



INDIVIDUAL PAYMENT SYSTEM

Your group leader has elected to utilize Bob Rogers Travel’s 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:	IL011100021
Group Name:	Larkin High School Band
Group Leader:	Brendyn Dobbeck, Director
Destination:	Orlando, FL
Trip Dates:	February 13-17, 2020

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

<u>Participant Type</u>	<u>Package Price & Occupancy</u>	
Student	\$1,750.00 (All students in quad occupancy)	
	Double	Single
Chaperone	\$1,750.00	Not Available

<u>Payment Details</u>	<u>Due Date</u>	<u>Amount Due</u>
Registration Deadline	August 21, 2019	---
Deposit	September 6, 2019	\$200.00 per traveler
2nd Payment	October 18, 2019	\$400.00 per traveler
3rd Payment	December 6, 2019	\$400.00 per traveler
Final Payment	January 10, 2020	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 money and fees paid to Bob Rogers Travel prior to cancellation are non-refundable. No refunds or credits will be issued for a canceled traveler. All cancellations must be confirmed via email by Bob Rogers Travel.



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 a new user to the IPS system, please enter in Trip ID #: IL011100021 to register.
- If you are a returning user, please enter in your E-mail and password to register.

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

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!*