

TIME FOR TAKEOFF!

*Buenos Aires,
Argentina*

Academic Year Orientation 2018-19



SESSION FACILITATOR



Chase Riekhof



AMBASSADOR



Holly Bernard



VISITING FACULTY

Dr. Marilyn Misch



THE STAFF



your director
TATI GUERRINI



THE STAFF



your program assistant
MARIA SCHWARTZ



THE STAFF



your bookkeeper
“ABUELO”
ALEJANDRO BIALY



RESIDENT ADVISORS



Luke Strauss
&
Zoe Forbes



ARGENTINE KNOWLEDGE QUIZ

Get out your cellular devices!
It's time to KAHOOT.IT

[VAMOS!](#)



Normal heartbeat



deceased heartbeat



Heartbeat when you win the Kahoot



THE CASA



[Casa Tour Video](#)



- In Belgrano - nicest, bougiest area of BA -- centrally located
- 2 Blocks from the subte, surrounded by restaurants
- 2 Blocks from COTO (superstore)
- Two beautiful mansions connected by a patio with
 - Classrooms
 - Library
 - Two kitchens
 - Swimming pool
 - Patio
 - Guard/password to enter
 - Auditorium
 - Many rooms to hang out in!

PROGRAM VIDEO - Day in BA



<https://vimeopro.com/pepperdine/buenosaires/video/141783234>



EFTs

A person with a backpack is walking on a highly reflective surface, possibly a salt flat or a wet beach, under a sky filled with large, white, fluffy clouds. The person's reflection is clearly visible in the wet surface. In the distance, there are some dark, low-lying hills or mountains. The overall scene is serene and expansive.

Each semester, you will travel to a location as a group. Your tentative EFT locations are as follows:

Fall EFT: Patagonia/Chile

Spring Eft: Salta/Tujuy

DAY TRIPS



Get in groups of 3-4 and research a cool place to visit that is within 2hrs of your home base. Be ready to share the following with large group the location, travel costs, & 3 interesting facts about location



SERVICE OPPORTUNITIES

Please talk to your program director about possible service opportunities!

- [Adulam](#)
- La Casita Del Niño, Tigre
- Feeding the Homeless
- El Negrito



Vimeo to Adulam Video: <https://vimeo.com/204987195>

(you can pause it after 2:12 if you want -- the beginning of the video explains Adulam!)

MAILING TO BUENOS AIRES

We recommend not receiving any mail during your time abroad

Correo Argentino is the national Postal Service.

The closest postal office to Casa Holden is on Federico Lacroze.

More Information:

Correoargentino.com.ar

Pepperdine University
11 de Septiembre 955
(1426) Capital Federal
Buenos Aires, Argentina



It is advised, due to customs regulations, that you not have anything shipped to you during your stay. Chances are it will not make it to you in time. Sorry!

MEALS

- Breakfast & Dinners will be provided each day in homestays
- Two kitchens in Casa
- One Convo group meal per week
- One Asado group meal per week
- Digital disbursement covers lunches & transportation



Digital Disbursements

- *Digital disbursements are used for meals outside of your homestay*
- *This system allows you to directly deposit your meal funds into your US based personal bank account using your Pepperdine email address*
- *To use digital disbursements, you must have: access to online banking, a debit card, and a U.S. bank account*



Students will receive additional training closer to departure

HOMESTAY

- You *should* receive your homestay profile near the end of August via email from Patricia Sardo psardo@bahomestay.com.ar
- This profile will indicate if you have roommates, distance from the casa, etc.
- The homestay was many student's favorite part of BA! If you have any questions or concern, Partica, Maria, or Tati are all available to help!

Familia / Family: **Dieguez**

Nombre Madre / Mother's Name: **Marta**

Trabaja en Medicina Prepaga

Nombre Padre / Father's Name: **Juan Agustin**

Hijos que viven en la casa / Children at home:

Nombre / Name: Edad / Age:

La Familia Dieguez tiene 3 hijos que no viven en la casa: **Agustin**, 41 años, Contador; **Alejandro**, 39 años, Comercio Exterior y **Gonzalo**, 37 años, Financista.

