Online Travel Registry Instructions Faculty Leader - Step 2: Group Pre-Departure Logistics Travel Documentation

Go to https://calbaptist.terradotta.com/

Select Faculty & Staff



Select Domestic Academic Group Travel



Select the Domestic Group Pre-Departure Logistics link

Domeslic Academic Group Travel	
Faculty Leader Travel Documents • The Domestic Group Pre-Departure Logistics Documentation is to be submitted a month before your team departs Riverside. This information will help with the setup for your pre-departure participant forms (Step 3) which are required for all participants. Domestic Group Pre-Departure Logistics	

Select I have a CBU username and password and click Submit



Enter your CBU Username and Password and click Sign In



****IMPORTANT LOGIN INFORMATION****

After the initial login, please DO NOT USE THE METHOD ABOVE FOR RETURNING TO THE SYSTEM in order to complete and submit your forms. Please go to <u>https://calbaptist.terradotta.com/</u> and log in using the **CBU LOGIN** button near the bottom of

https://calbaptist.terradotta.com/ and log in using the **CBULOGIN** button near the bottom of the page. Logging in using the method described in this instruction sheet multiple times will start multiple forms for the same travel experience.

Please DO NOT start a new form each time you log in for the same program.



Select your the Semester and Year for your academic travel experience and Apply



Click on the blue link to access the logistics forms

Progra	am Application Page (Pre-Dec	cision)	
This page s column are	shows required elements of your application in this phase of the required for your application to be considered complete. Plea	te application process. Unless otherwise indicated, you should assume that ase click the SUBMIT FORMS button when all required items in this section h	all elements of the right-hand have been submitted.
		- Submit Forms -	
Aura Do	onaldson	Forms	
Aura Do	onaldson Domestic Group Travel: Leader Forms	Forms Click the link(s) below to view and complete the follow	wing online form(s). You may begin
Aura Do Program: Term/Year:	onnldison Domestic Group Travel: Leader Forms Fail, 2019	Forms Click the linkly below to view and complete the follow a form and save it for later completion, but note that, the form to be board as complete and ready for rend	wing online form(s). You may begin you must click SUBMIT in order for tow.
Aura Do Program: Term/Year: Deadline:	onaldson Domestic Group Travel: Leader Forms Fail, 2019 0.01002010	Forms Cick the timely below to view and complete the follow a form and save it for later completion, but note that the form to be logged as complete and ready for real Title	wing online form(s). You may begin you must click SUBMIT in order for tew.
Aura Do Program: Term/Year: Deadline: Dates:	onalidison Domestic Group Travel: Leader Forms Fait, 2019 03/02/019 TRA	Forms Citics the linking before to view and complete the follow a form and away: If to later completion, but note that the form to be logged as complete and ready for note The	wing online formés). You may begin you must click SUBMIT in order for tew. Received

**Disregard the Deadline. We have many groups traveling throughout the year and this Deadline may or may not be accurate depending on your group travel dates **

Complete the form. You may enter information on this form and use the **Save** button to save your information until you are ready to submit it. **Your form is not considered complete and cannot be reviewed until you click the "Submit" button to submit your responses.**

Nease carefully review all fields before s	britting your form. You may also save this form and submit it at a later time. Demember that it will not be considered complete until you
ave clicked the SUBMIT button.	онныну уош тогле, той нау изаа заме и на топн ини зайлик к и киет илте, кептельот или к ми ток ие соплачески сощнесе или уой
Domestic Academic Group Tra	vel Leader Forms
Applicant Name:	Aura Donaldson
Program:	Domestic Group Travel: Leader Forms
Term of Travel:	Fall, 2019
WARNING: Please remember to save	your responses frequently, as your session will time out after 50 minutes.
WARNING: Please remember to save Domestic Academic Group Tr	your responses frequently, as your session will time out after 50 minutes.
WARNING: Please remember to save	your responses frequently, as your session will time out after 59 minutes.
WARNO Prose remember to save Domestic Academic Group Tre (*) Indicates the question is required.	vour responses frequently, as your session will time out after 59 minutes.
WARNER: Please remember to save Domestic Academic Group Trr (') indicates the question is required. Activity Name: (')	vour responses frequently, as your session will time out after 50 minutes. wel Leader Forms:
WARNER: Please remember to save Domestic Academic Group Trr () Indicates the question is required. 3. Activity Name: ()	your responses frequently, as your session will time out after 50 minutes.

26. Syllabus: (*) The syllabus for use the Yellow F) each course with a Folder icon in the te	Community an at box below to	d Global Eng upload a co	agement cor py of the sylla	nponent mu abus for eac	st commun h course st	icate how udents ca	v the acade an take in c	mic travel f	fulfills speci with this fie	fic course Id experie	goals and nce.	objectives. Ple	ase
Font - Size	e • Format • 4	6 P 🖥 🖬		o Source 🕻	1 🗷 🖬									
B <i>I</i> <u>U</u>	<u>-</u> S X ₁ X ¹ □	C = =		8 H 9	9 N-	⊡ - = (à							
														4
IMPORTANT REF	MINDER: You may e	enter Information	n on this form	n and use the	Save butto	n to save y	our Inform	nation until	you are rea	ady to subr	nit it. Pleas	e rememb	er that your fo	orm is