

WeTravel Guide

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Step by Step Instructions for Sign Up on WeTravel

You will be given a link to the trip by your group leader. When you navigate to the trip link the page will look something like this:

The screenshot shows the top portion of a WeTravel trip page. At the top right, there are navigation links: 'HELP CENTER', 'MY TRIPS', 'SHELBY LOMAN' with a profile icon, and a 'CREATE YOUR TRIP' button. The main header features a large roller coaster image with the text 'TEST TRIP Universal Orlando Trip 2025'. Below this, the trip details are displayed: 'TEST TRIP' with a location pin for 'Universal Studios, Orlando' and a 'See more photos' link. The organizer is 'Student Group Tours Inc.' with a green checkmark, and the dates are 'Jun 27 - 30, 2025' with a group size of '45 - 55'. A price box on the right shows '\$735' with a 'Deposit: \$50'. Below the price box are three buttons: a green 'Select' button, a grey 'Download Brochure' button with a download icon, and a blue 'Ask A Question' button. The 'About this trip' section begins with a paragraph describing the experience at Universal Orlando.

If you scroll down on the trip page all of the information about the trip will be listed.

This screenshot shows the detailed content of the trip page. It includes the same header and price box as the previous image. The 'About this trip' section contains a paragraph about the experience. Below this is a 'Universal Studios Florida™' section with a paragraph and a 'Read More' link. A 'Thank You from the Owner Melissa Loman:' section follows, containing a paragraph of text. The 'Payment Schedule Details:' section lists three payment milestones: a \$50 non-refundable fee due by September 1, 2024; an additional \$250 payment due by October 1, 2024; and a final \$250 payment due by November 1, 2024. A 'Read More' link is provided at the bottom of this section.

Please make sure to read all information regarding the trip including the PAYMENT SCHEDULE DETAILS to familiarize yourself with the payment amounts and their due dates prior to your trip sign up.

TRIP OVERVIEW PACKAGES & OPTIONS ITINERARY LOCATION

\$735 Deposit: \$50

(STUDENT) Quad Package

Select

Download Brochure

Ask a Question

What's included

- ✔ **WeTravel Direct Billing** ACH or credit card payment processing and Trip-Page setup is included.
- ✔ **Seat on the bus** 1 Seat on the bus. Pickup and drop off at the school and local transports with the group while in Orlando. Any individual transportation needs are the responsibility of the traveler.
- ✔ **Hotel** 2 nights lodging in Orlando area hotel.
- ✔ **3 days of theme parks** 3 day 2 park admission to Universal Studios and Islands of Adventure. Rides the train between the 2 theme parks with Park to Park Experience. Does not include Volcano Bay waterpark admission.
- ✔ **2 breakfasts included** 2 breakfasts at the hotel or similar.
- ✔ **Liability Insurance** \$2 Million Liability Insurance Policy-Errors and Omissions Included.
- ✔ **Services of SOT** An SOT Concierge Host will be assigned to your group to assist with checking in and out of the hotel, accompaniment to SOT booked meals, and distribution of tickets and dining cards.

What's not included

- ⊖ **Travelers Insurance** Because we adhere strictly to our cancellation policy, we strongly suggest the purchase of a travel protection plan. You can purchase a travel protection plan at www.insuremytrip.com.
- ⊖ **Souvenirs** Funds for souvenirs or incidentals are not provided.
- ⊖ **Enroute Meals** Meals on the road are not included.

Available Packages

(STUDENT) Quad Package (4 to a room) **\$735** Book Now
 Available until February 4, 2025
 Deposit: \$50
 This package is **priced per person** and is based on four people sharing one hotel room with two queen beds for **\$735 per person**. The rooming list will be completed by the group leaders of the trip.
[Read More](#)

(CHAPERONE) Double Package (2 to a room) **\$835** Book Now
 Available until February 4, 2025
 Deposit: \$50

In the trip overview you can also view the inclusions of the trip and the available package options.

TRIP OVERVIEW PACKAGES & OPTIONS ITINERARY LOCATION

\$735 Deposit: \$50

(STUDENT) Quad Package

Select

Download Brochure

Ask a Question

Available Packages

(STUDENT) Quad Package (4 to a room) **\$735** Book Now
 Available until February 4, 2025
 Deposit: \$50
 This package is **priced per person** and is based on four people sharing one hotel room with two queen beds for **\$735 per person**. The rooming list will be completed by the group leaders of the trip.
 STUDENTS WHO WANT TO SHARE A ROOM WITH 3 OTHER STUDENTS WILL PURCHASE THIS PACKAGE. FAMILIES OF 3 OR MORE WHO WANT TO SHARE A ROOM WILL PURCHASE THIS PACKAGE.
Reminder: Only 4 people to a room.
The nonrefundable deposit of \$50 will be due at checkout.
[Show Less](#)

(CHAPERONE) Double Package (2 to a room) **\$835** Book Now
 Available until February 4, 2025
 Deposit: \$50
 This package is **priced per person** and is based on two people sharing one hotel room with two queen beds for **\$835**.
 IF A PARENT/ADULT WANTS TO SHARE A ROOM WITH THEIR STUDENT THEY WILL NEED TO PURCHASE THIS PACKAGE FOR BOTH THEMSELVES AND THEIR STUDENT.
 IF AN ADULT/CHAPERONE WANT TO ROOM WITH ANOTHER ADULT/CHAPERONE THEY WILL NEED TO PURCHASE THIS PACKAGE FOR THEMSELVES.
 TWO STUDENTS ROOMING TOGETHER IN A DOUBLE ROOM WILL NEED TO BE PREAPPROVED BY DIRECTOR PRIOR TO BOOKING.
The nonrefundable deposit of \$50 will be due at checkout.
[Show Less](#)

ADULTS ONLY Single Package **\$1,035** Book Now
 Available until February 4, 2025
 Deposit: \$50
 If you would like a single hotel room to yourself, **AND ARE AN ADULT**, you may purchase this package for yourself for **\$1,035**.

Itinerary

In the trip overview there will also be a rough draft itinerary of events for the trip. For the purpose of this test trip the itinerary will just say TEST.

TRIP OVERVIEW PACKAGES & OPTIONS ITINERARY LOCATION

\$735 Deposit: \$50

If you would like a single hotel room to yourself, **AND ARE AN ADULT**, you may purchase this package for yourself for **\$1,035**.

Itinerary



TEST TRIP
 TEST TRIP
 TEST TRIP

Your Organizer

 **Student Group Tours Inc.**
 Every student adventure is as unique as the individuals participating. We build itineraries that match the needs and interests of your students to ensure the experience of a lifetime. STUDENT TRAVEL IS OUR PASSION. We are passionate about providing an exceptional part of the educational process. Our goal is to help students.
[Read More](#)

Now, let's go back to the top of the page to start our registration for the trip.

HELP CENTER MY TRIPS SHELBY LOMAN SL CREATE YOUR TRIP

TEST TRIP

Universal Orlando Trip 2025

\$735
Deposit: \$50

(STUDENT) Quad Package

Select

Download Brochure

Ask A Question

TEST TRIP
Universal Studios, Orlando

See more photos

Student Group Tours Inc.
Jun 27 - 30, 2025 Group size: 45 - 55

About this trip

It's an entire universe of action, thrills, and excitement for all ages. Whether your students are looking for high-speed thrills, amazing interactive 3D attractions, or fun live musical shows, they'll find it at Universal Orlando's spectacular theme parks. Some of the greatest stories in history and pop culture come alive as uniquely innovative rides and attractions at Universal's Islands of Adventure™. Right next door your group can pass through the arches of Universal Studios Florida™ and become part of some of the biggest movies and TV shows ever created. It's all in one place, and it's all waiting for you!

Universal Studios Florida™
Step into the action of your favorite movies and TV shows with rides and attractions for all ages. Experience the magic and

In order to start your registration for the trip you will click the green select button.

HELP CENTER MY TRIPS SHELBY LOMAN SL CREATE YOUR TRIP

TEST TRIP

Universal Orlando Trip 2025

\$735
Deposit: \$50

(STUDENT) Quad Package

Select

Download Brochure

Ask A Question

TEST TRIP
Universal Studios, Orlando

See more photos

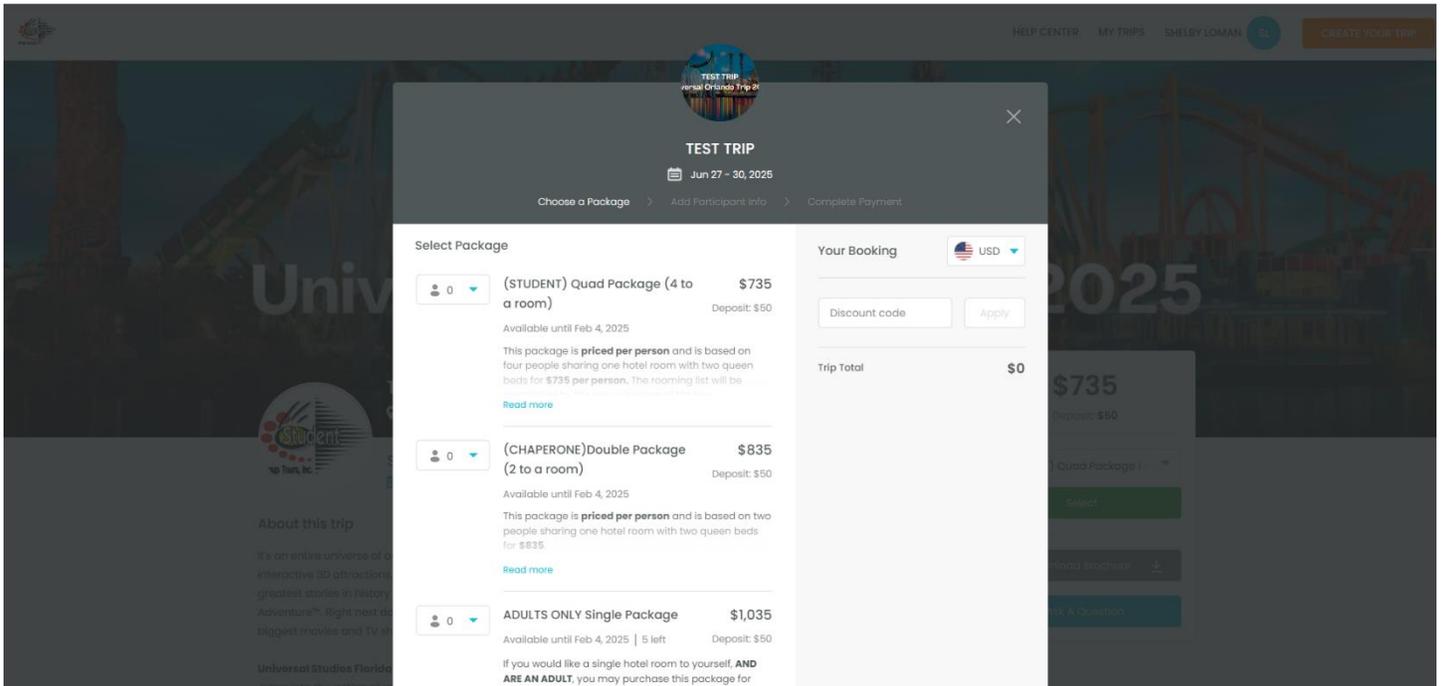
Student Group Tours Inc.
Jun 27 - 30, 2025 Group size: 45 - 55

About this trip

It's an entire universe of action, thrills, and excitement for all ages. Whether your students are looking for high-speed thrills, amazing interactive 3D attractions, or fun live musical shows, they'll find it at Universal Orlando's spectacular theme parks. Some of the greatest stories in history and pop culture come alive as uniquely innovative rides and attractions at Universal's Islands of Adventure™. Right next door your group can pass through the arches of Universal Studios Florida™ and become part of some of the biggest movies and TV shows ever created. It's all in one place, and it's all waiting for you!

