password must be alpha & numeric with a minimum of eight characters and one upper case character.

STEP 3:

- Read and accept the following Travel Insurance Acknowledgement and Travel Agreement.

STEP 4:

- After all appropriate information has been supplied, an enrollment email will be sent to the provided address. All future notifications will come via email. *(Check junk/spam folder if emails are not received.)*
 - If you need to **register additional travelers**, please login using your email and password, then click on the trip ID and select “Add a Traveler”.
 - Return to ips.bobrogerstravel.com to review your account and update your payment information.

*Thank you for choosing Bob Rogers Travel –
We look forward to helping you create lasting memories!*