







Trip Coordinator - Add / Invite Attendees

Basic Course:

The system displays a page of current attendees.

The Trip Coordinator can either click "add" to invite a single attendee or "import" to import a list from a third party or csv. The "add attendees" button displays

a page that allows one attendee to be added, which will happen when the Coordinator clicks submit. The "import a list" button will displays a page

that enables the Coordinator to import a spreadsheet with attendee details on it. Once attendees have been added the list should be updated and displayed to the Trip Coordinator.

Alternate Course:

- If an attendee is missing an email or other required contact information, it should not add the attendee to the list, and notify the Trip Coordinator to fix the error.