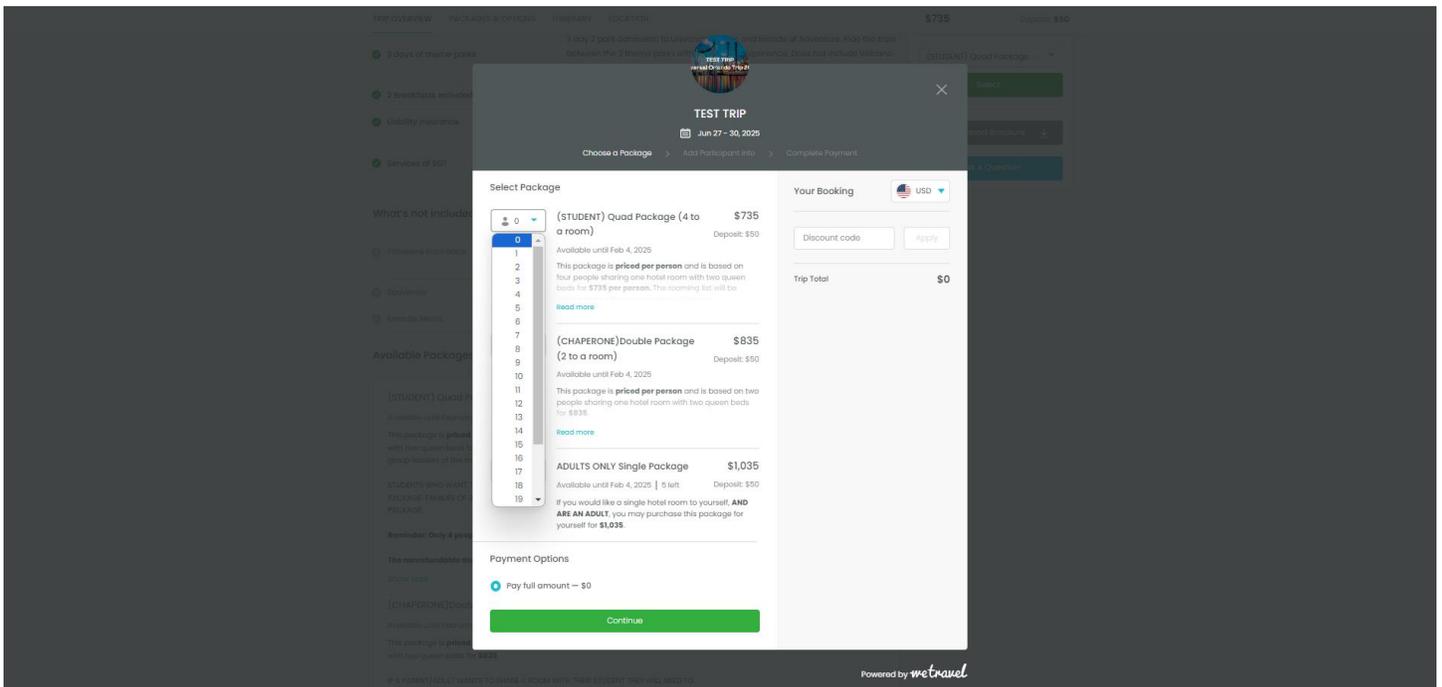
Universal Studios Florida™
Step into the action of your favorite movies and TV shows with rides and attractions for all ages. Experience the magic and

After clicking the green select button, your screen will look like this:

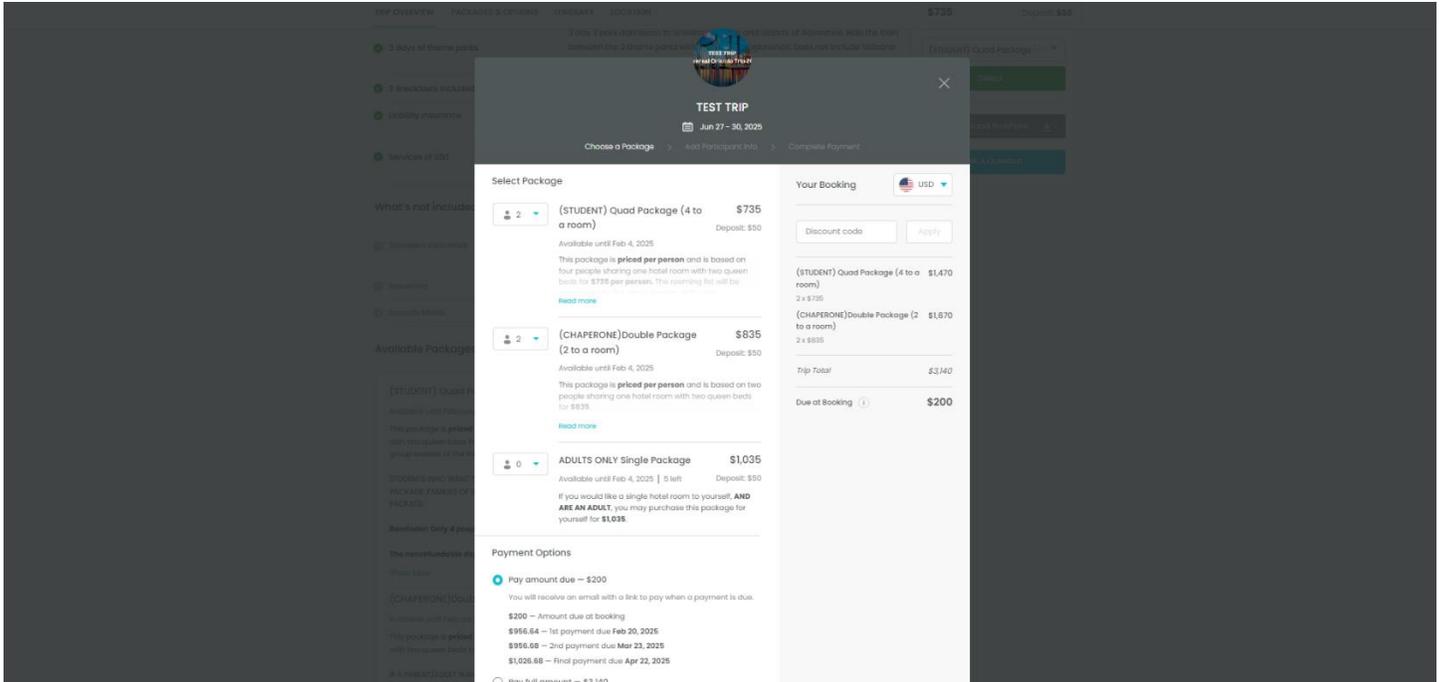


Here you will select the packages you would like to add to your booking.

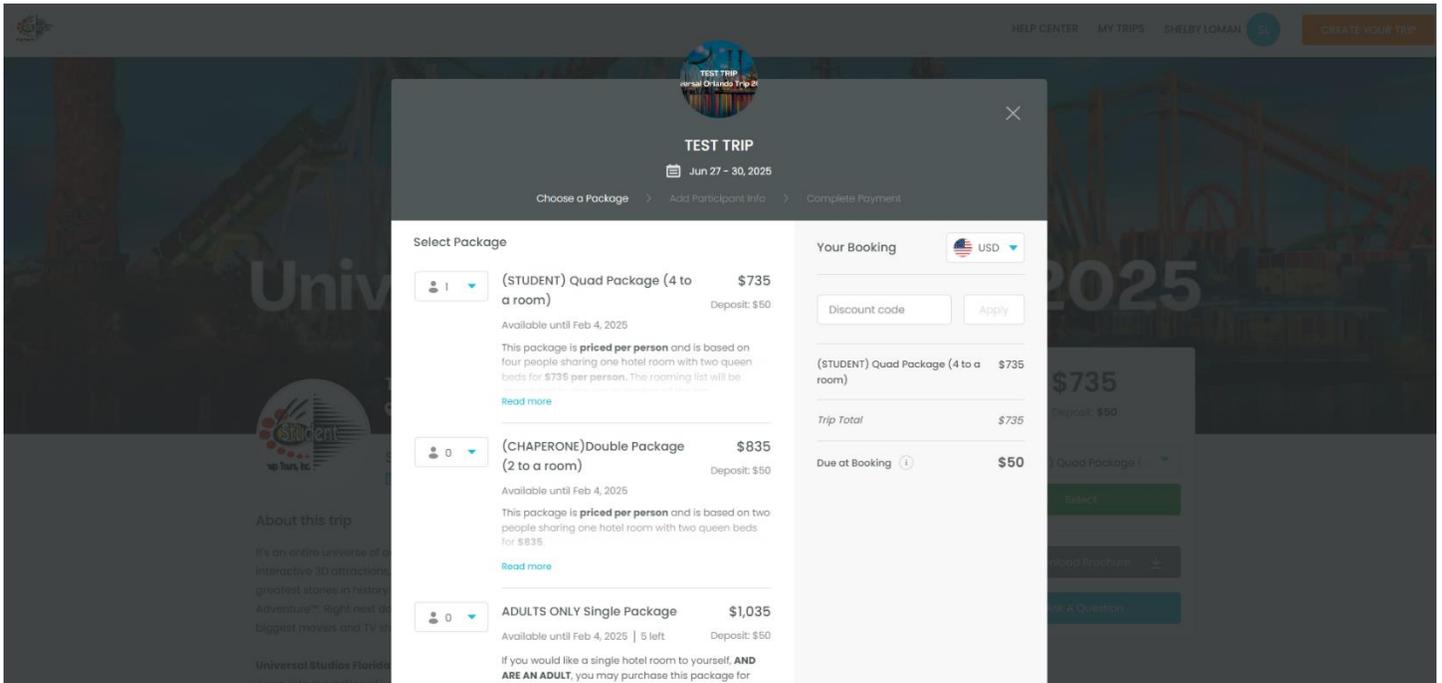
To choose your packages you will click the drop-down arrow next to each package and choose the number of that package type that you would like to add to your booking.



You can add packages of different types all at the same time to the same registration. Below, there are two student quad packages and two chaperone double packages selected in the same booking.



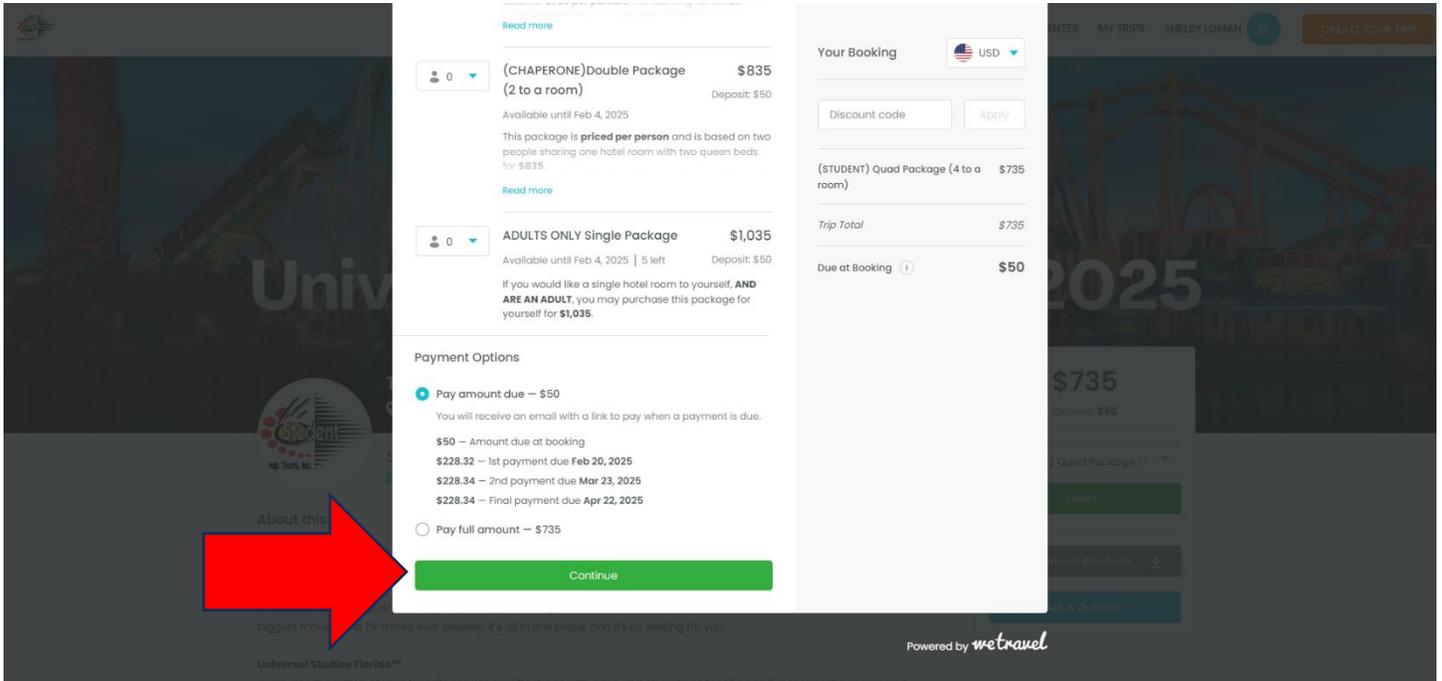
For the purpose of this step by step guide we will only select one student quad package.



