



Seabrook Island Natural History Group

A STEP BY STEP GUIDE TO SIGNING UP AND PAYING FOR YOUR SINHG TRIPS

STEP 1 - GET THE TRIP DESCRIPTIONS

- Visit www.sinhg.org/currenttrips
- Click on the Trip Descriptions button at the top left of the page to view current trip descriptions with their dates and costs. (*On some computer systems, the descriptions document may be automatically downloaded instead of displaying. Check your Downloads folder if you don't see the document onscreen*) You can download and print the document if you wish for easier reference.
- Return to the main Trips page and click on the Trip Procedures button at the top to view and download current rules and procedures for trips

STEP 2 - SIGN UP FOR TRIPS

- When you're ready to sign up for your trip(s), return to www.sinhg.org/currenttrips and click on the Signup! button at the top right of the page
- The signup form will open. Type your information into the form (only one person per form) and using the Find Your Trip! drop-down boxes (click on the small downward arrow at the right of each box), locate and click on your trip, up to a maximum of eight trips per form.
- If you wish to be paired with another member on any of your trips, type that person's name into the "Match Me With" box at the bottom of the form.

STEP 3 - SEND US YOUR TRIP CHOICES

- To send us your trip choices, do one of the following:
 - Click the Submit button at the bottom of the form to send us your form digitally. **No payment is due at this time. You will be emailed an invoice after the signup**

deadline and you will pay at that time via PayPal or with a credit card. See Step 4.

OR

- Click the Print button at the bottom of the form to print out your form and mail it to us, with one paper check per trip, to SINHG Trips, PMB612, 130 Gardner's Circle, Johns Island SC 29455. We will not deposit your check(s) until you complete each of your trips.
- If you cannot go on a trip, or a trip cancels, please refer to our trip refund policies on the Trip Procedures document you downloaded in Step 1.

STEP 4 - RECEIVE YOUR TRIP ASSIGNMENTS

- After the trip signup deadline has passed, you will be notified by email of the trip(s) to which you've been assigned. If you paid us by paper check, we suggest saving this email as a reminder of your trip date(s). There's nothing else you need to do.
- If you submitted your signup form to us digitally, your notification of assigned trips will be in the form of an emailed invoice, listing your assigned trip(s) and the total due. We suggest you save this invoice as a reminder of your trip date(s). Then:

STEP 5 - PAY FOR YOUR TRIPS

- To pay for your trips online, visit our website's Trip Store page listed on the invoice. You will see a list of all current trips.
- For each of your assigned trips, click on the trip listing to add a trip to your shopping cart. (Scroll to the bottom and click "See More Trips" if you don't see what you're looking for.) After adding a trip to your cart, use the Back arrow or your browser's back button to return to the list of trips and add another trip. Repeat for each of your assigned trips.
- When all your assigned trips are in your shopping cart, click Check Out.
- Pay for your trip(s) securely. Use your PayPal account if you have one, or click on "Pay With A Credit or Debit Card" (at the bottom of the PayPal splash page) if you don't have a PayPal account or prefer to use a credit/debit card. You will receive an acknowledgment of payment and a receipt.