Datos de la Casa / Home facts:

Fuma / Smoking: No

Mascotas / Pets: No

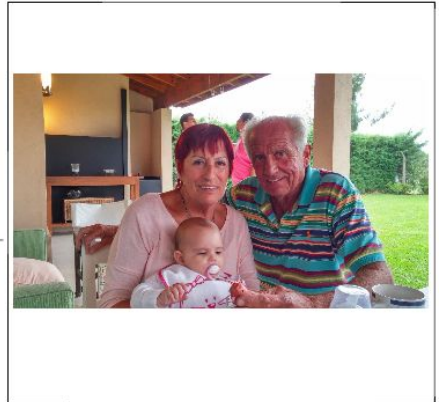
Baño Privado / Private Bath: Si

La casa proveerá de ropa de cama y toallas
Bed linens and towels will be provided

Transporte / Transport:

Casa Holden:

Caminando 5 cuadras.
Walking 5 blocks.





ACADEMICS

DO NOT expect overseas classes to be **EASY!**

It's the same amount of class hours as Malibu, but finished in less time.

Classes are held **Monday - Friday**

2.0 GPA requirement (cumulative and semester) before and during program.



Applicable - ex. Spanish, different teaching style - still a decent amount of work

One of the main goals of Pepperdine's International Programs is to enrich the quality of the student's academic experience. The integration of cultural ideas has always been at the core of the liberal arts tradition, and its importance is even greater now in an age that values multicultural diversity and globalization.

We assume that you have as your top priority a responsible commitment to academic success. Certainly, we encourage you to get to know the city in which you will live and the other parts of your host country, as well as experience travel.

You should have no expectation that the courses you complete overseas will be easier than those back in Malibu or that they will be modified to meet your travel needs. Thus, it is your responsibility to meet all class expectations and deadlines.

Tests and final examinations will be given according to the academic calendar. Neither adjustment in class schedules nor in other scheduled academic events will be made to accommodate visitors, travel, or transportation schedules.

You should make sure that the courses you elect to take here are compatible with your degree requirements and your intended deadline for graduation

Both class AND field trip performances have a bearing on the final grade for every course taught. The most important part of your overseas experience is your academic participation and performance.

STUDENT EMPLOYMENT

- Student workers are hired by the program director once students arrive to the program.
- Student workers must obtain I-9s once they are at the location and secure a position (with the exception of RAs who must do so before they go).
- Students may not work outside of the Pepperdine facility (with the exception of internships).
- Work study may apply! Contact financial assistance for info



STUDENT EMPLOYMENT

\$\$\$

Specific positions available in your program:

- Office Assistants
- Service Learning Coordinators
- Social, Cultural and Sport Coordinators
- Backyard Assistant
- House Assistant
- Health and Wellness
- Spiritual Life
- Cultural coord



STUDENT EMPLOYMENT

Student workers are hired by the program director once students arrive to the program.

There are various positions available.

Student workers must obtain I-9s once they are at the location and secure a position (with the exception of RAs who must do so before they go).

Students may not work outside of the Pepperdine facility.



Abroad will single handedly be one of the most exhilarating, spontaneous and growth-filled periods of your life. However, that's not to say it won't be difficult! It's important to keep in mind how many aspects you're juggling at once. You'll have full time school to keep on track with, travels every weekend, a house full of distracting friends and your own personal health to keep on track of. Success abroad is all about the balance: find out how you de-stress and make sure to focus on healthy habits! For example, take a night off every now and then to explore your "home" city, go for a run everyday, set aside time to be productive with your studies, or have a weekly coffee date with one of your housemates. However you best keep a balanced life, think about that beforehand and put it into action!

Give each student a paper plate. Ask them to pretend their plate is a week of their life while abroad. Then have the student split the plate into the % of time they want to spend doing various activities while they are abroad (exploring, traveling, sleeping, studying, etc.) Have them share their ideal schedule with a friend. Then ask how they plan on keeping on schedule? How will they deal with changes to the plan? What gets sacrificed? How do you keep balance?

WHERE DO YOU STAND?

- Every culture has norms and values.
- What are your norms and values?
- How do your norms/values compare to host culture? To your group?



This activity will take 10 minutes:

to prep: you will need to go outside for this.

Put a long straight line of painter's tape on the ground to create a continuum that everyone in the group can stand on top of.

This is a values/norms activity to help students understand their own values and how those values are the same or are different from the norms/values of your host culture.