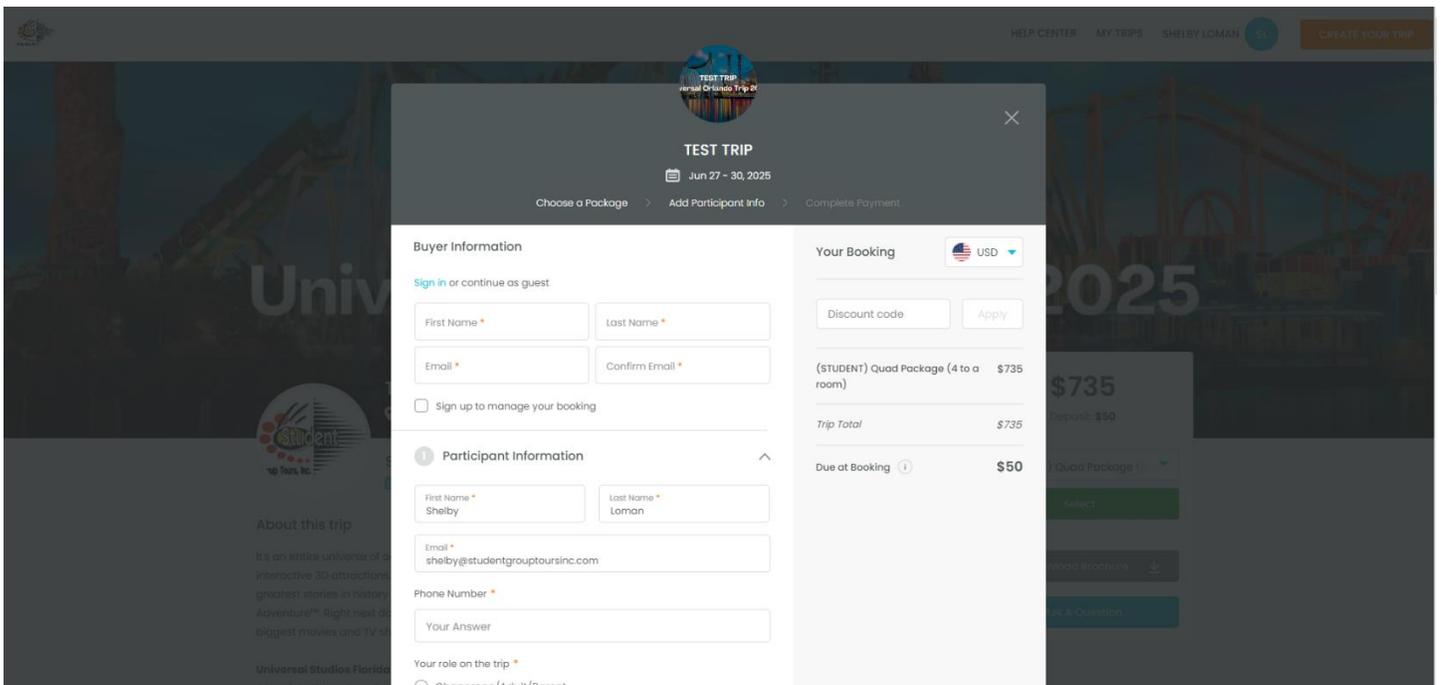
After choosing your packages, you will scroll down to the bottom of the page. There it will tell you how much your nonrefundable deposit is for each of your packages you've selected. The nonrefundable deposit will have to be paid up front in order to complete your trip registration.

You can select to only pay your nonrefundable deposit or to pay the full amount.

Then you will click the green continue button.



Once you click the green continue button, your screen will look like this.



Here you will fill out your information for the trip.

PLEASE NOTE: The first set of information is for the BUYER of the trip. This is the information that will be used to register your WeTravel account. PLEASE make sure that the name and email address listed in the BUYER INFORMATION section belong to the ADULT who will be responsible for paying for the trip.

PLEASE make sure that the email used for the BUYER INFORMATION section is an email that you have access to and check regularly as this is the email that we will use to send ALL correspondence regarding your booking and the trip.

This includes and is not limited to payment reminders, delinquency notices, updates to the trip event schedule, meal choices that need to be submitted prior to the trip, etc.

It is UP TO YOU to make sure that you are checking the email address that you provide for this information. Student Group Tours and the group leader of the trip are not at fault for any correspondence that you do not receive due to an incorrectly supplied email address or a lack of checking the supplied email address.

PLEASE make sure that the phone numbers supplied are also correct and reachable as we will reach out to the phone number we have on file if we do not receive a response via email.

The screenshot displays a multi-column booking form. The leftmost column contains a dark sidebar with the text 'Univer' and '2025'. The middle column is the 'Participant Information' section, which includes fields for 'Email *', 'Confirm Email *', 'Sign up to manage your booking', 'First Name *' (Shelby), 'Last Name *' (Loman), 'Email *' (shelby@studentgroupstoursinc.com), 'Phone Number *', and 'Your role on the trip *' with radio button options: 'Chaperone/Adult/Parent', 'Student', 'Director/Tech/Administrator', and 'Trip participant under the age of 18 who is not a student'. Below these are sections for 'All allergies that we should be aware of, especially food allergies. If none, please reply "none" *', 'Dietary Restrictions: such as low sodium, vegan, or vegetarian. If none, please reply "none" *', and emergency contact information for students. The rightmost column is the 'Your Booking' summary, showing a 'Discount code' field, a table with items like '(STUDENT) Quad Package (4 to a room)' for \$735, a 'Trip Total' of \$735, and a 'Due at Booking' of \$50.

The PARTICIPANT INFORMATION section will need to be filled out for each and every participant of the trip. This means that if you selected a package for yourself to go on the trip as a chaperone AND you selected a package for your student to go on the trip you will have to fill out the participant information TWICE for each of your packages.

If you have multiple packages PLEASE make sure that you are filling out the participant information correctly. Looking at the screen below, we see that the participant information has the package type listed next to it.

PLEASE make sure that while filling out your participant information you are matching the participant with the correct package type. Because this says Participant Information – Student Quad Package we want to make sure we are filling out the information for the student.

The screenshot shows a booking interface for a 'TEST TRIP' from Jun 27 - 30, 2025. The main content area is titled 'Participant Information - (STUDENT) Quad Package (4 to a room)'. It includes a 'Buyer Information' section with fields for First Name, Last Name, Email, and Confirm Email. Below this is a 'Your Booking' section showing a table of packages:

Package	Price
(STUDENT) Quad Package (4 to a room)	\$1,470
2 x \$735	
(CHAPERONE) Double Package (2 to a room)	\$1,670
2 x \$835	
Trip Total	\$3,140
Due at Booking	\$200

A red arrow points to the 'Participant Information - (STUDENT) Quad Package' section.

If we scroll down on the page, we see that this participant information says – Chaperone Double Package. This is where you would enter the adult chaperones information.

The screenshot shows the same booking interface, but scrolled down to the 'Participant Information - (CHAPERONE) Double Package (2 to a room)' section. This section includes fields for First Name, Last Name, Email, and Phone Number. It also has a 'Your role on the trip' section with radio buttons for 'Chaperone/Adult/Parent', 'Student', 'Director/Tech/Administrator', and 'Trip participant under the age of 18 who is not a student'. Below this are sections for 'All allergies that we should be aware of, especially food allergies. If none, please reply 'none'', 'Dietary Restrictions: such as low sodium, vegan, or vegetarian. If none, please reply 'none'', and '(For Students Only) Parent or Guardian's First and Last Name (If you are an adult/chaperone on the trip please enter 'N/A')'. A red arrow points to the 'Participant Information - (CHAPERONE) Double Package' section.

ALL participant information fields will need to be filled out individually for each participant in your booking.

Once all fields have been filled for all participants on your booking you will click the green continue button.

This screenshot shows the 'Your Booking' summary page. On the left, there are sections for 'Allergies that we should be aware of, especially food allergies', 'Dietary Restrictions', and 'Emergency Contact'. The 'Your Booking' summary on the right shows a total of \$735 for the (STUDENT) Quad Package and a \$50 due at booking. A large red arrow points to the green 'Continue' button at the bottom of the form.

Item	Amount
(STUDENT) Quad Package (4 to a room)	\$735
Trip Total	\$735
Due at Booking	\$50

Once you click the green continue button, your screen will look like this:

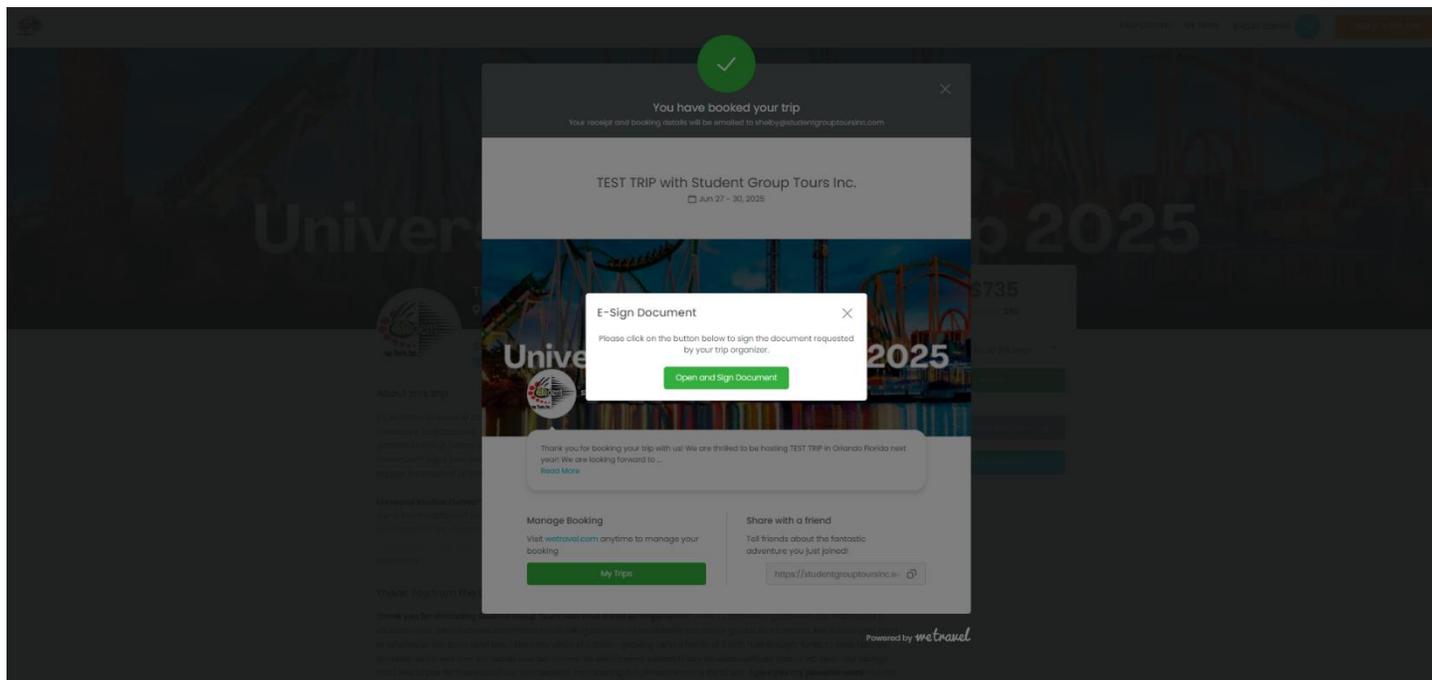
This screenshot shows the 'Payment Method' selection page. It includes fields for Card number, Expiration date, Security code, and Billing Address. A large red arrow points to the green 'Confirm Booking' button at the bottom. The background shows the same booking summary as the previous screenshot.

Item	Amount
(STUDENT) Quad Package (4 to a room)	\$735
Trip Total	\$735
Due at Booking	\$50

Here you will need to input your payment information for your nonrefundable deposit. This does not have to be the payment method for future payments, this payment method will only be used right now for your nonrefundable deposit.

Once you have inputted your payment information you will click the green confirm booking button.

