

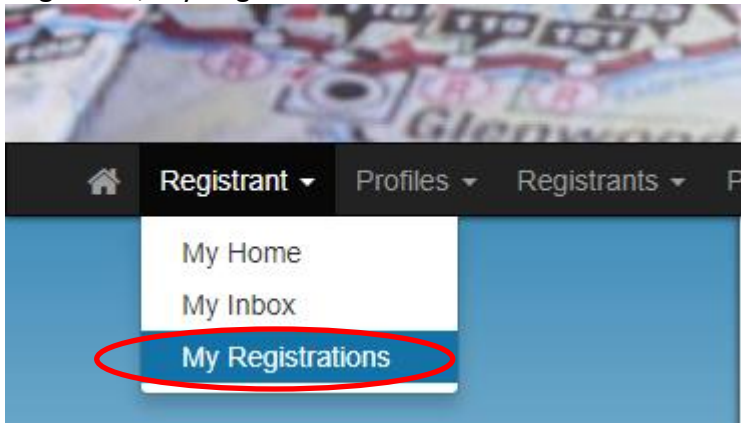
Attaching Group Rosters as a Registrant After Registering Travel for Yourself in the Travel Registry

After you have successfully registered your travel, you may attach a group roster to a travel registration. Faculty that are travelling with Students or Coaches that are travelling with players and volunteers would use this feature. A student roster template may be found on the Travel Registry Web page.

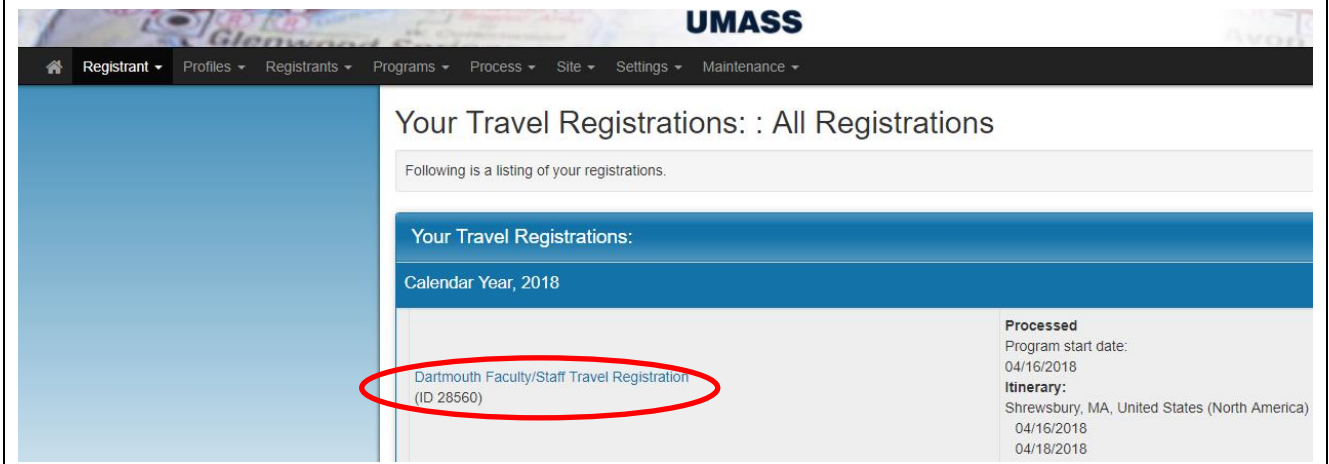
<https://www.umassd.edu/peoplesoffinance/travelregistry-terradata/>

Fill it out and save it to your local hard drive.

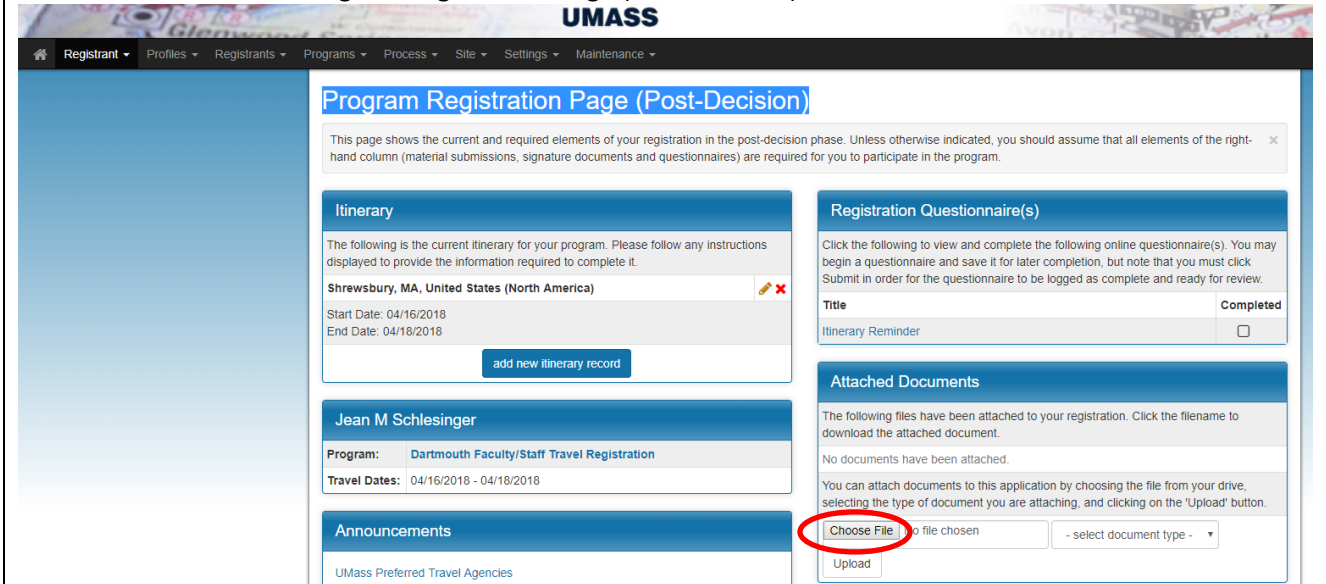
1. In the Travel Registry application after you have registered the travel for yourself, navigate to: Registrant, My Registrations



2. You will come to the "Your Travel Registrations" page. Click on the link to the registration to which you wish to attach a roster.