-Go through each of the cultural norms one at a time and ask students to stand on the tape which represents the continuum. After each cultural norm/value is shared, tell students to line up on the continuum based upon their personal preferences.

Then, ask at least 2 people the following question after you share what the host cultural norm is for that particular norm: Why did you choose to stand there? How does your personal preference compare to the norm of the host culture and what might you do in response?

This activity will take 20 minutes:

Displays of Affection: On a scale from private-public

Program Culture

Public neutral private

|x-----|-----|

USA

Public neutral private

| --x----- | ----- |

Time Orientation: On a scale from 30 Minutes late (is that ok, not ok) to 5 minutes before

Program Culture

early on time 30 min late

| ----- | -----x- |

USA

early on time 30 min late

| ---x--- | ----- |

Task versus Relationships: On a scale from Task Oriented to People Oriented

Program location

Task neutral relationships

| ----- | ---x--- |

USA

Task neutral relationships

| ---x--- | ----- |

Outward Energy: On a scale from quiet/introverted to loud/extroverted people usually are in that society

Program location

quiet neutral extroverted

| ----- | -----x |

USA

quiet neutral extroverted

| ----- | ---x--- |

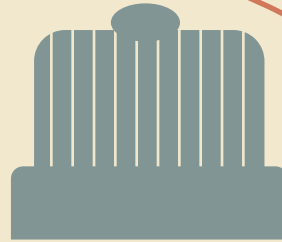
TELECOMMUNICATIONS

- WiFi is readily available in coffee shops, restaurants, and around the city
- Check with your carrier for international plans! (check T-Mobile and Sprint!)
- If you want to get an Argentine SIM card, the BA staff can assist you when you arrive!



WHAT TO BRING

- Bring converter/adaptor for anything electrical
- Special hygiene products
- Warm and cold-weather clothes & 1 nice outfit
- Enough medications for length of program
- Good walking/hiking shoes
- Learning supplies
- Credit/Debit Card with International chip
- Check program website for other items



Voltage in South America is different than in the US. We use 110 volts, they use 220. Invest in a voltage converter.

Do not take American hair dryers, straighteners, curling irons, etc. South American versions are readily available there and reasonable in price.

We suggest you bring your own **deodorant**, if you have a preferred brand.

Availability of some brands are limited overseas.

Clothing is appropriate for the climate and cultural differences. Practical, machine washable, wrinkle resistant, and colorfast that will last longer and be more comfortable. Cathedrals and other religious sites often require modest clothing for men and women.

Dress in **layers**, even in the summer. Weather is typically 60 – 70 F, be prepared for a range of temperatures.

Medications: bring your supply from home. US prescriptions will not be filled from overseas. When traveling, keep it in the container it comes in from the Pharmacy. Generic brands of **over the counter** medications may be found locally, but specific brands may not be found locally. We suggest you bring a basic supply with you. The Program Staff will not provide any medication.

Roll your clothes instead of folding them. Saves space and leaves room for overseas purchases

Wear your heaviest and bulkiest shoes and your coat or jacket on the plane so you won't have to pack them.

Don't forget to save space for your **textbooks**

DO NOT PACK MONEY, traveler's checks, credit cards or prescription medication in your luggage. This needs to be on your carry-on baggage.

WHAT TO BRING

tips for packing:

- You won't need as much as you think you need
- Pack a few nice, versatile pieces of clothing
- It gets cooler at night - don't forget a few sweaters and a nice jacket!
- Good walking/hiking shoes
- Packing list is to come!



WHAT NOT TO BRING

- Linens or towels unless otherwise instructed
- Pillows or blankets
- Expensive jewelry or valuables
- Too many shoes
- Anything you don't absolutely need

*less
is
more!*



Avoid over-packing your bag so that the airport screener at security will be able to easily reseal your bag if it is opened for inspection.

Avoid packing food and drinks

DO be sure to place ID tags with your name, and contact numbers on all of your baggage, including your laptop computer.

You can and will buy things locally. Try packing for a two week trip knowing that you will be able to re-use clothing often and can buy things there if needed.

HEALTH AND FITNESS

How did you stay healthy?

- Gyms
- Sports
- Classes

- Gym membership - megatlon - workout classes
- Biweekly group sports - dodgeball, basketball, etc
- Classes - tango!