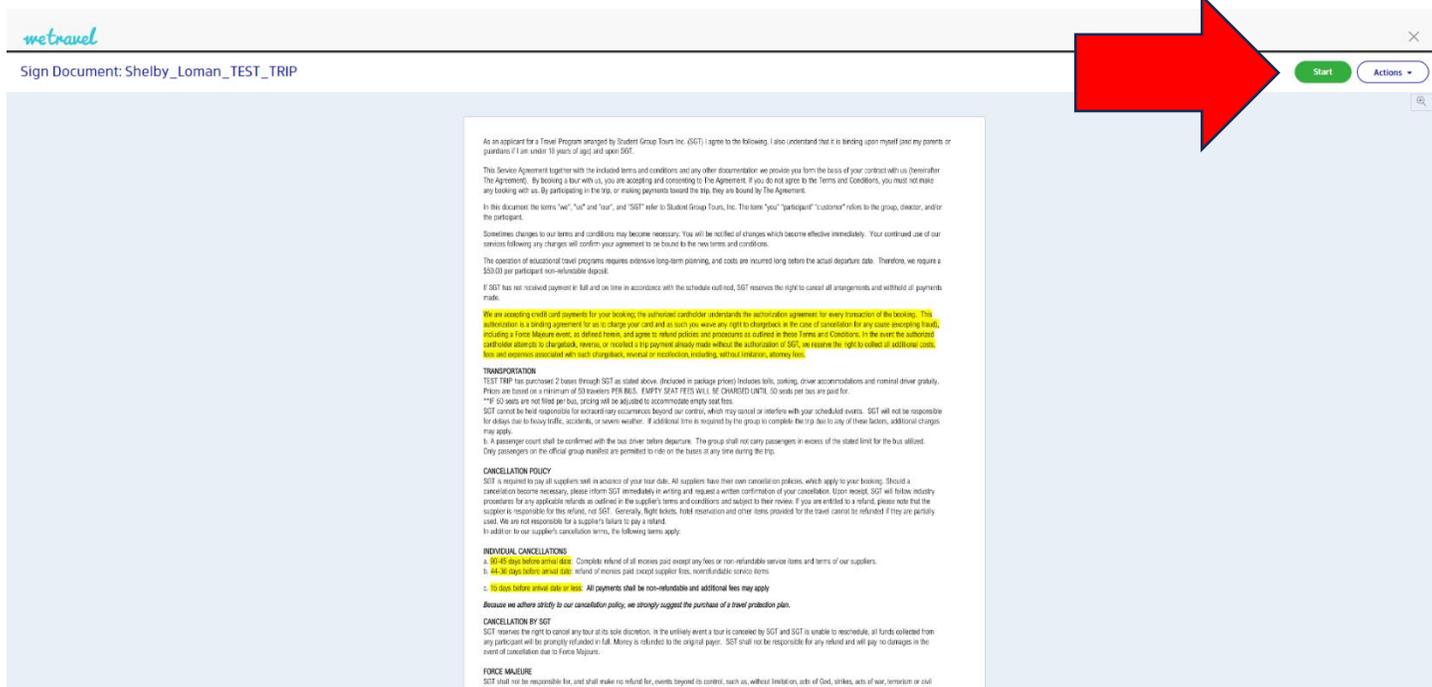
Once you click the green confirm booking button, your screen will look like this:



It will prompt you to sign the Terms and Conditions document for your trip.

PLEASE NOTE that you will be unable to attend the trip even if your trip is paid in full if you do not sign the Terms and Conditions. We HIGHLY recommend that on this page you go ahead and click Open and Sign Document in order to get the Terms and Conditions signed in plenty of advance prior to the trip.

Once you click Open and Sign Document, your screen will look like this:



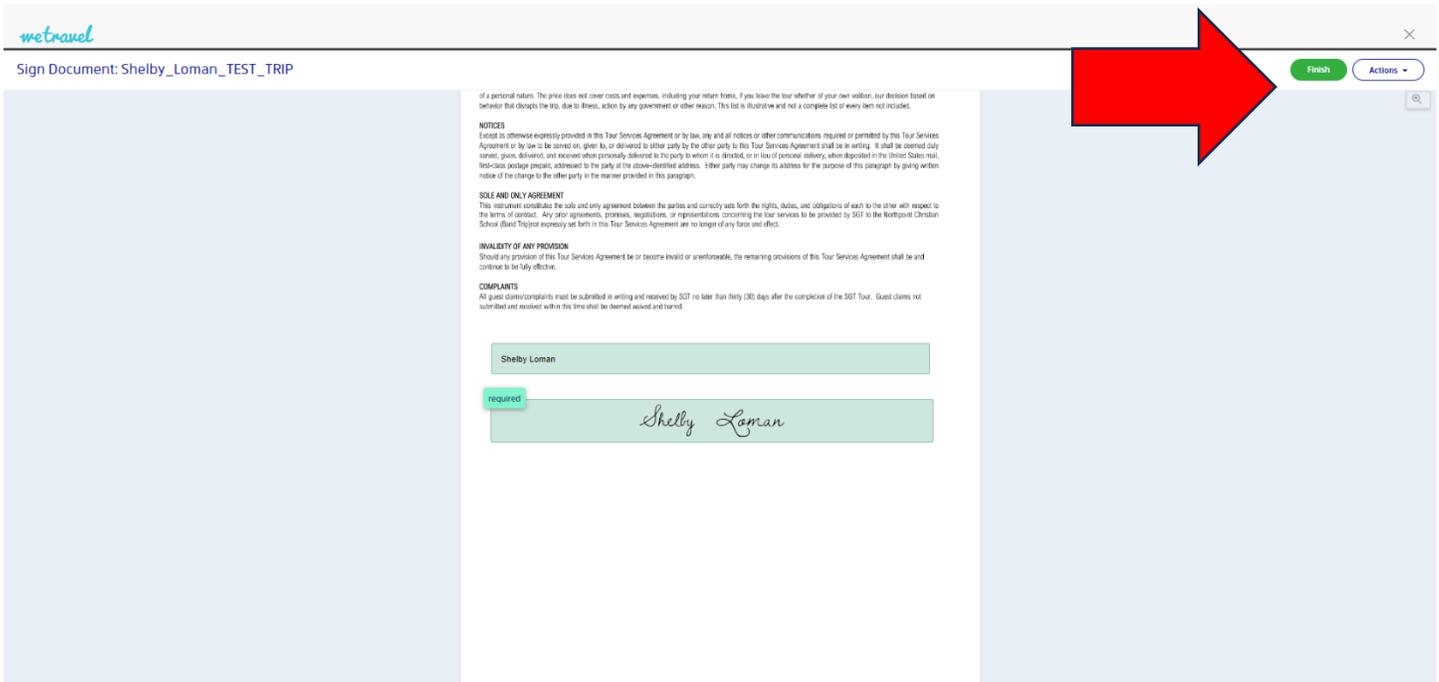
Here you can read the full Terms and Conditions of your trip. Once you have read the Terms and Conditions, you will click the green start button at the top of the page in order to sign.

Once you click the green start button, this is what your screen will look like:



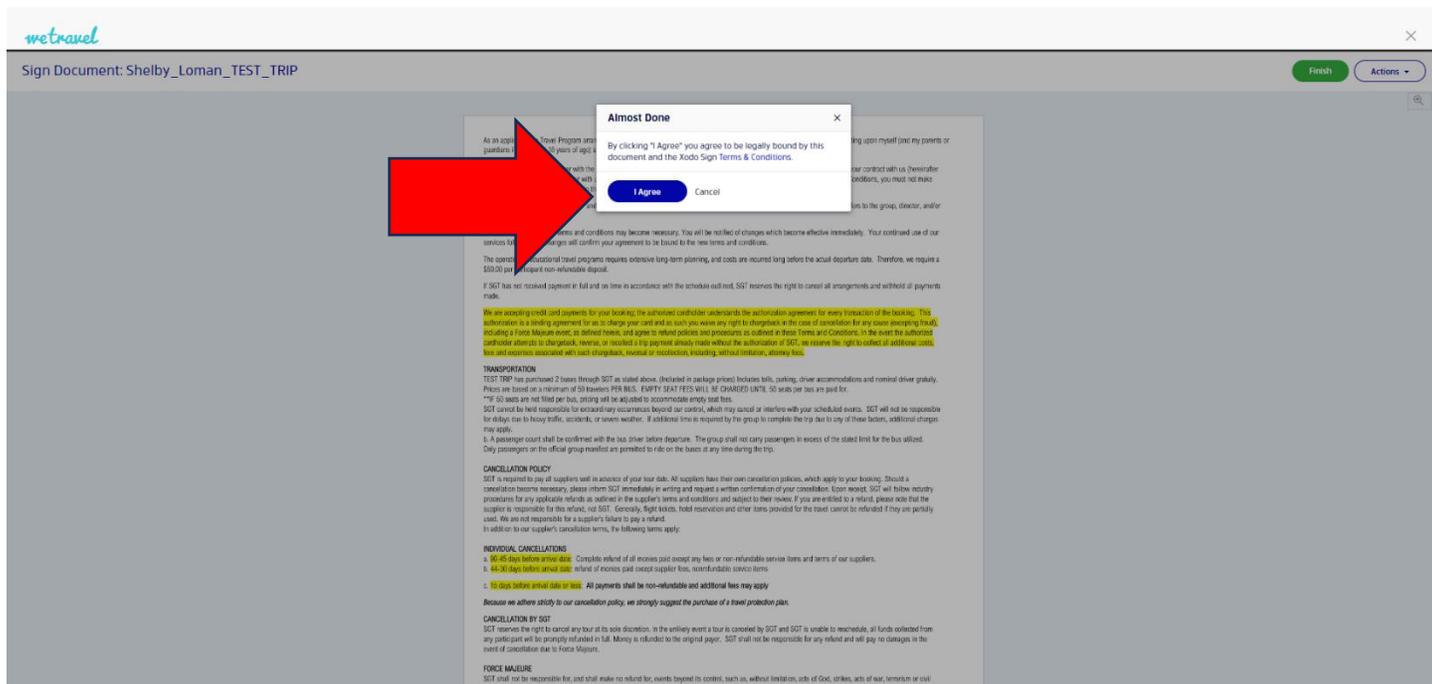
It will prompt you to choose a signature and it will autofill the BUYER INFORMATION that was supplied when you filled out the information for your booking.

From here you will click the blue sign button.



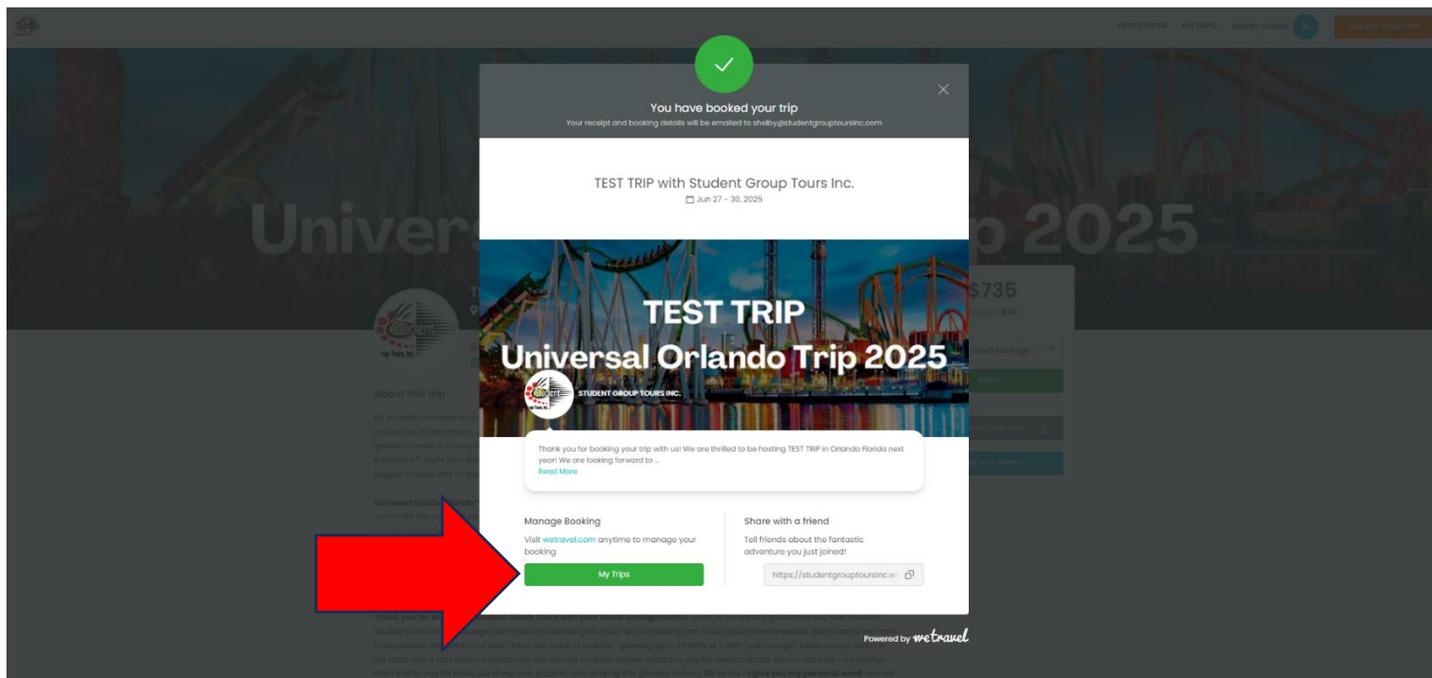
After clicking the blue sign button, your screen will look like this. If everything is correct in the green boxes, then you will click the green Finish button at the top of the page.

