

IPS Enrolling in Multiple Trips

- Create your IPS Account for your first trip
- Once created you will need to login to your IPS Account
- The trip you are currently registered for will be displayed, to enroll in an additional trip, you will need the second (**Trip Number**) and select [Enroll in a trip](#)

The screenshot shows the 'Individual Payment System' interface. At the top, the user is identified as 'JEFF WILSON'. On the right side, there is a red circle around the text 'Enroll in a trip'. Below this, there are three tabs: 'Active Trips', 'Pending Trips', and 'Archived Trips'. The 'Active Trips' tab is selected, displaying a table with the following data:

Trip Number	Organization	Group Name/Destination	Dates
OH000100024	Findlay High School	Testing School Woodridge, IL	09/10/2010 09/17/2010

At the bottom of the page, there are logos for Disney Parks, SYTA, MAKE-A-WISH, and NTA. The footer text includes 'Member of the Disney Youth Travel Symposium Since 1993.' and a timestamp: '[trips_form][Mon Nov 1 15:12:55 EDT 2010]'.

- Enter the trip number in the area below

The screenshot shows the 'Individual Payment System' interface. The user is identified as 'JEFF WILSON'. Below the 'User' field, there is a 'Trip ID:' label followed by an empty input field, which is circled in red. Below the input field are two buttons: 'Select Trip' and 'Cancel'. At the bottom of the page, there are logos for Disney Parks, SYTA, MAKE-A-WISH, and NTA. The footer text includes 'Member of the Disney Youth Travel Symposium Since 1993.' and a timestamp: '[trip_enroll_form][Mon Nov 1 15:19:26 EDT 2010]'.

- Fill in the required information and you're all set. Repeat the process if you need to add additional participant(s)

The screenshot shows a form with the following fields and buttons:

Provide the name of the traveler who will be going on the trip.

Traveler's name:

Package:

Payment profile:

Buttons: