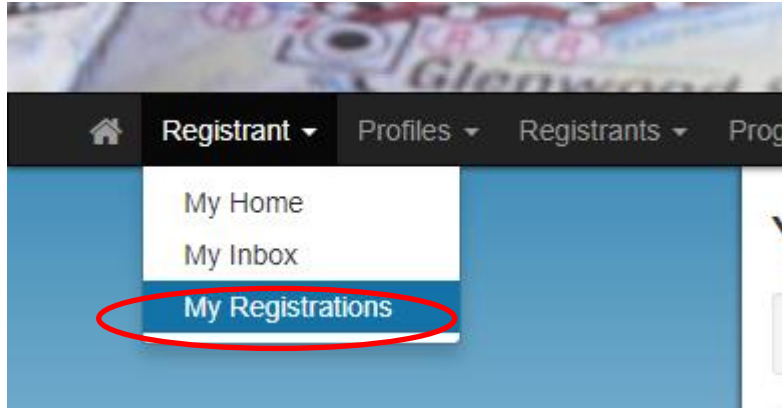


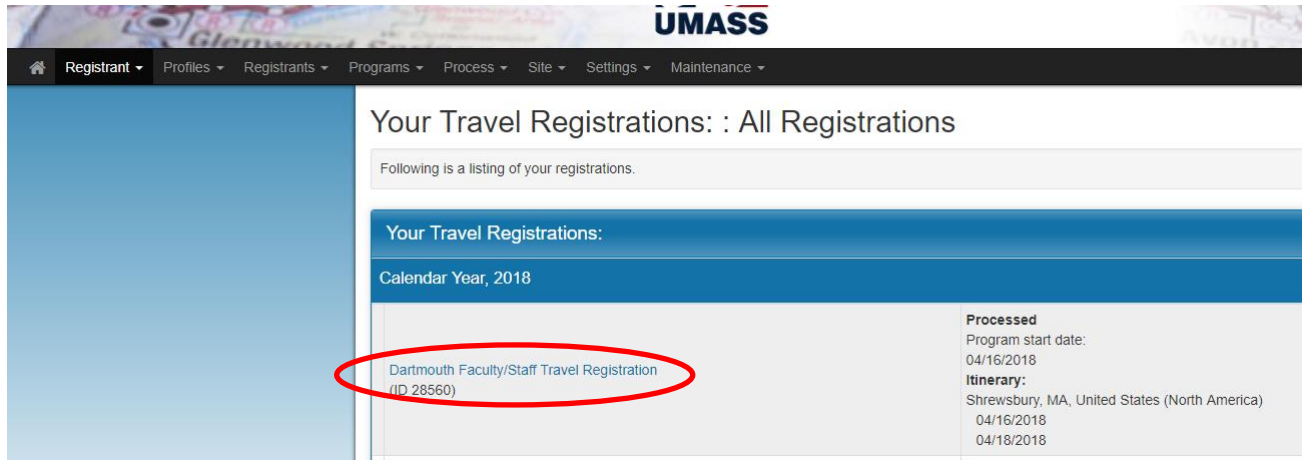
Deleting or Editing a Travel Registration

You may edit or delete a travel registration as a registrant in the Travel Registry.

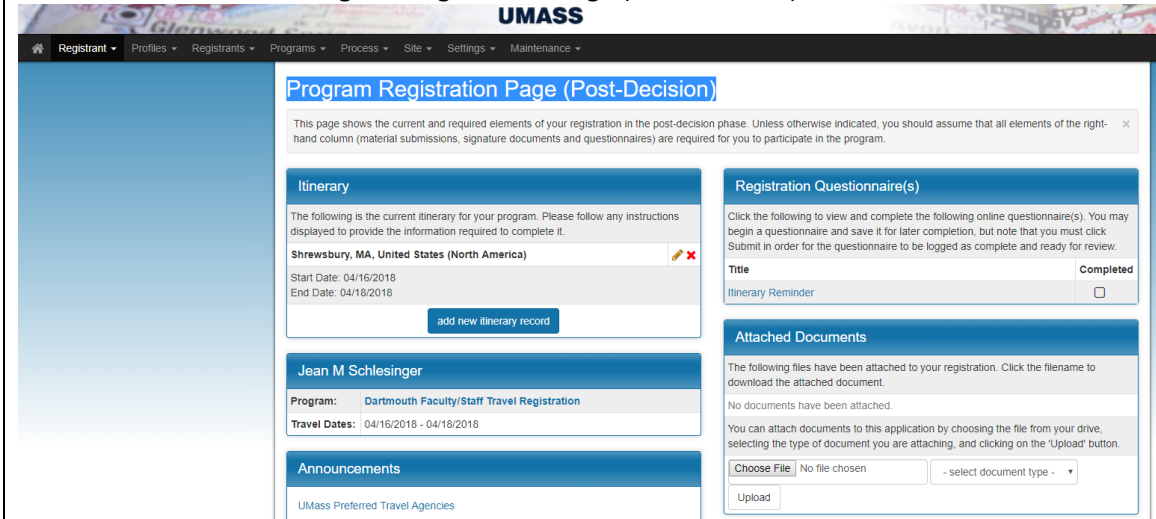
1. In the Travel Registry application after you have registered the travel for yourself, navigate to: Registrant, My Registrations