Once you click the green Finish button, your screen will look like this:



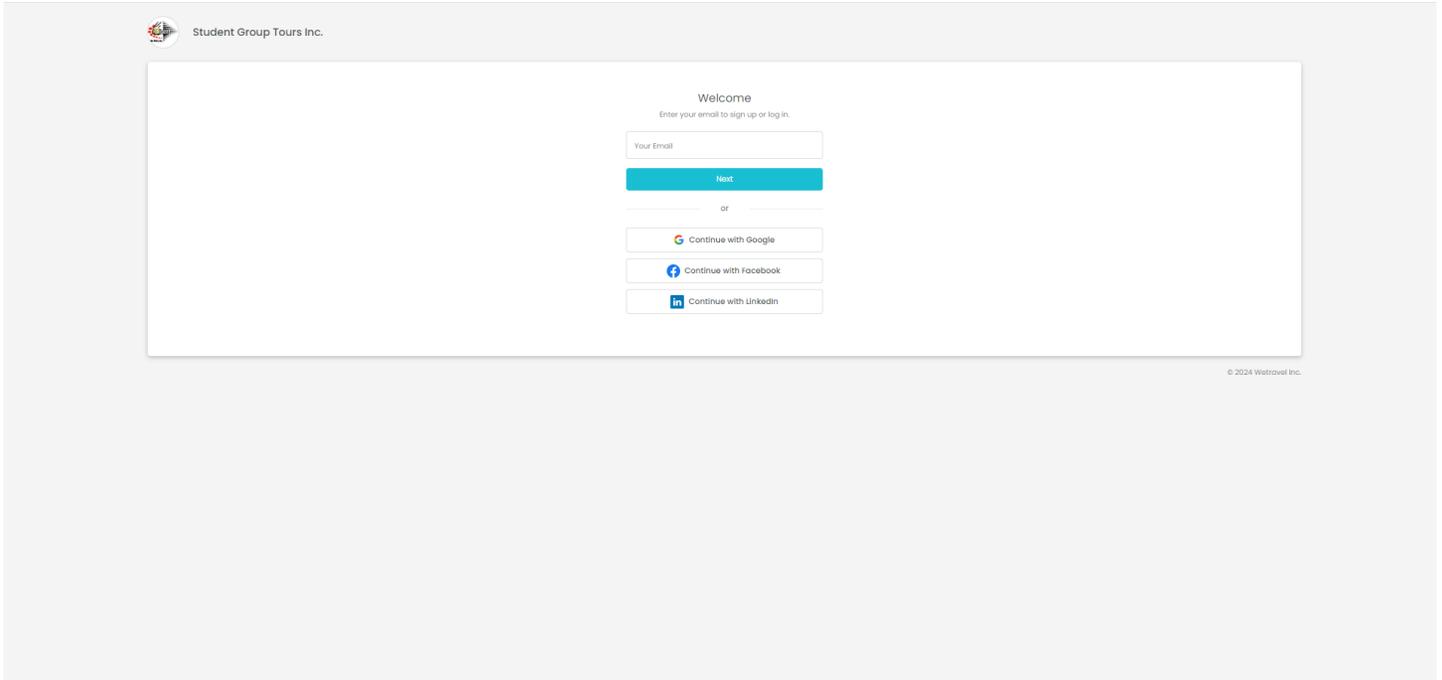
Here you will click the blue I Agree button which states that you agree to the Terms and Conditions you just signed.

After you click the blue I Agree button, your screen will look like this:

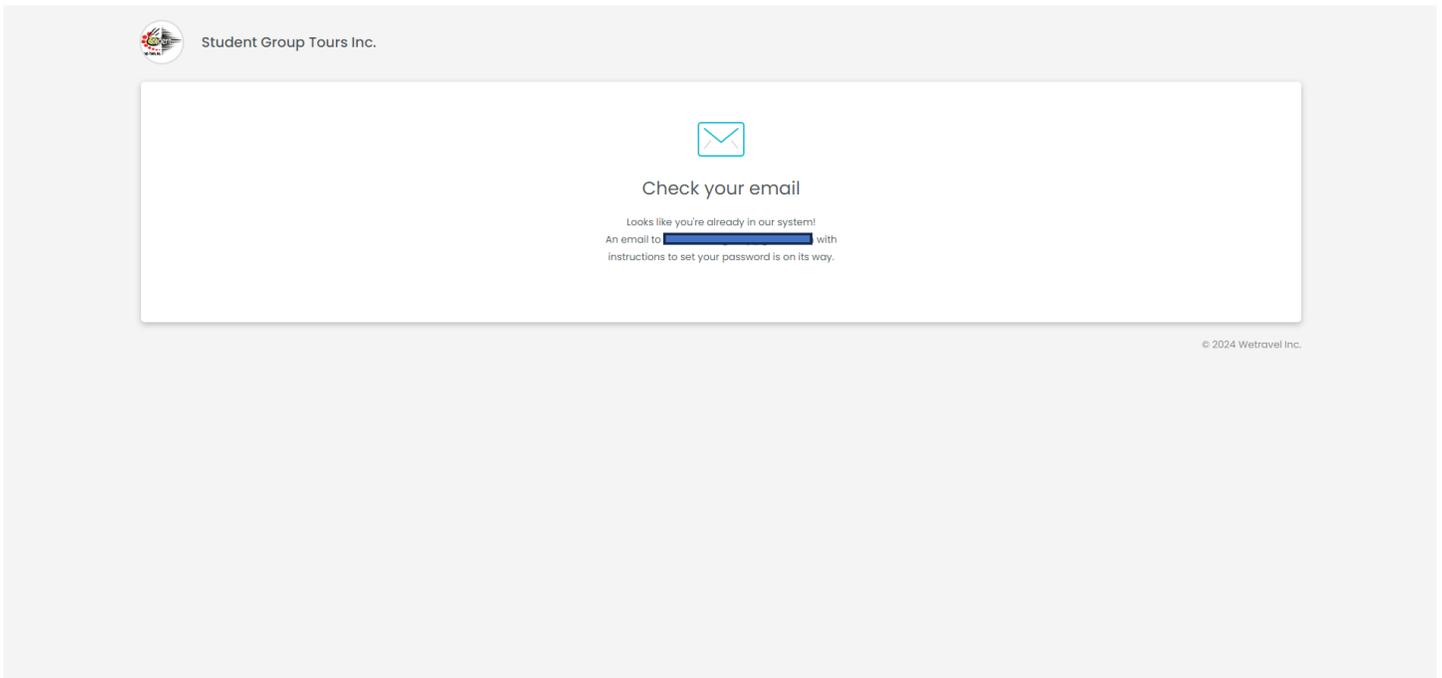


At this point your booking has been submitted. From here, you will select the green My Trips button.

Once you click the green My Trips button, it will prompt you to enter the email address that you entered in the BUYER INFORMATION section. This is the email address that will be assigned to your WeTravel account.



Once you enter your email address and click the blue Next button, your screen will look like this:



You will need to check your email address for the instructions to set your password and finish creating your WeTravel account and login.

When you check your email, you will have one from WeTravel that says Set your WeTravel password that looks like this:



Hi there,

We received a request to set a password for your WeTravel account [REDACTED]. This will help you to manage your booking online.

Simply click on the link below to set a password.

SET PASSWORD

Powered by [WeTravel](#)
The Payment Platform for Travel

For technical questions, contact us at info@wetravel.com

Here you will click the blue SET PASSWORD button.

Once you click the blue SET PASSWORD button your screen will look like this:



Student Group Tours Inc.

Set Password
Set your password to sign up

Your Email [REDACTED]

Password [REDACTED]

Confirm Password [REDACTED]

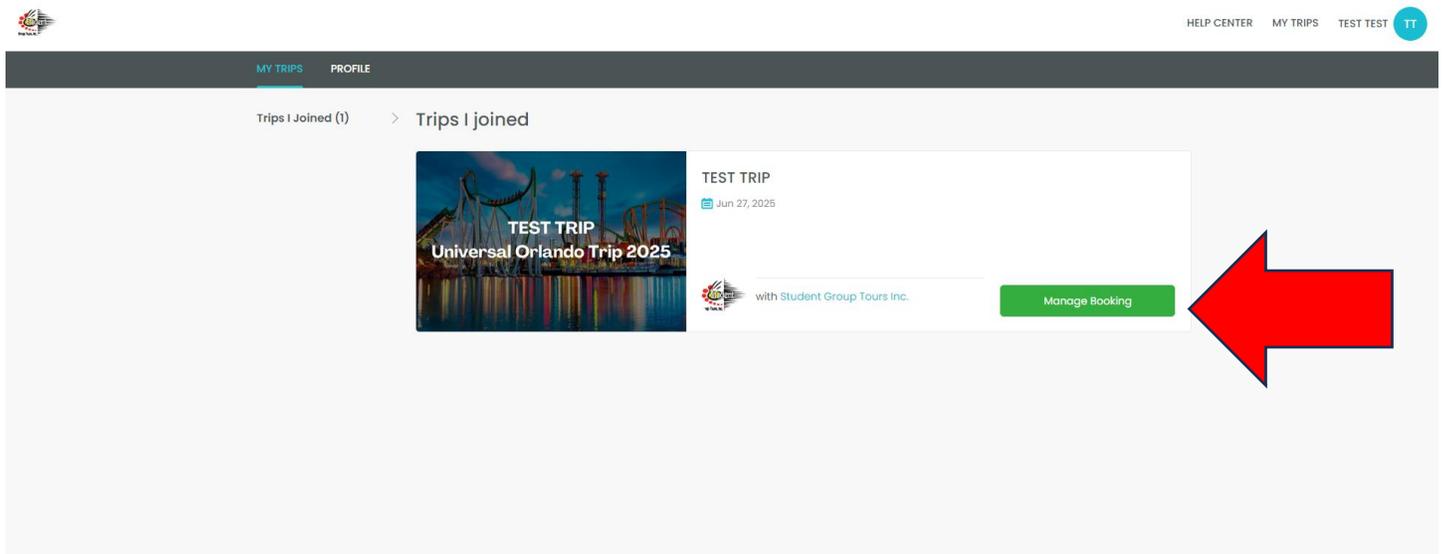
Set Password

By continuing, I agree to WeTravel's [Terms of Service](#).

© 2024 WeTravel Inc.

Here you will enter your password that you would like to set for your WeTravel account. You will have to enter it twice in each password box the exact same so that they match. Your password will need to contain at least one number, one uppercase letter, and be at least 8 characters long. Then you will click the blue Set Password button.

Once you click the blue Set Password button, your screen will look like this:



You are now officially logged into your WeTravel account. This is the My Trips page where you will see your booking that you submitted.

Navigating the My Trips Page on WeTravel

From the MY TRIPS tab you can click the green Manage Booking button.

The 'Manage Booking' page for 'TEST TRIP' (Trip Dates: Jun 27 - 30, 2025) provides a comprehensive overview of the booking. It includes a table of participants, a booking summary, an activity log, and sections for payments, messaging, and cancellations. Callout boxes with arrows point to specific features:

- Click here to make a payment:** Points to the 'Pay Installments' button.
- Click here to view your payment amounts and the dates they are due:** Points to the 'View Payment Plan' button.
- Click here to share your contribution page:** Points to the 'Share Your Contribution Page' button.
- Click here to send us (Student Group Tours: the travel agency) a question about the trip:** Points to the 'Message the Organizer' button.
- Click here to update your participant information:** Points to the 'Update Information' button.
- Click here to download a copy of the Terms and Conditions you signed:** Points to the 'Download Signed Document' button.

Name	Participants	Payment Status
Shelby Loman	1 going	\$100 due in later installments

Booking Summary: 1 x (STUDENT) Quad Package (4 to a room)

Activity Log:

- Organizer sets new balance due from \$0.00 to \$100.00 (2024/08/05 19:37)
- Document Signed (2024/08/05 17:53)
- Document Signed (2024/08/05 17:52)

Outstanding Payments: Next installment due: \$100

Messaging & Trip Info: Message the Organizer, View your Trip

Cancellation & Refunds: Please contact the organizer to inquire about refund & cancellation policies

eSignature: Download Signed Document

After clicking the green Manage Booking button your screen will look like this. Here you can view your booking, your payments, your remaining balance due, update your participant information, ask us any questions you may have, view your trip, and share your contributions page.

Update Information

The screenshot shows the 'Manage Booking' interface for a trip titled 'TEST TRIP' with dates from June 27 to 30, 2025. The page is divided into several sections:

- Manage Booking TEST TRIP**: Trip Dates: Jun 27 - 30, 2025.
- Outstanding Payments**: Shows a 'Next installment due' of \$100, with buttons for 'Pay Installments', 'View Payment Plan', and 'Share Your Contribution Page'.
- Participant Table**: A table with columns for Name, Participants, and Payment Status. One participant is listed: Shelby Loman, 1 going, \$100 due in later installments.
- Booking Summary**: Shows '1 x (STUDENT) Quad Package (4 to a room)'.
- Activity Log**: A log of events, including 'Organizer sets new balance due from \$0.00 to \$100.00' and 'Document Signed'.
- Messaging & Trip Info**: Buttons for 'Message the Organizer' and 'View your Trip'.
- Cancellation & Refunds**: A note stating 'Please contact the organizer to inquire about refund & cancellation policies'.
- Participant Information**: A section with an 'Update Information' button, which is highlighted by a large red arrow.

