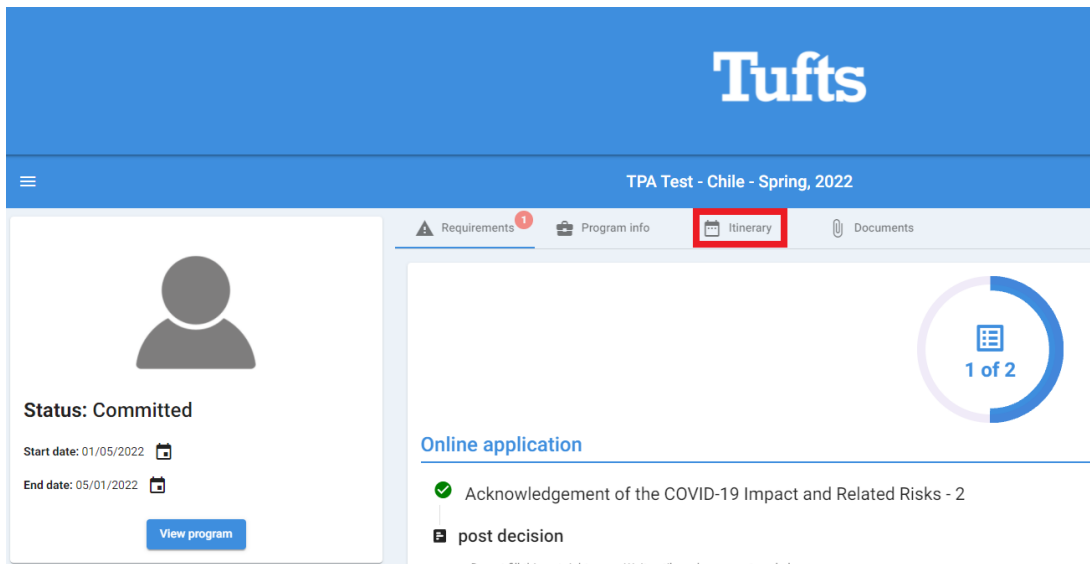


How To Register a Side Trip

If you are taking any side trips during your semester abroad, it is important that you register these trips with Tufts in case an emergency occurs while you are there. Any side trips can be quickly and easily added right in your existing application.

Step 1: Navigate to the itinerary tab

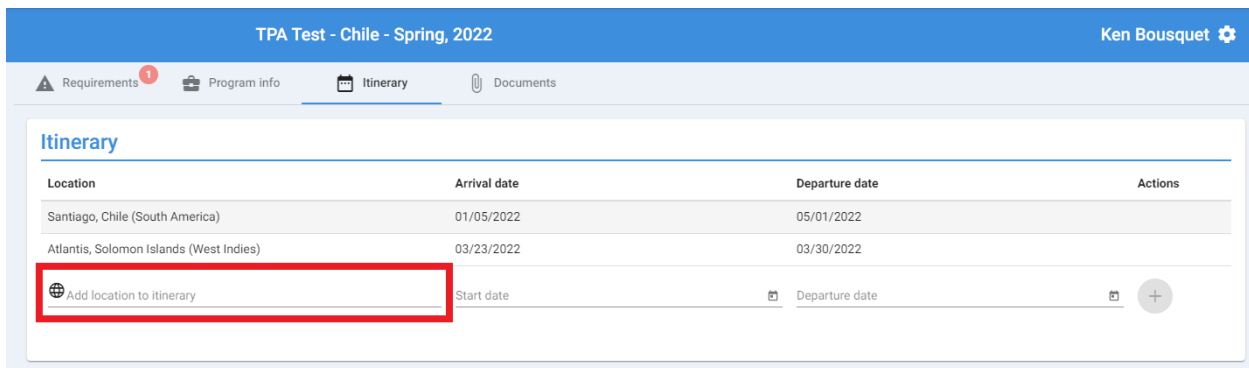
Login to your application by going to globalopportunities.tufts.edu. Click on the relevant application, and navigate to the "Itinerary" tab.



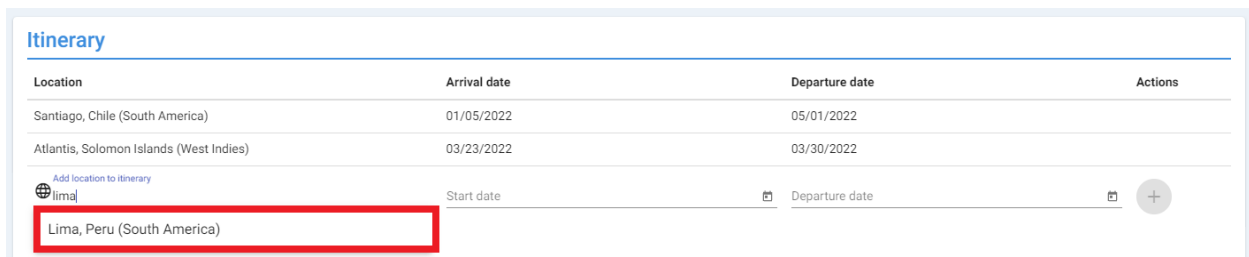
The screenshot shows the Tufts application dashboard for a program titled "TPA Test - Chile - Spring, 2022". The user's status is "Committed". The dashboard includes a navigation menu with "Requirements", "Program info", "Itinerary" (highlighted in red), and "Documents". A circular progress indicator shows "1 of 2" steps completed. The "Online application" section lists "Acknowledgement of the COVID-19 Impact and Related Risks - 2" and "post decision".

Step 2: Search for and select location

To search for the location of your side trip, begin typing the name of the city in the box that says "Add location to itinerary". A drop down should appear and you can select the appropriate city.



The screenshot shows the "Itinerary" tab in the application. A table lists existing locations: Santiago, Chile (South America) and Atlantis, Solomon Islands (West Indies). Below the table is a search box labeled "Add location to itinerary" which is highlighted in red. The search box contains a globe icon and a plus sign.



The screenshot shows the search results for the "Add location to itinerary" search box. The search box now contains the text "lima" and a dropdown menu is visible, showing "Lima, Peru (South America)" which is highlighted in red. The table below the search box remains the same as in the previous screenshot.

Step 3: Add dates

Next, select the start and end dates of the side trip.

Itinerary

Location	Arrival date	Departure date	Actions
Santiago, Chile (South America)	01/05/2022	05/01/2022	
Atlantis, Solomon Islands (West Indies)	03/23/2022	03/30/2022	
<small>Add location to itinerary</small> Lima, Peru (South America)	Start date	Departure date	

10/14/2021

S M T W T F S

OCT

1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31

Step 4: Add

Click the blue “plus” button at bottom right to add the trip to your itinerary. You can add multiple trips if necessary.

Itinerary

Location	Arrival date	Departure date	Actions
Santiago, Chile (South America)	01/05/2022	05/01/2022	
Atlantis, Solomon Islands (West Indies)	03/23/2022	03/30/2022	
<small>Add location to itinerary</small> Lima, Peru (South America)	Start date 04/11/2022	Departure date 04/22/2022	