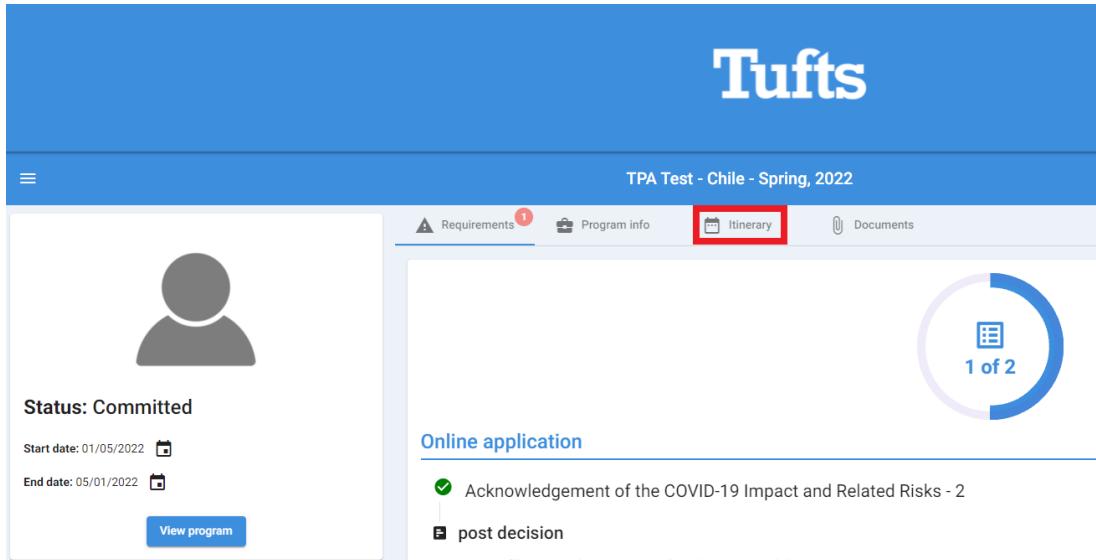


How To Register a Side Trip

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

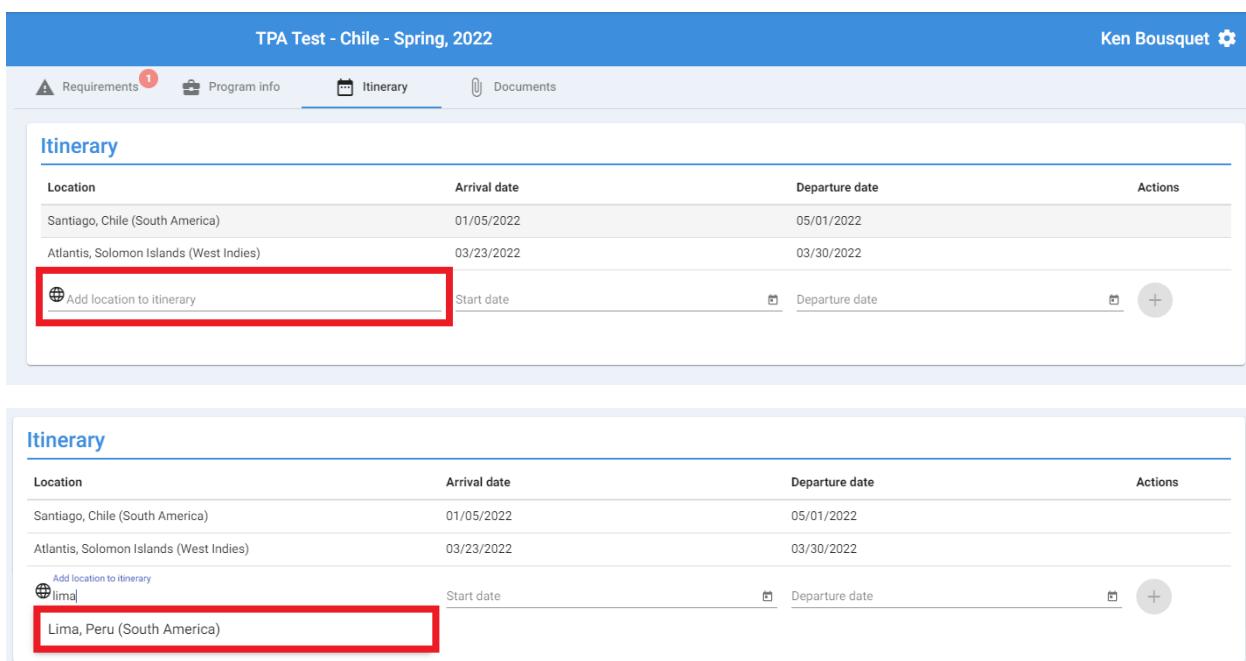
Log in to your application by going to globalopportunities.tufts.edu. Click on the relevant application, and navigate to the “Itinerary” tab.



The screenshot shows the Tufts application interface for a program titled "TPA Test - Chile - Spring, 2022". The "Itinerary" tab is highlighted with a red box. On the left, there is a user profile icon and the status "Committed". Below the status are the start date (01/05/2022) and end date (05/01/2022). A "View program" button is also present. The main content area shows an "Online application" section with a "1 of 2" indicator. Under "Online application", there are two items: "Acknowledgement of the COVID-19 Impact and Related Risks - 2" (checked) 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 selected in the Tufts application. The table lists two existing locations: "Santiago, Chile (South America)" and "Atlantis, Solomon Islands (West Indies)". Below the table is a red-bordered input field containing the text "Add location to itinerary". A dropdown menu is visible, showing the option "Lima" selected. The table also includes columns for "Actions" and "Start date" (with a date input field) and "Departure date" (with a date input field).

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	

Add location to 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	

Lima

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	
Add location to itinerary Lima, Peru (South America)	<input type="text" value="Start date"/> 	<input type="text" value="Departure date"/> 	

10/14/2021 ▾

S	M	T	W	T	F	S
					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	
Add location to itinerary Lima, Peru (South America)	<input type="text" value="Start date"/> 	<input type="text" value="Departure date"/> 	