Once you click the Update Information button, your screen will look like this:

The screenshot shows the 'Update Participant Information' modal form overlaid on the booking page. The form contains the following fields and options:

- Participant Information**:
 - First Name * (Field contains 'TEST')
 - Last Name * (Field contains 'TEST')
 - Email * (Field contains 'shelby@studentgroupstoursinc.com')
 - Phone Number * (Field contains '111-111-1111')
- Your role on the trip***:
 - Chaperone/Adult/Parent
 - Student
 - Director/Tech/Administrator
 - Trip participant under the age of 18 who is not a student
- Allergies that we should be aware of, especially food allergies, if none, please reply "none"***: (Field contains 'None')
- Dietary Restrictions: such as low sodium, vegan, or vegetarian, if none, please reply "none"***: (Field contains 'None')
- (For Students Only) Parent or Guardian's First and Last Name (if you are an adult/chaperone on the trip please enter "N/A")***: (Field contains 'TEST TEST')
- (For Students Only) Parent or Guardian's primary phone number for emergency use***: (Field is empty)

Here you can edit the information for each of your participants. PLEASE NOTE that each participant will have their own update information button next to their name so make sure you are selecting the correct participant if you have more than one on your booking.

1 x (STUDENT) Quad Package (4 to a room)

Activity Log

Document Signed

Booking made without parent or adult (STUDENT) Quad Package (Student)

Participant Information

Participant 1 - (STUDENT) Quad Package

First Name
TEST

Last Name
TEST

Email
testby@stusamgroup.com

Phone Number
(99-99-99)

Your role on the trip
Student

All allergies that we should be aware of, age
None

Dietary Restrictions: such as low sodium, vegan, or vegetarian. If none, please reply "none"
None

(For Students Only) Parent or Guardian's First and Last Name (if you are an adult/chaperone on the trip please enter "N/A")
TEST TEST

(For Students Only) Parent or Guardian's primary phone number for emergency contact (if you are an adult/chaperone on the trip please enter "N/A")
(99-99-99)

By checking this box, I acknowledge my student's behavior in-school prior to the trip may affect his/her trip eligibility, and if removed by the director, I will receive a refund amount in accordance with the refund policy set forth by SGT Inc.:

By checking this box I agree to the terms and conditions as stated.

CHAPERONE: By checking "I agree" you are agreeing to adhere to the chaperone regulations and guidelines set forth by :*

I agree to adhere to the regulations and guidelines set forth by

STUDENTS: By checking "I agree" you are agreeing to adhere to the student regulations and guidelines set forth by :*

I agree to adhere to the regulations and guidelines set forth by

Would you like to request ADA accommodations for the trip? :

I am requesting ADA accommodations for the trip.

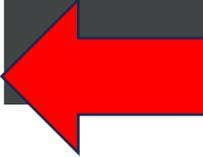
Any additional information you wish to provide regarding this booking? :

Your Answer

Accommodation & Refunds

Document Signed

Signature



Once you are finished updating your participant information, make sure to scroll to the bottom and click the green Update button to save your changes.

Share Your Contribution Page

The screenshot shows the 'Manage Booking' interface for a 'TEST TRIP' with dates from Jun 27 to 30, 2025. The page is divided into several sections:

- Participant List:** A table with columns for Name, Participants, and Payment Status. It lists 'Shelby Loman' with 1 going participant and a payment status of '\$100 due in later installments'.
- Booking Summary:** Shows '1 x (STUDENT) Quad Package (4 to a room)'.
- Activity Log:** A log of events, including 'Organizer sets new balance due from \$0.00 to \$100.00' and 'Document Signed'.
- Participant Information:** Includes an 'Update Information' button.
- Outstanding Payments:** Shows 'Next installment due' for \$100, with buttons for 'Pay Installments' and 'View Payment Plan'.
- Messaging & Trip Info:** Includes buttons for 'Message the Organizer' and 'View your Trip'.
- Cancellation & Refunds:** A note to 'Please contact the organizer to inquire about refund & cancellation policies'.
- eSignature:** Includes a 'Download Signed Document' button.

A large red arrow points to the 'Share Your Contribution Page' button located in the 'Outstanding Payments' section.

Once you click the Share Your Contribution Page button your screen will look like this:

The screenshot shows the 'Manage Booking' page with a modal window titled 'Start Collecting Contributions!' overlaid. The modal contains the following information:

- Title:** Start Collecting Contributions!
- Text:** 'Here is your very own contribution page, time to get the word out. Share this link with friends, family and anyone who might contribute to your trip.'
- Link:** A text box containing the URL: `studentgrouptoursinc.wetravel.com/c/shelby-loman-test-trip-af053624-d330-43a5-acc3`
- Buttons:** 'Copy Link' and 'Shorten URL'.
- Section:** 'Spread the word!' with a megaphone icon and social media sharing options for Email, Pinterest, Twitter, and Facebook.
- Footer:** A link to 'Deactivate contribution page'.

This will create a link to your very own contribution page that you can share individually with friends and family so that they are able to make contributions to your trip.

What's really great about contributions on WeTravel is that 100% of your friends and family's contributions go to your trip! No percentage of their contribution is held or used as a fee and the minimum contribution amount is only \$5!

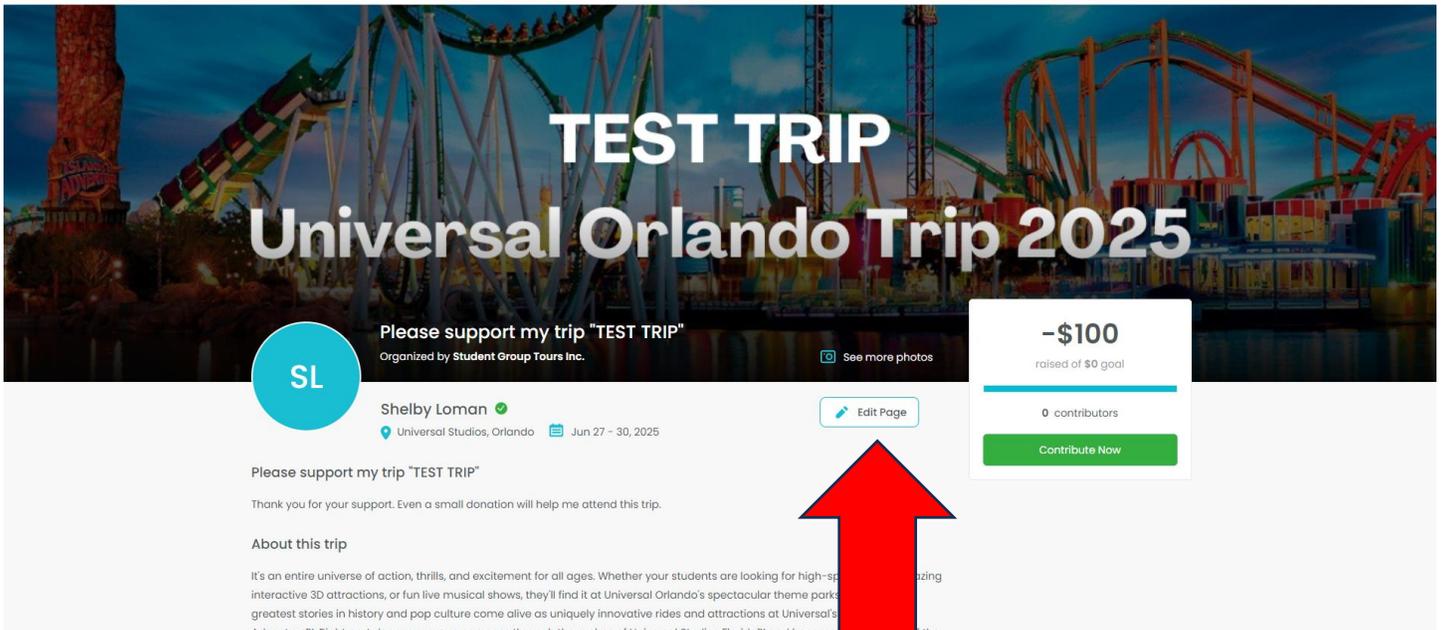
From here you can either copy the link into your browser yourself or click the blue contribution page link within the text to navigate to your contribution page.

Your contribution page will look like this right after you create it. It will have the name, the location of the trip, the dates of the trip, as well as a description of the trip.

PLEASE NOTE THAT ALL INFORMATION LISTED ON THE TRIP PAGE INCLUDING THE TRIP ITINERARY, THE ABOUT THIS TRIP SECTION, THE INCLUSIONS, AND THE PAYMENT SCHEDULE WILL BE VISIBLE ON THE CONTRIBUTION PAGE.

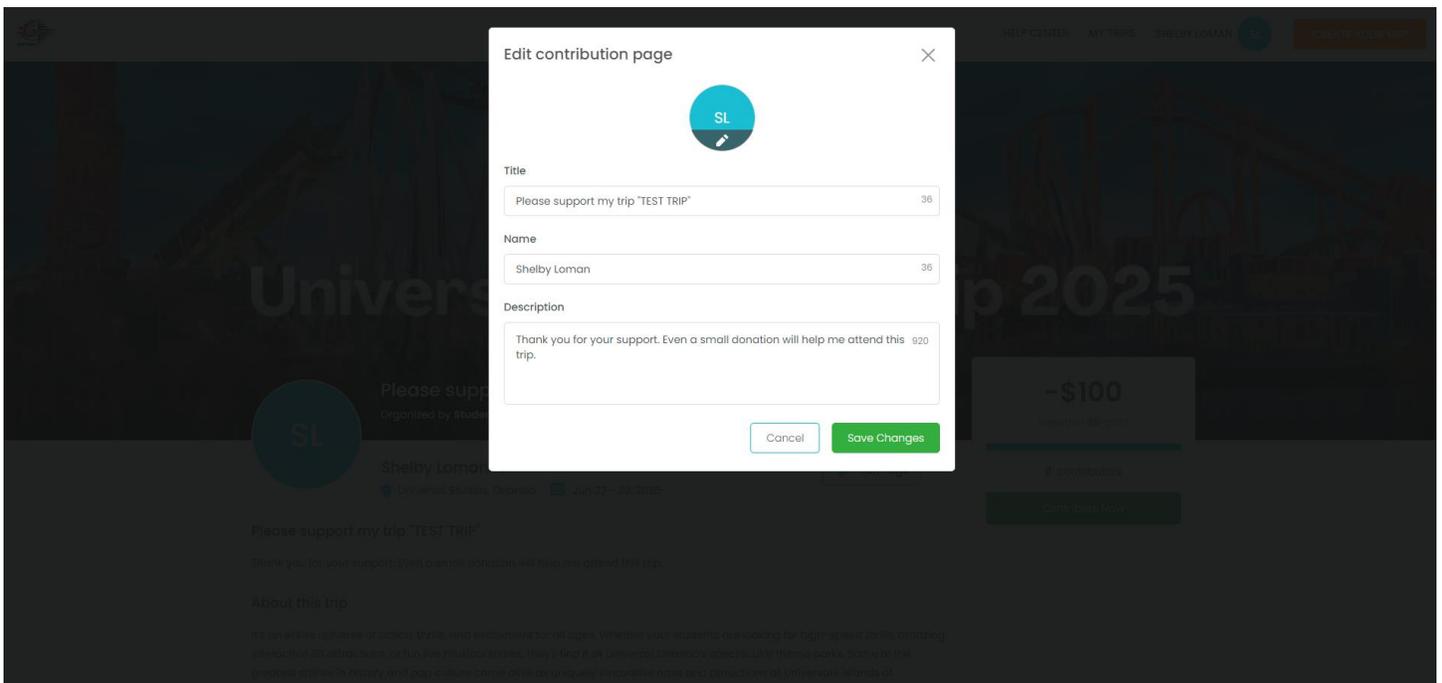
We are unable to make changes to this information it will always be visible on ALL contribution pages. The only information that can be changed on the contribution page is the name listed, the title of the contribution page, and the description of the contribution page.

