

## **Instructions to LIFE members regarding Trippin' through LIFE events**

**Participants:** Trippin' through LIFE events are provided for LIFE members ONLY.

**Confirmation:** Once a LIFE member has signed up for an event, he/she will receive a confirmation email immediately. This confirmation is ONLY sent to the LIFE member who has registered himself/herself/and other members, for the event. If he/she does not receive this confirmation, please contact [trippin@lifeatucf.org](mailto:trippin@lifeatucf.org). \*Please check your spam folder.

**Wait List:** Once the maximum number of participants is reached, the program will ask the individual who is attempting to register if he/she wants to be added to the waitlist if an opening should become available. Waitlisted LIFE members will be contacted in the order in which he/she has been added to the wait list and is given a set amount of time in which to respond before the next waitlisted member is contacted.

**Removing your name from a reservation:** If you find you are unable to attend, please follow the directions at the end of these directions to remove yourself from the registration list and to allow a waitlisted LIFE member to be contacted and participate.

**Paid Trippin' Events:** For a full refund, a member may cancel his/her Trippin' reservation up to three days in advance of the event. (UNLESS there is a special notation in the Trippin' description.) After that time, refunds will ONLY be provided if there is a wait list and someone on that list is willing and able to attend the event.

**Transportation:** Participants provide their own transport. Please meet the trip leader at the event/destination.

**Student Badge and ID:** Please wear your LIFE student badge to all events and carry an ID with you. On occasion a destination will require us to check in with security and produce photo IDs.

**Cancellations:** If you need to cancel your registration to an event. Please [CLICK HERE](#) for instructions.