Dear \*

Thank you for sending your deposit to *the HHMC bank account / to me*\*.

Can you please follow the link below to complete an online form with the further information that I need to complete the trip planning. This should take no more than a minute or two. If you do not have a Google account you will need to set one up, but you will only ever have to do this once.

***Note to Trip Leaders:*** ***Paste link here ;*** *you will find a link to a Google Docs form for your specific trip in the club Google Drive, in the folder for your trip. Malcolm will give you access. Note, you will also need to have set up a Google account if you don’t already have one, but you will only have to do this once.*

*Please see the webinar on the website under Resources as to how to use this form and how to access the information as it comes back in.*

If you are unable to access the form online, then please complete the attached Further Details Form (even if you have done this for previous trips) and return it to me.

By sharing your contact information you are consenting to this information being shared with the other Trip Participants, in order to facilitate transport and other arrangements. Please email me if you do not want this information to be shared.

I will be in touch again two to three weeks before the trip with final joining instructions.

**Note to Trip Leaders:** *you will also need to attach the Further Details Form (Template 6)*