ACADEMICS & STUDY HABITS

Places to study:

- Casa Library
- At your homestay
- In a cafe



SPIRITUAL LIFE

- Local & House Church
- How will you make your spiritual life a priority while abroad?

1. Talking Points

a. Local Church

- i. “There are a lot of local churches that students abroad went to! There is even a Hillsong BA! I enjoyed attending “Rey de Reyes” or King of Kings church that was a short subte ride from the Casa! Second semester I attended the International Bible Church, about a 20 minute train ride away, that is run by two missionaries from South Africa. As a program, we built a strong relationship with the missionaries and their family -- they would come to Thursday Asados and we occasionally spent a nights at the church!” -Holly

b. House Church

- i. Typically, house church is held on Sunday nights in the casa. It is a time for students to worship, talk, and learn from one another. House church during the summer is a bit harder to navigate considering most of you will travel over the weekends!

COMMUNITY & COMMUNICATIONS

Apps to Download:

- WhatsApp
- Venmo
- Uber
- Como Llego
- Google Maps

Community in the Casa and the Homestay





TRAVEL

Around the city

- Subte (Subway) + Busses + Train
- Uber + Taxis

Travel

- Planes
- Overnight busses
- Renting a car

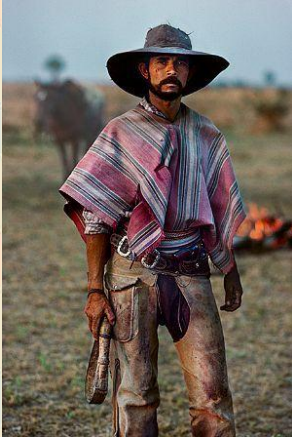
ALUMNI PANEL

*Use your Orientation Worksheet
for specific questions*



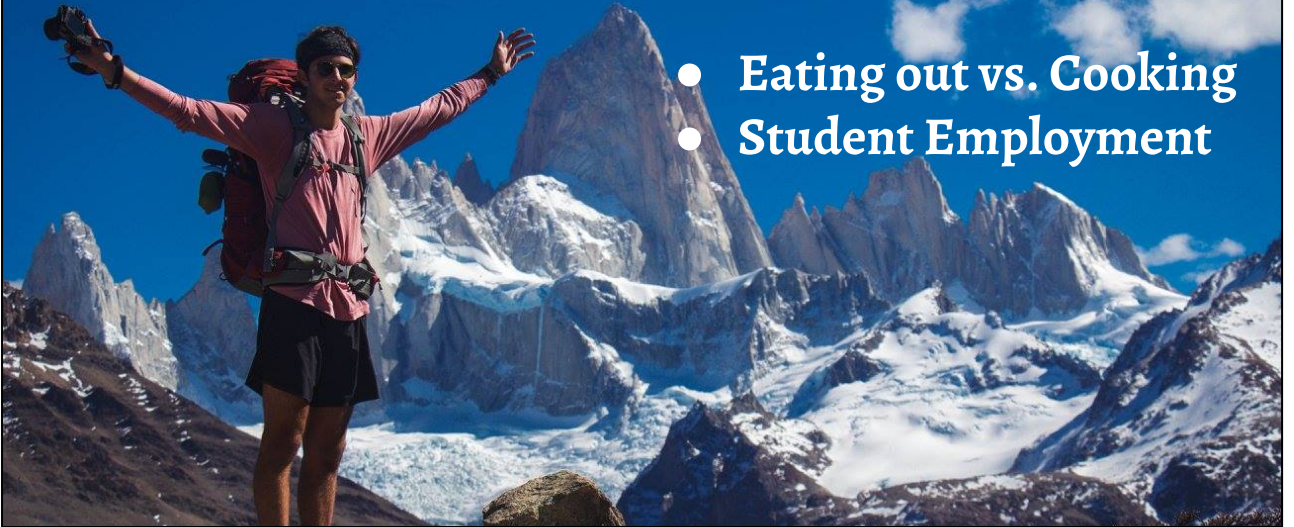
CULTURE

- City life!
- Lively
- Familial



FINANCES

- Cash exchange
- Card with chip
- Eating out vs. Cooking
- Student Employment



EXPLORE WITH PURPOSE!



