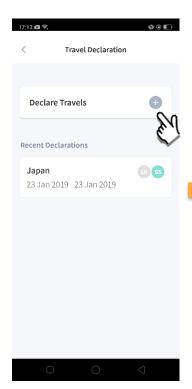


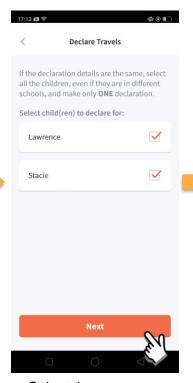
### 1. Declare Travel Plan



Go to 'SERVICES' tab and click on 'Declare Travels'



Click on the '+' sign



Select the child/children going on the trip and click on 'Next'.



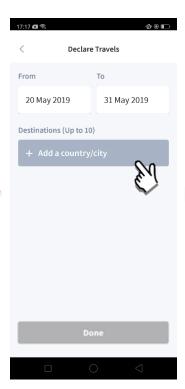
Select 'Yes' for travelling and click 'Next'



Click on 'Start date' to select travel dates.



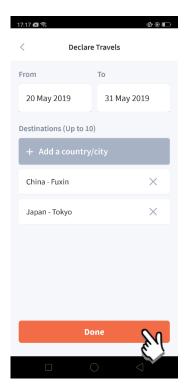
Select the range of dates and clock 'Select dates'



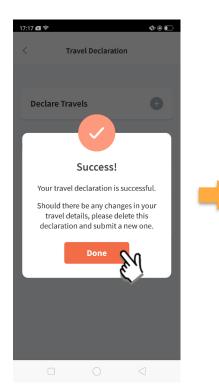
Click on 'Add a country/city' to select the travel destination.



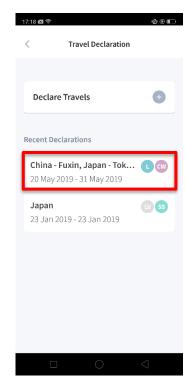
Type the country of travel to search for the city. Pick the city and click on 'Add Destination'.



Repeat the same process to add another Country/city if you travel to multiple destinations. Click on 'Done' to confirm.

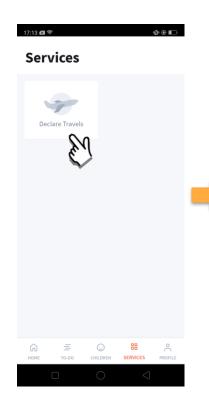


Successful Declaration.

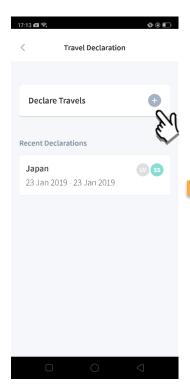


Travel Plan is shown as entered.

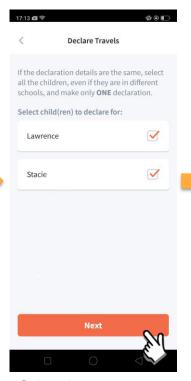
## 2. Nil return for Declaring Travel



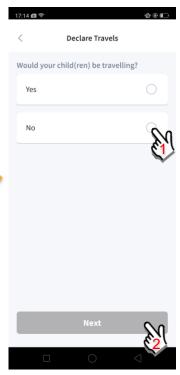
Go to 'SERVICES' tab and click on 'Declare Travels'



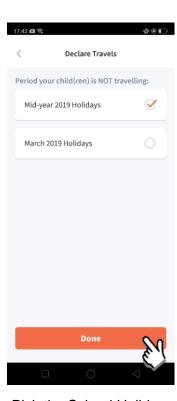
Click on the '+' sign



Select the child/children that are not travelling and click on 'Next'.



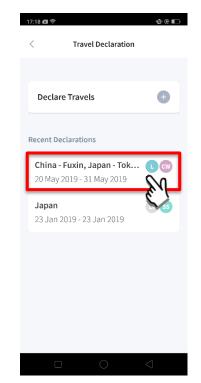
Select 'No' for travelling



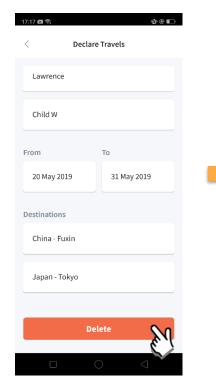
Pick the School Holiday period and click on 'Done'

## 3. Edit Travel Declaration

#### Delete the existing travel plan and create a new plan



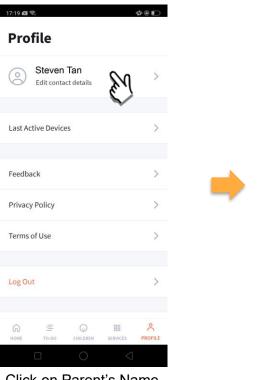
Click on the travel plan to be changed.



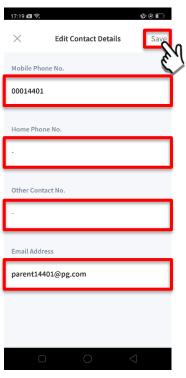
Create a new travel plan. (Refer to 1. Declare Travel Plan)

Click on 'Delete' to delete the plan

# 4. Update Personal Contacts



Click on Parent's Name under 'PROFILE'



Update the 4 contact details and click on 'Save'

# Thank You