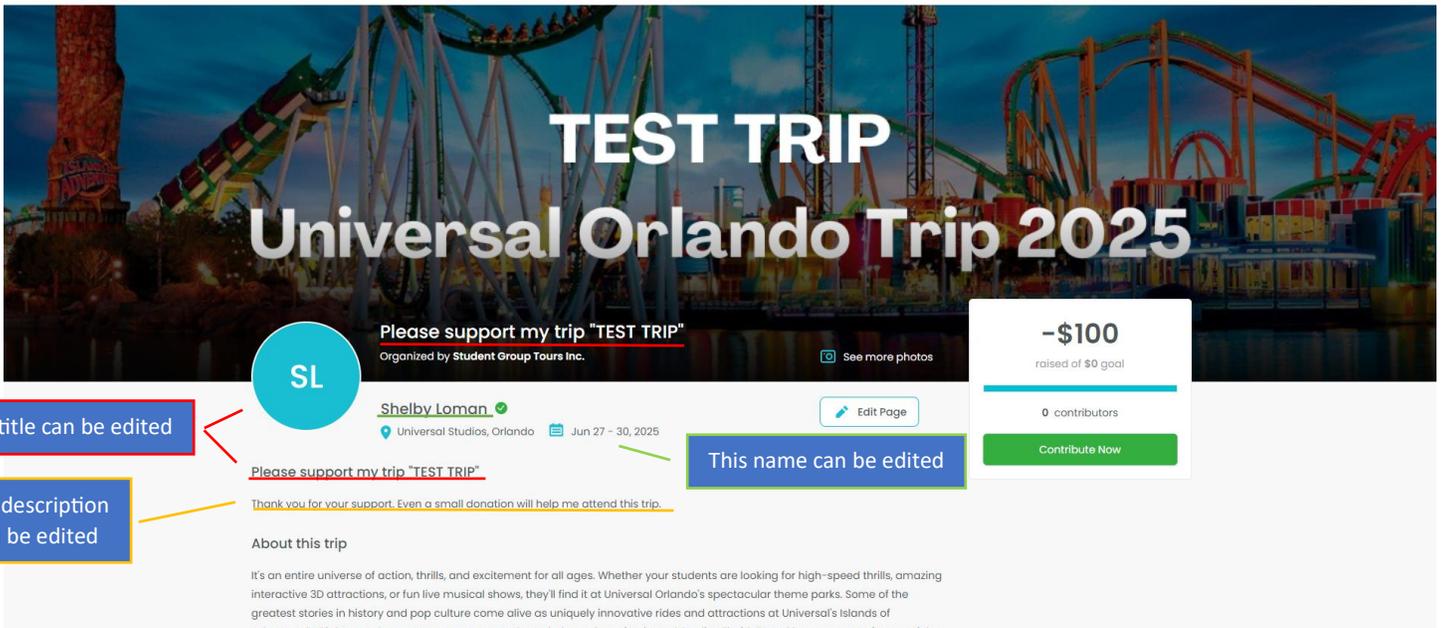
You can make these changes by selecting the Edit Page Button.



Once you click the Edit Page button you will have the ability to change the Title, Name, and Description listed on your contribution page. No other information listed on the page can be edited.

Make sure to click the green Save Changes button to apply the changes you've made to your contribution page.

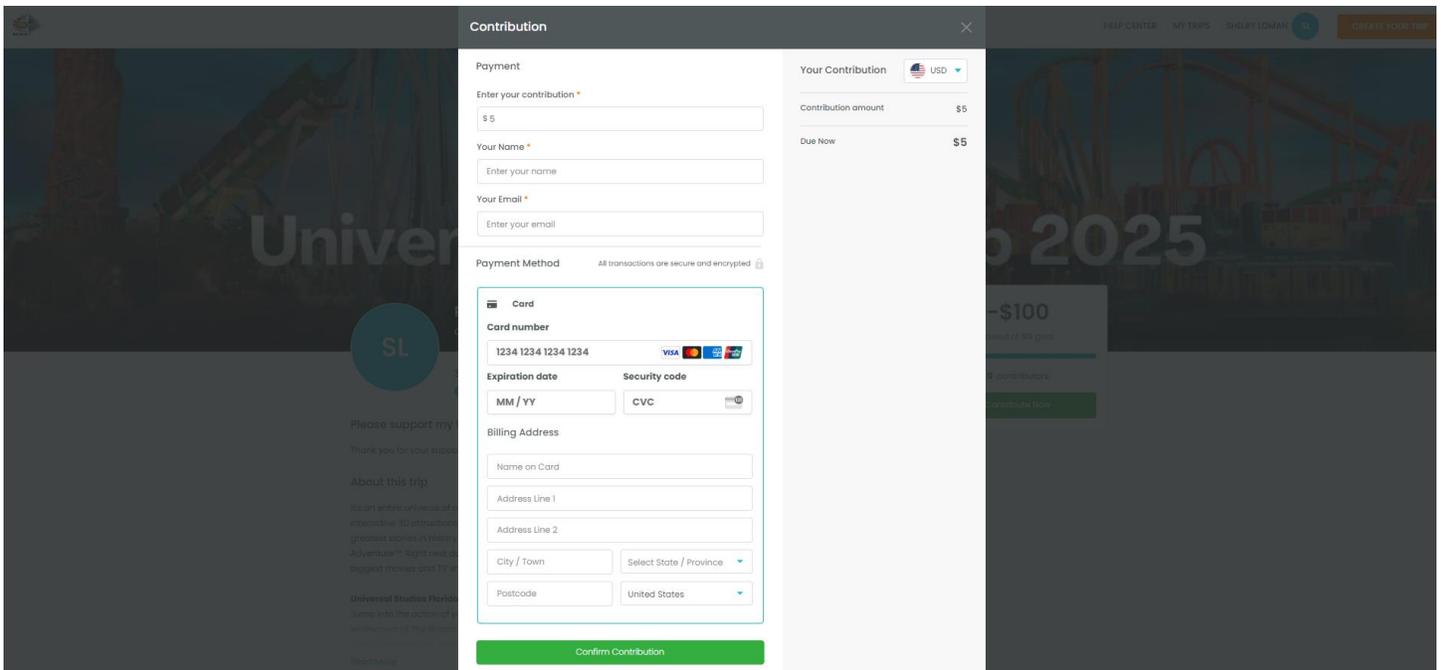




When friends and family want to contribute to your trip you will just need to send them the link to your contribution page and then they will click the green Contribute Now button in order to make their contribution.

Once they click the Contribute Now button their screen will look like this. Here they will enter their contribution amount, their name, their email address (for their payment confirmation to be sent to) and their payment information. Then they will select the confirm contribution button at the bottom of the screen.

Payments can take up to 5-7 business days to post to a WeTravel account. All contributors should receive an email confirmation of their contribution.



Pay Installments

The screenshot shows the 'Manage Booking' interface for a 'TEST TRIP' with dates from June 27 to 30, 2025. The main content area includes a table for participants, a 'Booking Summary' section, an 'Activity Log', and 'Participant Information'. On the right side, there are sections for 'Outstanding Payments', 'Messaging & Trip Info', 'Cancellation & Refunds', and 'eSignature'. A red arrow points to the 'Pay Installments' button in the 'Outstanding Payments' section, which is currently set to '\$100'. Below this button are links for 'View Payment Plan' and 'Share Your Contribution Page'.

Once you click the Pay Installments button your screen will look like this:

The 'Pay Installment' modal is displayed over the booking page. It features a 'Payment Options' section with two radio buttons: 'Pay installment due' (selected) and 'Pay all remaining installments -- \$100'. The 'Pay installment due' option shows a '\$0 - Deposit due at booking' and a '\$100 - Final payment due Jun 27, 2025'. Below this is the 'Payment Method' section, which is currently set to 'Card'. The card form includes fields for 'Card number', 'Expiration date', 'Security code', and 'Billing Address'. A green 'Confirm Payment' button is at the bottom. The background of the modal is dark grey, and the booking page content is dimmed.

Here you can see what installments of your payment schedule are currently due or pay all remaining installments all at once. You will enter your payment information and then click confirm payment to submit your installment payment.

PLEASE NOTE that any accounts that are two or more payments behind are in danger of cancellation. WeTravel will send payment reminder emails so make sure to check the email you signed up with. If your account becomes delinquent, a member of SGT staff will reach out via the email address and phone number that were provided when you created your WeTravel account. If you have any trouble making your WeTravel payments, please reach out to us so that we can come up with a plan to help you keep your booking and avoid cancellation.

Message the Organizer

The screenshot shows the 'Manage Booking' interface for a 'TEST TRIP' with dates from Jun 27 to 30, 2025. The page is divided into several sections: 'Outstanding Payments' (showing a \$100 installment due), 'Booking Summary' (1 x (STUDENT) Quad Package), 'Activity Log' (with entries for balance updates and document signing), and 'Participant Information' (for Shelby Loman). On the right, there are sections for 'Messaging & Trip Info' (with a 'Message the Organizer' button highlighted by a red arrow), 'Cancellation & Refunds', and 'eSignature'. A red callout box on the right side of the page contains the text: 'You can also click contact the organizer to get the same screen'.

Once you click the Message the Organizer button your screen will look like this:

The screenshot shows the 'Send Message' modal form overlaid on the booking page. The form includes a 'Send To' field with 'Student Group Tours Inc.' selected, a 'Message' text area, a CAPTCHA challenge with the text 'I'm not a robot', and 'Discard' and 'Send Message' buttons.

Here you are able to ask any questions you might have. You will have to complete a CAPTCHA in order to submit the message. PLEASE NOTE these messages come to us, Student Group Tours, the travel company, they do not go to your student's instructor or the group leader of the trip. If you have questions regarding rooming assignments, your student's grades or anything related to their instructor or class/school, student behavior, chaperone requirements and duties, chaperone group assignments, etc PLEASE direct those questions to your student's instructor/group leader for the trip.

Our office is open Monday-Friday from 9AM – 5PM. If you send a message over the weekend, you will not receive a response until Monday at the earliest. We do go through all messages received daily, but some messages do require escalation and will take a bit longer for you to receive an answer back.

Please allow 2-3 business days before sending a follow up message if you do not receive a response.

Download Signed Document

Manage Booking
TEST TRIP
Trip Dates: Jun 27 - 30, 2025

Name	Participants	Payment Status
 Shelby Loman	1 going	\$100 due in later installments

Booking Summary
1 x (STUDENT) Quad Package (4 to a room)

Activity Log

Organizer sets new balance due from \$0.00 to \$100.00	2024/08/05 19:37
 Document Signed	2024/08/05 17:53
	2024/08/05 17:52

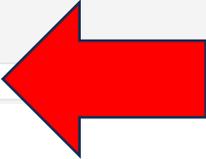
Participant Information [Update Information](#)

Outstanding Payments
Next installment due \$100
[Pay Installments](#)
[View Payment Plan](#)
[Share Your Contribution Page](#)

Messaging & Trip Info
[Message the Organizer](#)
[View your Trip](#)

Cancellation & Refunds
Please contact the organizer to inquire about refund & cancellation policies

eSignature
[Download Signed Document](#)



If you click the Download Signed Document button your computer will automatically start a PDF download of the signed Terms and Conditions document you completed during your registration for the trip.

Navigating the My Profile Page on WeTravel

weTravel

MY TRIPS PROFILE

Edit Profile > Edit Profile

Reviews

Payment Settings

Login and security

Email

[Change Email](#)

Password

[Change Password](#)

Two-Factor Authentication Keep your account extra secure with a second authentication step.

[Learn more.](#)

[Get Started](#)

General Settings

Account Type Personal Account Business Account

First Name 20

TEST TEST

If you click the PROFILE tab to the right of the MY TRIPS tab it will take you to your WeTravel account profile. Here you can change your email, change your password, enable two-factor authentication, or change the first and last name for your account (not for individual participants of the trip). PLEASE NOTE this changes the information listed for the BUYER when you submitted your WeTravel booking. If you need to change the email or name associated with one of your trip participants rather than your entire WeTravel account, you will have to do so from the MY TRIPS tab under update information.

Under Payment Settings on the left side of the screen you can add or delete any saved payment methods attached to your WeTravel account.

