USF ORIENTATION:
How to Reserve an Additional Attendee and Select Your Family/Guest Session Date

1. Have your student sign into their Orientation Reservation via this link.
2. Navigate through the student reservation process completing the Personal Information and Questionnaire tabs and select the student Orientation session date on the Dates tab.
3. Once on the Additional Attendees tab, click on “Add an Additional Attendee”
4. Fill out the information for your Additional Attendee and click on “Add My Additional Attendee” at the bottom of the screen to add your attendee.
5. Once any Additional Attendees are added, on the Optional Events page you will select one of the available Family and Guest session dates. **Important Note:** The date selected on this tab will be the date the Additional Attendee will attend their Family and Guest session. Your student will attend their student Orientation session on the date they have reserved their student session.

   **a.** This step is very important; you will receive communication for your chosen session only if you have selected a Family and Guest session from the available dates on the Optional Events page.

6. If you need to delete an Additional Attendee, please navigate back to the Additional Attendees page and select “Delete Additional Attendee” on the right next to the Additional Attendee you wish to remove. If you have trouble deleting an Additional Attendee, please email our office at myorientation@usf.edu