



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:	WI001200047
Group Name:	McFarland High School Music Department
Group Leader:	Ben Petersen, Paul Gregg, Leanna Hershey & Joe Hartson
Destination:	Washington DC
Trip Dates:	March 26-April 1, 2020

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

Participant Type	Occupancy
Student	\$1,090.00 (All students in quad occupancy)

Payment Details	Due Date	Amount Due
Registration Deadline	May 3, 2019	---
Deposit	May 15, 2019	\$100.00 per traveler
2nd Payment	September 25, 2019	\$250.00 per traveler
3rd Payment	November 13, 2019	\$250.00 per traveler
4th Payment	January 3, 2020	\$250.00 per traveler
Final Payment	February 5, 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 #: WI001200047 to register.
- If you are a returning user, please enter in your E-mail and password to register.

The image shows two side-by-side registration forms. The left form is titled 'Returning Users' and has fields for 'E-Mail Address' and 'Password', with 'Login' and 'Forgot Password?' buttons below. The right form is titled 'New Users' and has a 'Trip ID' field and a 'Register' button. The 'New Users' form is enclosed in a red rounded rectangular border. Above the 'New Users' form, there is a note: '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!*