General Settings

Account Type Personal Account Business Account

First Name 20

Last Name 20

Address

Country

Phone

About 542

[Upload Profile Picture](#)

[Update Profile](#)

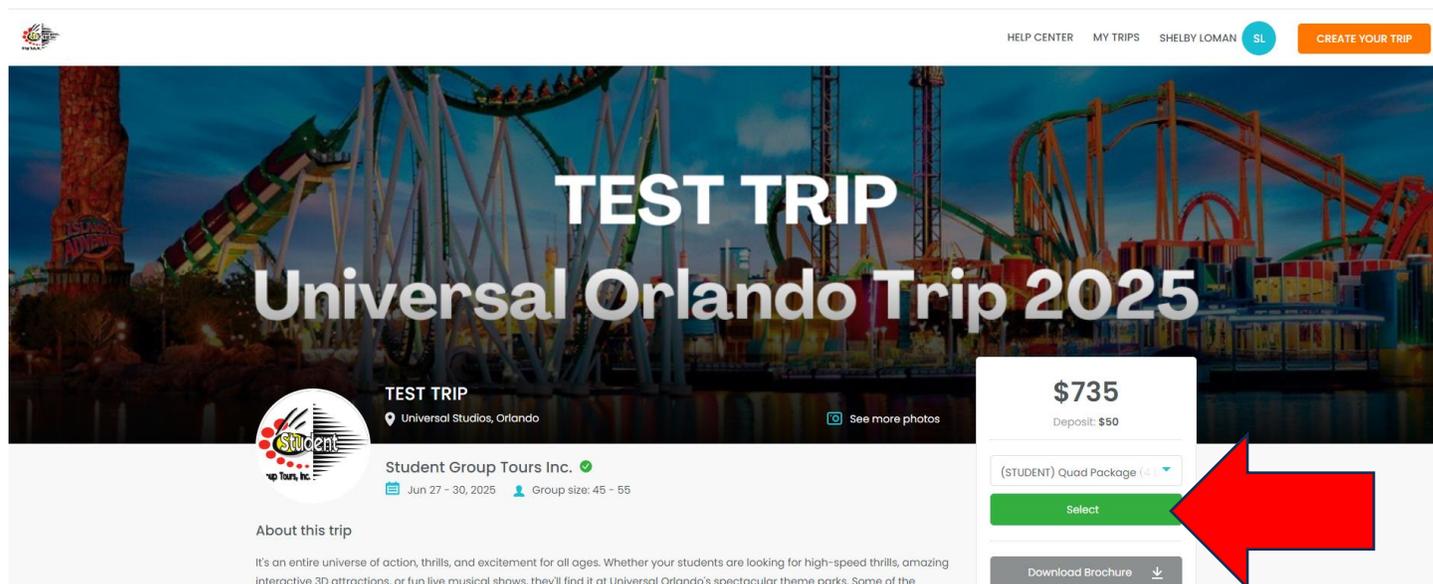
PLEASE make sure that after you are done updating any information you click the green Update Profile button at the bottom of the screen to save your changes to your profile. If you do not click the Update Profile button your changes will not be saved.

Joining the Waitlist on WeTravel

In the event that all of the spots on the trip are full or the deadline to sign up for the trip has passed, the waitlist for the trip will be enabled.

If you choose to join the waitlist for the trip, you will be added to a list of people that are waiting for a spot to open up so that they can join the trip. In the event that someone has to cancel or can no longer attend the trip, their spot will then be available, and we will invite someone from the waitlist to join the trip.

When we send out invitations to those who are currently on the waitlist, we send them out to whoever has been on the waitlist the longest FIRST. Each time that we send out an invitation to someone, we allow the person 48 hours to respond to the waitlist invitation and join the trip. If we do not receive a response within the 48 hours, we move onto whoever has been on the waitlist the longest after the previous person.



HELP CENTER MY TRIPS SHELBY LOMAN SL CREATE YOUR TRIP

TEST TRIP

Universal Orlando Trip 2025

TEST TRIP
Universal Studios, Orlando

Student Group Tours Inc. 
Jun 27 - 30, 2025 Group size: 45 - 55

About this trip
It's an entire universe of action, thrills, and excitement for all ages. Whether your students are looking for high-speed thrills, amazing interactive 3D attractions, or fun live musical shows, they'll find it at Universal Orlando's spectacular theme parks. Some of the

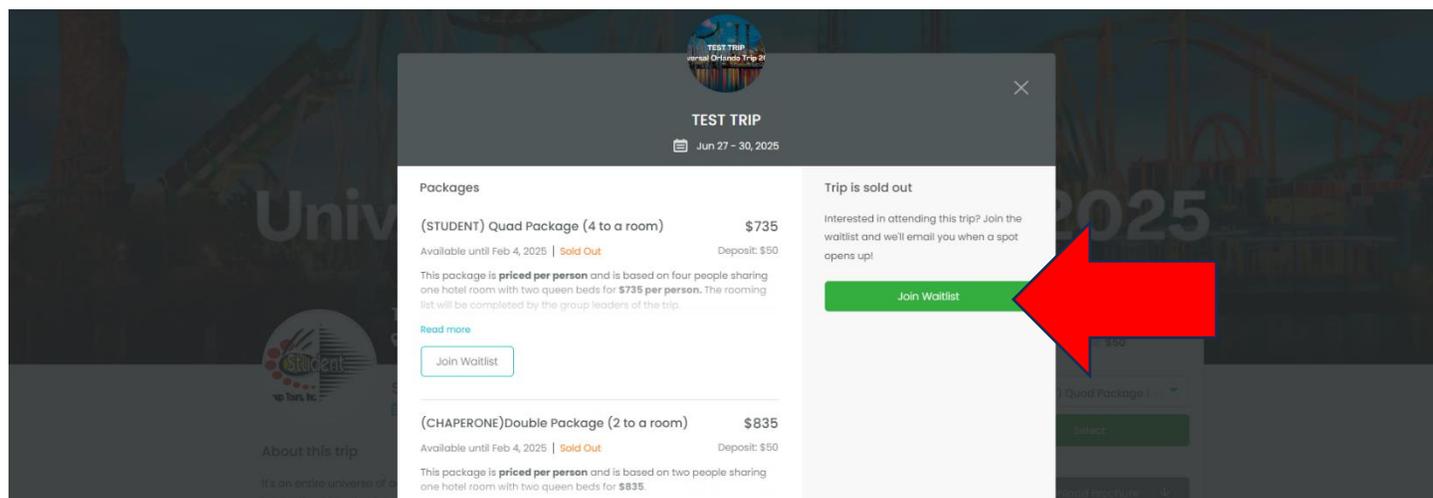
\$735
Deposit: \$50

(STUDENT) Quad Package (4 to a room) 

Select

Download Brochure 

If you would like to join the waitlist for a trip, you will need to first navigate to the trip page on WeTravel and click the green Select button.



TEST TRIP
Jun 27 - 30, 2025

Packages

(STUDENT) Quad Package (4 to a room)	\$735
Available until Feb 4, 2025 Sold Out	Deposit: \$50
This package is priced per person and is based on four people sharing one hotel room with two queen beds for \$735 per person . The rooming list will be completed by the group leaders of the trip.	
Read more	
Join Waitlist	

Trip is sold out
Interested in attending this trip? Join the waitlist and we'll email you when a spot opens up!

[Join Waitlist](#)

(CHAPERONE) Double Package (2 to a room)	\$835
Available until Feb 4, 2025 Sold Out	Deposit: \$50
This package is priced per person and is based on two people sharing one hotel room with two queen beds for \$835 .	

If a trip is sold out you will have the option to join the waitlist for the trip by clicking the green Join Waitlist button.

Once you click the green Join Waitlist button your screen will look like this:

The screenshot shows a mobile application interface for a 'TEST TRIP' from June 27 to 30, 2025. A modal window titled 'Join Waitlist' is open over a background page. The modal contains the following fields and options:

- Form fields: First Name, Last Name, Email, Confirm Email, and Phone Number.
- A 'Note to Organizer' section with a text input field.
- A table of package options with dropdown menus for quantity:

Package Name	Quantity
(STUDENT) Quad Package (4 to a room)	0
(CHAPERONE) Double Package (2 to a room)	0
ADULTS ONLY Single Package	0
I don't have a preference	0

At the bottom of the modal, it shows 'Total packages' as 0 and a green 'Join Waitlist' button.

Here you can enter your name, email address, phone number, and select the package types and quantities that you would like to book for the trip.

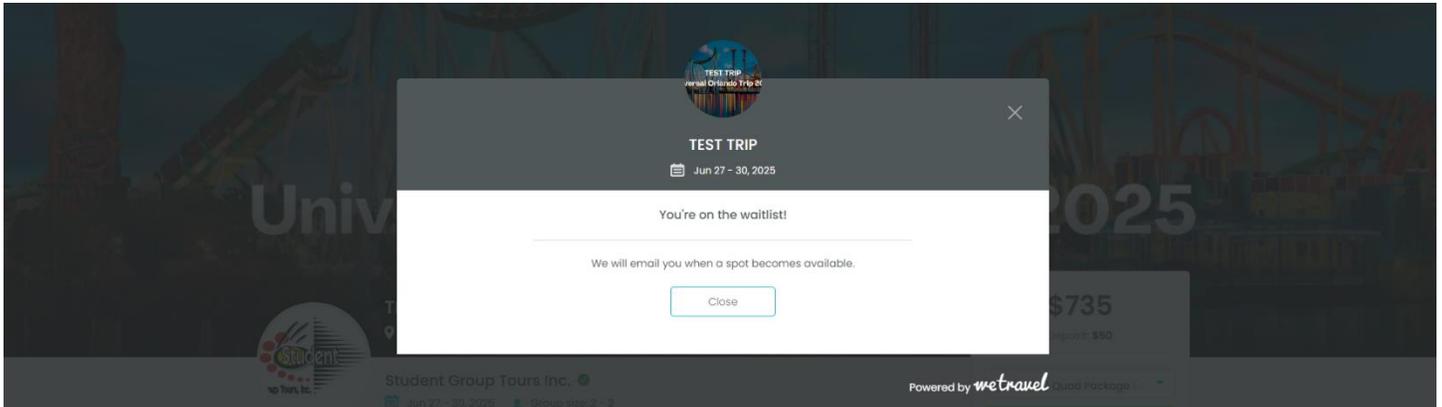
This screenshot is similar to the previous one, but the dropdown menu for the '(STUDENT) Quad Package' is open, showing a list of numbers from 0 to 19. A red arrow points to the bottom of this dropdown menu.

Package Name	Quantity
(STUDENT) Quad Package (4 to a room)	0
(CHAPERONE) Double Package (2 to a room)	0
ADULTS ONLY Single Package	0
I don't have a preference	0

By clicking the blue drop down arrows next to each package type you can select the quantity of that package type that you would like to waitlist for.

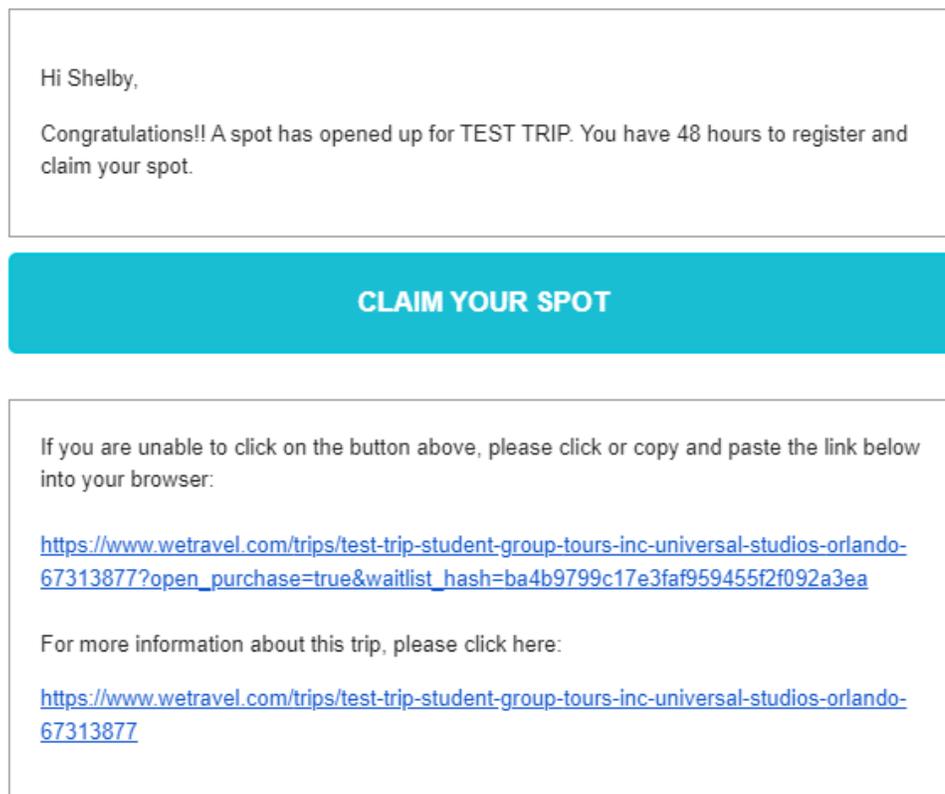
Once you have filled out all of your information you will click the green Join Waitlist button at the bottom of the page.

Once you click the green Join Waitlist button at the bottom of the page, your screen will look like this:



This is your confirmation that you have joined the waitlist for the trip. You will also receive an email confirmation from WeTravel to the email address that you supplied in your waitlist signup.

If a spot on the trip becomes available, an invitation to join the trip will be sent to the email address you supplied on your waitlist signup information. It will look like this:



As the email states, you will have 48 hours from the time you receive the email to join the trip from the waitlist and claim the open spot. To sign up for the trip you will click the blue CLAIM YOUR SPOT button.

Once you click the blue CLAIM YOUR SPOT button it will navigate you to the trip page where you can sign up for the trip and complete your booking. If you need assistance with the sign up process, please refer to the sign up instructions section of this guide.