Develop goals for yourself:

- Take 5 minutes to draft at least 3 goals for yourself
- Get in groups of 3-4 people and share your developmental goals & how you will achieve them

Goal Development Activity: 15 minutes in length

You are making a major investment in attending an international program. Make the most of it by making goals for yourself and creating a mechanism to help ensure you meet your goals.

-Give them examples of possible goals.

-Go through the 2nd bullet on the slide and before they go to the 3rd bullet and write their goals, ask for 2-3 students to share with the entire group what their idea for a goal is and what they are going to employ to help them achieve their goal.

NOTE TO YOUR FUTURE SELF

Using the pen, paper and envelope provided, write yourself a letter that you will open while you are abroad.

Consider including the following:

- Goals: spiritual growth, personal growth, academic growth, etc.
- A statement on your current stage in life. You will be amazed how much can change in a year!
- Your hopes: You will be reading this letter at this time next year ... what do you want to get out of your time abroad?

Your RAs will hold on to these during your year abroad.



STAY CONNECTED

share your adventures.



@pepperdineip

@pepperdinebuenosaires

pepperdinebuenosaires.wordpress.com



Encourage students to join the movement and tag their photos when they're abroad for a chance to be featured on the IP page. Take out your phones **right now** and follow @pepperdineIP!!

Click on webpage that I've pulled up to see a feed of all of the hashtagged photos!

Website URL: <http://grid.copygr.am/tag/pepperdineip>

BON VOYAGE!

Thanks for hanging
out with us!



INTERNATIONAL SOS OVERVIEW FOR IP



International SOS (ISOS)



**Travel
Tracking**



Assistance

International SOS Assistance

- Health, safety, and travel advice
- Assistance with passport replacement
- Medical assistance, including on-call doctors and nurses, referrals for medical care, and guarantee of payment for **urgent** medical expenses. Click [here](#) for coverage information.
- \$100 Deductible for **urgent** medical
- Other emergency assistance



Assistance

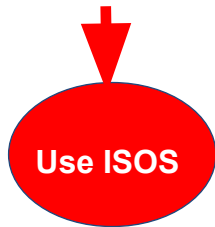
International SOS Assistance

**All IP students can use
International SOS
services**



Assistance

Urgent	Not Urgent
Need care same day	Can wait to be seen in a couple days
Unexpected injuries	Caught a cold
May become serious illness	Muscle aches from traveling



Health Care By Program

Program Name	Healthcare provided	Action Item
Buenos Aires Florence	Student automatically enrolled in additional emergency services (not routine services). BA offers optional local policy	You must obtain health and dental insurance for routine needs
Heidelberg London (single semester) Shanghai	No. Heidelberg offers optional routine local health policy	You must obtain health and dental insurance for routine needs
London (full year)	Automatically receives medical benefits through UK's National Health Services	Check to make sure UK plan can support your needs
Washington D.C.	N/A	N/A
Lausanne	Yes. Full coverage	Not needed unless special needs

Telecommunications

Keep your phone on for emergency phone calls at all times. **Don't use airplane mode.** Turn data roaming off instead.



Telecommunications Options

1. Use your current phone and plan abroad
2. Obtain international data and voice plan
3. Consider a "talk abroad phone package" similar to [this plan](#) or a google solution similar to [this plan](#).
4. Purchase a local sim card



Telecommunications Advice

1. Ask your telecommunications carrier about using your current smartphone abroad
2. Ask alumni for advice and refer to 'about' section on [program page](#) for specific telecommunications solutions



Your Action Steps

1. You must secure health insurance for routine and non-urgent needs (Click [here](#) for more info)
2. Keep your International SOS Card with you at all times (will receive at your departure from LAX or at program location)
3. Ensure you have ability to make/receive a call at anytime

My Trips TRAVELER REGISTRATION GUIDE FOR IP



International SOS (ISOS)



**Travel
Tracking**



Assistance

Items Students Need For This Session

1. Computer or smartphone (computer preferred)
2. Links:

To register as new user use this specific link that was emailed to you:

<https://MyTrips.travelsecurity.com/Login.aspx?ci=laAP8SCvPho%3d>

ISOS login page after account has been created
(bookmark it):

<https://MyTrips.travelsecurity.com/Login.aspx>



**Travel
Tracking**

What is *My Trips*?

‘My Trips’ is International SOS’s traveler itinerary database.

1. Load your travel plans
2. Receive updates and travel alerts about your location(s)
3. Provides Pepperdine with your travel information



Travel
Tracking

Why is this important?

- So we can support you in an emergency
- All students must enter their location for all weekend and travel breaks into this system
- Failure to enter or accurately update travel plans 3 times in your program results in probation. 5 may result in suspension.
- Please follow each step carefully and precisely

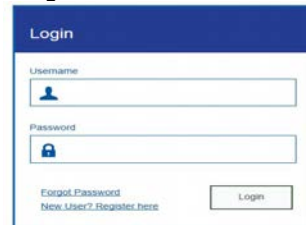


**Travel
Tracking**

(story of what happens if only even 1 student doesn't enter data and the work that Pepperdine goes through to figure out where you are)

Register as new 'My Trips' user

- Follow steps already communicated via email
- You must use your Pepperdine email address as your user name (FIRST NAME . LAST NAME @ Pepperdine.edu)
- You **do not** have to complete this step if you have already registered as a My Trips User.



The screenshot shows a login interface with a blue header bar containing the word "Login". Below the header, there are two input fields: "Username" with a person icon and "Password" with a lock icon. At the bottom left, there are two links: "Forgot Password" and "New User? Register here". At the bottom right, there is a "Login" button.


Register as new 'My Trips' user

Fill in all required fields and **record your password** somewhere for the next step and future use. Click **submit**.



User Registration for Pepperdine University Travellers

If you are not travelling for Pepperdine University then please click [here](#) to contact our helpdesk for assistance with the registration.

Title <input type="text"/>	First Name <input type="text"/>	MI <input type="text"/>	Last Name <input type="text"/>
Organisation Email Address (User Name) <input type="text"/>	Password  <input type="password"/>		
	Re-Enter Password <input type="password"/>		
Security Question1 <input type="text"/>	Security Question2 <input type="text"/>		
Answer 1 <input type="text"/>	Answer 2 <input type="text"/>		
<input type="button" value="Submit"/>		<input type="button" value="Cancel"/>	

Register as a new user

- Go to your Pepperdine email and wait for confirmation email.
- Click on the link in your verification **email** to activate your account. After you click the link, you will receive a confirmation message.
- Keep password handy. You will need it often.

1. Create a Profile

- Login at <https://MyTrips.travelsecurity.com/Login.aspx>. Your profile page will pop up.

Profile

* Please complete all required fields.

Traveler Name & School

First Name

Last Name

Home Country

Select country

Please select a School:

Please Select

If member of Seaver School:

Please Select

If member of Seaver International Programs:

Please Select

Your profile is missing some required fields. You will need to enter data for all required fields before your Profile can be saved.

Phone

Phone Priority

Phone Type

Country Code

Phone Number

Select

Select

Select Country Code

Add Another

Email*

Email Priority

Email Type

Email Address

Select

Select Email Type

Add Another

Additional Information*

CVID

Relationship to Pepperdine

Please Select

1. Create a Profile

- Carefully select or fill in all fields **accurately**
- **If you are currently attending a program, do not change your profile until you start your summer program**
- First Name and Last Name
- Home Country: **Your citizenship**
- School: **Seaver**
- If Member of Seaver or Law School: **International Programs**
- If Member of International Programs: **Select your program**
- Phone: **Use the mobile phone number you will be using during your entire time abroad. Select that number as your top priority phone. Update your phone number as necessary so we can contact you in emergencies**
- Email: **Must use your Pepperdine email address as your top priority email address.**
- CWID: **make sure your CWID number is correct**
- Relationship to Pepperdine: **Student**
- Click **Save**

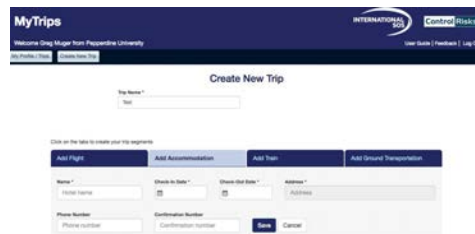
Process Check

Facilitator make sure all students have created a profile successfully

2. Set Your Program Location & Term

Enter in your program location and term so that administrators can identify you. If you don't do this step, your program director and others are unable to properly help you in an emergency situation while you travel. This step must be done at the beginning of each term (fall, spring, summer) regardless if you attended the same program location in a previous term.