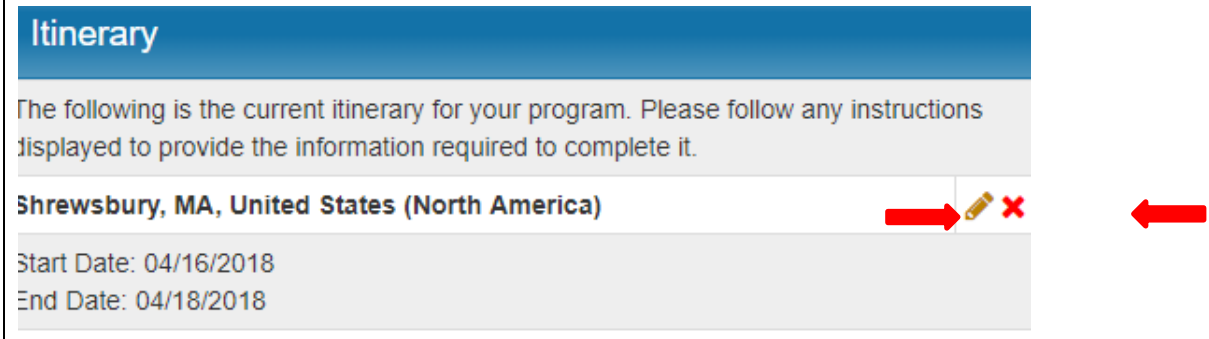
2. You will come to the "Your Travel Registrations" page. Click on the link to the registration to which you wish to edit or delete.




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



4. In the Itinerary section, Click on the Pencil Icon to Edit a registration. Click on the X to Delete a registration.



5. If Editing, click the pencil icon  and enter your changes and click Update. If Deleting, go to step 7.

Registration : Application Itinerary Record:

Please select the start and end dates for the destination in your itinerary. After selecting the dates and location, click on the 'Update' button

Application Itinerary Record:

Start Date:

End Date:

Location/Destination: Find location:

- Snemeia, United Kingdom (Europe)
- Shenyang, China (Asia)
- Shenzhen, China (Asia)
- Shepherdstown, WV, United States (North America)
- Sherbrooke, Canada (North America)
- Shijiazhuang, China (Asia)
- Shiliguri, India (Asia)
- Shizouka, Japan (Asia)
- Shrewsbury, United States (North America)
- Shrewsbury, MA, United States (North America)



The Itinerary will be updated and you will be transferred back to the Program Registration Page

Program Registration Page (Post-Decision)

This page shows the current and required elements of your registration in the post-decision hand column (material submissions, signature documents and questionnaires) are required

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: 04/17/2018	

6.

If you wish to add another segment to your trip, click [add new itinerary record](#). You will transfer to the Registration page. Enter the Start and End date of the next segment, find the location, highlight it and click ADD.

Application Itinerary Record:

Start Date:

End Date:

Location/Destination: Find location:

- ʿAkko, Israel (Middle East)
- Aachen, Germany (Europe)
- Aalborg, Denmark (Europe)
- Aarhus, Denmark (Europe)
- Aberdeen, United Kingdom (Europe)
- Aberdeen, MD, United States (North America)
- Abingdon, VA, United States (North America)
- Abo, Finland (Europe)
- Abu Dhabi, United Arab Emirates (Middle East)

The next segment is successfully added you are returned to the Program Registration page.

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: 04/17/2018	
Aberdeen, MD, United States (North America)	
Start Date: 04/18/2018 End Date: 04/19/2018	

Note: If you have additional segments you may continue adding new itinerary records until complete.

- Click on the **X** next to the itinerary to delete it.

Program Registration Page (Post-Decision)

This page shows the current and required elements of your registration in the post-decision hand column (material submissions, signature documents and questionnaires) are required.

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: 04/17/2018	

From travelregistry.umasscs.net

Are you sure you want to remove this itinerary?

Click OK.

End of process.