

INDIVIDUAL PAYMENT SYSTEM

Your group leader has elected to utilize Bob Rogers Travel's online Individual Payment System (IPS) to collect trip payments. 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).

Payments will be automatically deducted from your selected card on the payment due dates.

Group Name	O'Fallon Township HS Choir	Destination	Nashville, TN
Group Leader	Jodi Jones & Lauren Whitaker	Trip Dates	June 1-4, 2020

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

Participant Type	Price & Occupancy	
Student	\$925.00 (all students in quad occupancy)	
	Double	Single
Chaperone	\$1,059.00	\$1,326.00

Payment Details	Due Date	Amount Due
Registration Deadline	September 18, 2019	---
Deposit	September 27, 2019	\$125.00 per traveler
Payment #2	November 22, 2019	\$250.00 per traveler
Payment #3	February 14, 2020	\$250.00 per traveler
Payment #4	April 15, 2020	Remaining Balance

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.

No refunds or credits will be issued for a cancelled participant.

INSTRUCTIONS

INDIVIDUAL PAYMENT SYSTEM

To create 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 <https://ips.bobrogerstravel.com> to begin the registration process.
- If you are a new user to the IPS system, please enter in Trip ID # IL001800168 in the top right corner of this sheet to register.
- If you are a returning user, please enter in your E-mail and password to register.

The screenshot shows two registration options. The 'Returning Users' section has fields for 'E-Mail address' and 'Password', with 'Login' and 'Forgot password?' buttons below. The 'New Users' section, highlighted with a red border, has a 'Trip ID' field and a 'Register' button. Above the 'Trip ID' field is the instruction: 'Enter the trip ID provided by your trip 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 <https://ips.bobrogerstravel.com> to review your account and update your payment information.

Thank you for choosing Bob Rogers Travel!
Questions? Email: IPShelp@bobrogerstravel.com
We look forward to helping you create lasting memories!