Field Expedition Registration Instructions

Thank you for your interest in the Institute of Florida Studies’ Field Expeditions! This year IFS has a few changes and updates to the registration process; please read below.

To assure that confirmations go out to the right people, and that the teachers leading the trips have all of the information they need, IFS requests that only the teachers who will be leading the field expeditions make the reservations for their class. This will assure that no one is left uninformed about their trips with IFS.

Please make sure your email address is entered correctly when registering. Confirmations are sent automatically to that address, so it is important that it is correct.

All the necessary forms are available via links in the confirmation email, as well as on the IFS website. It is very important that IFS receives the following forms from teachers when they arrive at field expeditions:
- IFS Class Roster (please do not bring a printed school roster)
- IFS Permission Forms (please do not bring other permission forms)
- IFS Pre-Tests

All schools registering for field expeditions are required to submit a one-time-per-school $50 deposit to reserve your dates. Upon receiving the registration information, IFS will send an invoice to the school for the deposit. This payment is due within 30 days of the date of the invoice. The $50 deposit will be applied towards the first field expedition attended by the school.

IFS will confirm all Field Expeditions the week before they are to take place. If there is no response to email or calls, the assumption will be that schools are still planning on attending the field expedition. Schools that cancel their expeditions will be charged a $50 cancelation fee (not including weather-related or documented transportation issues).
Create New Registration
- Open internet browser
- Navigate to www.hccfl.edu/fieldexpeditions
- Click on image of field expedition site to begin registration
  - Choose Cockroach Bay, English Creek, Nature’s Classroom or Upper Tampa Bay
- Enter reservation information
- Click “Submit”
  - Reservation will not submit without entering complete information
- Click desired field expedition date on calendar
  - Green dates are available for reservation
  - Red dates are not available for reservation
- Click “Submit”
- Print “Required Forms”
- Review “Helpful Information”

Change Date of Registration
- Open “IFS Field Expedition Confirmation” email
- Scroll down to “Request a date change form”
- Click “Request a date change form”
- Click desired field expedition date on calendar
  - Green dates are available for reservation
  - Red dates are not available for reservation
- Click “Submit”
- Wait for confirmation from IFS representative

Cancel Existing Registration
- Email Sean Nordquist, Education Coordinator, at snordquist@hccfl.edu
- Include confirmation number included in “IFS Field Expedition Confirmation” email
- Wait for confirmation from IFS representative
- There will be a $50 cancellation fee for any cancelled trips (not including weather-related or documented transportation issues)

Contact Sean Nordquist, Education Coordinator, at snordquist@hccfl.edu for any questions or trouble with registration