3. You will transfer to the Program Registration Page (Post Decision).



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Program Registration Page (Post-Decision)

This page shows the current and required elements of your registration in the post-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column (material submissions, signature documents and questionnaires) are required for you to participate in the program.

Itinerary

The following is the current itinerary for your program. Please follow any instructions displayed to provide the information required to complete it.

Shrewsbury, MA, United States (North America)

Start Date: 04/16/2018
End Date: 04/18/2018

add new itinerary record

Registration Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

Title	Completed
Itinerary Reminder	<input type="checkbox"/>

Attached Documents

The following files have been attached to your registration. Click the filename to download the attached document.

No documents have been attached.

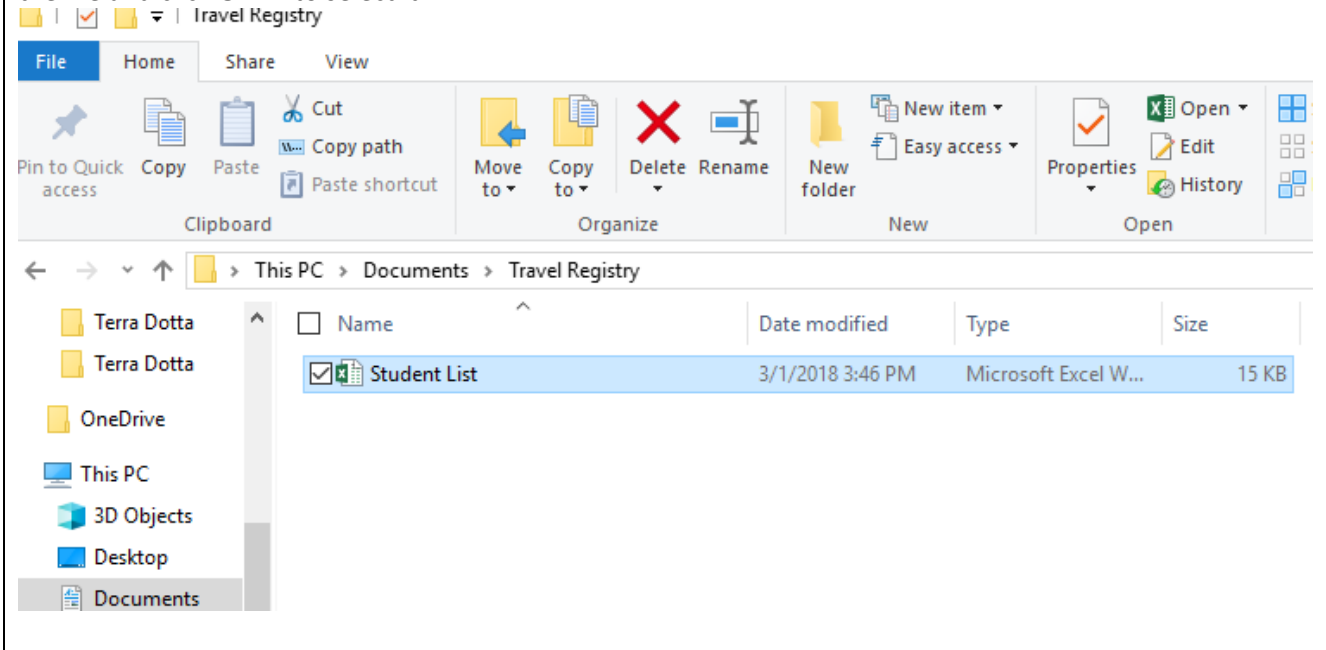
You can attach documents to this application by choosing the file from your drive, selecting the type of document you are attaching, and clicking on the 'Upload' button.

Choose File to file chosen - select document type -

Upload

In the "Attached Documents" section, Click on **Choose File**.

4. A Windows folder will open. Navigate to the folder where you saved the Student roster excel file. Highlight the file and click **OPEN** to select it.



Travel Registry

File Home Share View

Clipboard: Pin to Quick access, Copy, Paste, Copy path, Paste shortcut

Organize: Move to, Copy to, Delete, Rename

New: New item, Easy access, New folder

Open: Properties, History, Open, Edit

This PC > Documents > Travel Registry

Name	Date modified	Type	Size
<input checked="" type="checkbox"/> Student List	3/1/2018 3:46 PM	Microsoft Excel W...	15 KB

- The student roster is added to your Attached Documents. Select **Group Roster** from the Drop Down box next to the attachment. Then click Upload.

Attached Documents

The following files have been attached to your registration. Click the filename to download the attached document.

No documents have been attached.

You can attach documents to this application by choosing the file from your drive, selecting the type of document you are attaching, and clicking on the 'Upload' button.

Choose File Student List.xlsx **Group Travel Roster** ▾

Upload ←

- The file has been added to the itinerary.

Attached Documents

The following files have been attached to your registration. Click the filename to download the attached document.

Group Travel Roster
(Student List.xlsx)

Note: At this time, there is no feature to delete the file once added. Contact purchasing@umassd.edu to delete an attached file.

- End of process.**