- Login at <https://MyTrips.travelsecurity.com/Login.aspx>. Your profile page will pop up. Bookmark this page. Click on 'Create New Trip.' See screen shot below:



2. Set Your Program Location & Term

After you click on 'Create New Trip' do the following:

- Trip Name: **Program Name + Term** (example: **Heidelberg Summer 2018**). If attending multiple IP programs, record your first program.
- For Academic Year Students: **CREATE TWO TRIPS** (one for fall and one for spring)
- This next step is only for registered students in the program. Not for waitlisted students.

Create New Trip

Trip Name *
Text

Click on the tabs to create your trip segments

Add Flight	Add Accommodation	Add Train	Add Ground Transportation
<p>Name *</p> <p>Hotel name</p>	<p>Check-In Date *</p> <p></p>	<p>Check-Out Date *</p> <p></p>	<p>Address *</p> <p>Address</p>
<p>Phone Number</p> <p>Phone number</p>	<p>Confirmation Number</p> <p>Confirmation number</p>	<p>Save Cancel</p>	

2. Set Your Program Location & Term

BUENOS AIRES

Name: **Casa**

AY & Fall

Check in date: **September 6**

Check out date: **December 11**

AY & Spring

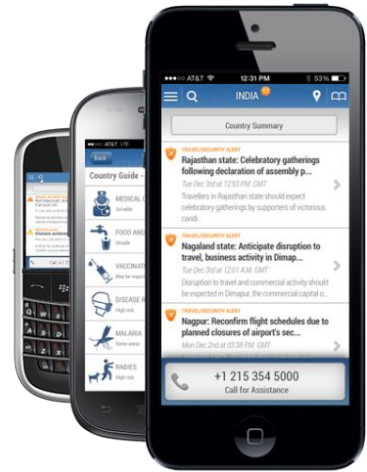
Check in date: **January 18**

Check out date: **April 24**

**Enter this address: Buenos Aires, ARG and then click
search button and then save** (Leave confirmation & phone numbers
blank)

Download International SOS App.

Download App to receive
automatic updates, complete
mobile check-ins, and make a call
to International SOS with a press
of a button



Process Check

Facilitator to verify that all students have registered their program location & term in Travel Tracker accurately.

MyTrips

CREATING & MODIFYING NEW TRIPS



2 Ways to Create Travel Plans

1. **Email** your itinerary (possible in some cases)
2. Enter travel plans manually

1. Forward your Itinerary to Create a Trip

- When you book a flight, hotel, or car rental, forward the confirmation email from **your Pepperdine email address** to MyTrips@travelsecurity.com, and it will automatically be uploaded on your behalf. Do not make any changes to the email – do not change the content or format (this may prevent the itinerary from uploading), and include any attachments.
- If you have multiple emails for the same trip (i.e. an airline confirmation email and a hotel confirmation email), send these in separate emails. You can send as many emails as required for the same trip.
- If your confirmation was sent to your personal email, forward it to your Pepperdine address, and then forward it again to MyTrips@travelsecurity.com. You will receive an email stating if submission was successful or not. If not, enter travel manually.

1. Forward your itinerary (continued)

- Confirmation emails must be in English in order to be processed.
- If you receive an updated or changed version of the itinerary via email, forward this latest version and it will be uploaded on your behalf.
- You will be able to see the trip in your MyTrips profile, and the 'Created By' field will note 'Forwarded itinerary'
- If you have changes that are not in an email format, or if you cancel a trip, log into MyTrips to make the appropriate changes

2. Enter trip manually

- Login at <https://MyTrips.travelsecurity.com/Login.aspx>. Your profile page will pop up. Click on 'Create New Trip.'
- Enter the trip name that will best help you identify it (i.e. Tuscany Tour January 21-23 2019).

