

# REGISTRATION HOW-TO

## GETTING REGISTERED

1. [Log in](#).
2. Click on “**View Itineraries.**”
3. To the right of your trip, click on “**Make Payment.**”
4. Pay the deposit for the number of spots needed for your team (min. of five spots required).
5. After completing payment, follow the instructions below for “**Adding Your Team.**” Your spots can remain anonymous until you're certain of who's filling them!

## ADDING YOUR TEAM

1. [Log in](#).
2. Go to “**View Itineraries.**”
3. Click on “**Manage Roster.**”
4. Click on “**Itinerary Link: Copy It!**” and copy the URL that appears.
5. Email this link out to your team using the template email at the bottom of this page.

**Please be sure to send to PARENT(S) if the participant is a minor.  
Please DO NOT fill out participant information for your team.**

## ADDING MINORS

**Directions to send to parents:**

1. [Log in](#) or create an account.
2. Go to “**My Profile**” and choose the option “**Add New Family.**”
3. Add child to “**My Family.**”
4. Once you have added your child, **follow the itinerary link** to begin registration.
5. When prompted to register, choose “**My Child.**” Do not register yourself.
7. Complete all necessary forms for your child.

# MAKING PAYMENTS

You will need to continue to manage your team and make payments as your trip approaches. You, as the trip leader, are responsible for our two payment deadlines:

1. **The deposit (\$100/person) made at the time of registration.**
2. The **final balance** made **60 days** out from your departure date.

At any time, you can log in to your account to make a payment by clicking “**View Itineraries,**” then “**Make A Payment.**”

If you choose to send a check, you can send it to:

Envision  
Attn: Trips Coordinator  
One Alliance Place  
Reynoldsburg, OH 43068

*If you send a check, please make the check payable to The Christian & Missionary Alliance, and memo the location of your trip.*

# ONLINE FORMS

You can continue to track your team's completion of their forms by clicking “**View Itineraries,**” then “**Manage Roster.**”

Those who have completed their forms will appear in green.

Those who have uncompleted forms will appear in red.

Those who have not touched their registration yet will not appear, but you will notice anonymous spots under the church name.

**All forms are due 30 days** out from your trip.

# EMAIL TEMPLATE

Hey team!

We're ready to get things rolling for our trip to \_\_\_\_\_!

Please follow these instructions to officially get registered and complete your necessary online forms.

## **First-Timers:**

1. If this is your first time taking a trip with Envision, set up an account [here](#) first!

2. If you are a parent of a child attending the trip, please first go to “**Edit My Profile**,” then “**Add a New Family**,” adding any family members who are participating in the trip, as well as yourself as the legal entity who will be signing forms on their behalf.

**Instructions:**

1. Follow the link from your team leader to sign up for the trip.
2. Select “**Myself**” if registering yourself / Parents with minors, please select “**My Child**.”
3. The trip will show up automatically. Please **check the checkbox** to confirm your registration, and click “**Continue**.”
4. You will automatically be prompted to complete a Health Form and Release of Liability. If you choose not to complete these at this time, you will need to log in to complete them at a later date.

If you have any trouble, please reach out to the Envision trips coordinator, **Ciro Castro**, at [castroc@weareenvision.com](mailto:castroc@weareenvision.com).

Thank you!