EDIT THIS SLIDE: Image does not fit

2. Enter the trip manually

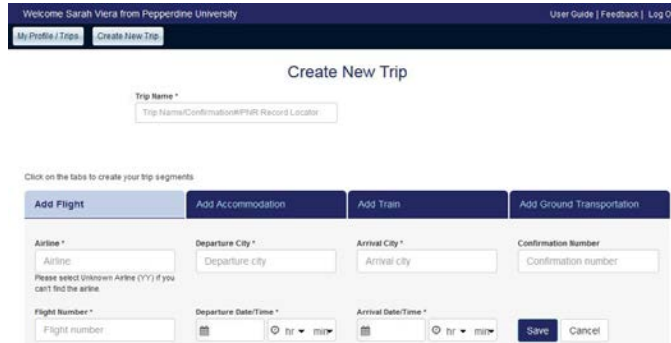
At minimum, you must click on '**add accommodation**' for each travel break and weekend regardless of your location. This includes:

- 1) Hotel Name (put in Pepperdine house name if staying locally)
- 2) **Check in and check out** (start and end of your travel)
- 3) Address: at minimum, enter **city and country**
- 4) Phone and confirmation number suggested but not required

EDIT THIS SLIDE: Image does not fit

2. Enter the trip manually

We highly encourage you to include all flight, train, and other trip information that you have available though not required. Click the '+Add another' button to add additional segments to each section.



The screenshot shows the 'Create New Trip' interface. At the top, a dark blue header bar contains the text 'Welcome Sarah Viera from Pepperdine University' on the left and 'User Guide | Feedback | Log Off' on the right. Below this, a navigation bar has two buttons: 'My Profile / Trips' and 'Create New Trip'. The main heading is 'Create New Trip'. Below it is a 'Trip Name *' field with a placeholder text 'Trip Name/Confirmation#PUR Record Locator'. A sub-header reads 'Click on the tabs to create your trip segments'. There are four tabs: 'Add Flight' (selected), 'Add Accommodation', 'Add Train', and 'Add Ground Transportation'. The 'Add Flight' tab is active, showing fields for 'Airline *' (with a placeholder 'Airline' and a note 'Please select Unknown Airline (YY) if you can't find the airline'), 'Flight Number *' (with a placeholder 'Flight number'), 'Departure City *' (with a placeholder 'Departure city'), 'Arrival City *' (with a placeholder 'Arrival city'), 'Departure Date/Time *' (with a date picker and time dropdowns for 'hr' and 'min'), 'Arrival Date/Time *' (with a date picker and time dropdowns for 'hr' and 'min'), and 'Confirmation Number' (with a placeholder 'Confirmation number'). At the bottom right of the form are 'Save' and 'Cancel' buttons.

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2. Enter the trip manually

IMPORTANT: If you enter flight or train information, you must put your round trip travel information (not just a 1-way travel itinerary). If you do not enter round trip travel information, the system will show you indefinitely in your travel location and you will need to correct it.

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Entering Round Trip Travel

After you save your outgoing flight or train, click again on “Add Flight” or “Add Train” to add return leg

Click on the tabs to create your trip segments



Travel Itinerary

Flight						
Airline	Flight Number	Departure City	Departure Date/Time	Arrival City	Arrival Date/Time	Confirmation Number
Ryan Air (7S)	429	(LGW) London, United Kingdom - London Gatwick Apt	22 Jun 2017, 08:03	(TOJ) Madrid, Spain - Madrid Torrejon Airport	22 Jun 2017, 10:05	

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Entering Round Trip Travel

Example of a completed weekend flight itinerary

[Add Flight](#) [Add Accommodation](#) [Add Train](#) [Add Ground Transportation](#)

Travel Itinerary

Flight						
Airline	Flight Number	Departure City	Departure Date/Time	Arrival City	Arrival Date/Time	Confirmation Number
Ryan Air (7S)	429	(LGW) London, United Kingdom - London Gatwick Apt	22 Jun 2017, 08:03	(TOJ) Madrid, Spain - Madrid Torrejon Airport	22 Jun 2017, 10:05	
Ryan Air (7S)	427	(TOJ) Madrid, Spain - Madrid Torrejon Airport	25 Jun 2017, 07:07	(LGW) London, United Kingdom - London Gatwick Apt	25 Jun 2017, 10:13	

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View, Change or Delete a Trip

- To view all your trips, go to your profile page, click 'Edit.' You will see all past, current, and future trips at bottom of page.
- You can change the status from 'Active' to 'Inactive' if trip you want to save but not make trip active.
- To delete the trip, click the trash can icon.
- To view a specific trip, click on the trip name. To make changes, manually enter the revised trip details, then click 'Save.'

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