



## Waiting List Guidelines

When a member who is registered for a trip needs to cancel, he/she will contact the Waiting List /Registration Coordinator (**Judy Gorman: [dinzik@yahoo.com](mailto:dinzik@yahoo.com) or 609-290-0185**) and get the first two names on the current waiting list.

The seller will contact the first person on the waiting list by email and a phone call. Be sure to leave a message because most people will not respond to a phone number that they don't recognize. If there is no response in 24 hours, he will contact the second person. Certainly, if there is no rush, the seller can choose to give the first person more time, but that is at the seller's discretion.

When the seller finds a buyer for his tickets, the buyer pays the seller directly (arrange to get cash or mail a check, etc.) Inform the buyer that he must confirm the purchase and name switch for registration with Judy Gorman.

### **The person who buys the tickets must let Judy know that:**

- **He purchased tickets and the name of the seller**
- **The buyer's name(s), email and phone number. If he fails to do this, he will not receive further emails and updates on the trip.**

Judy will remove the sellers and add the buyers to the official registration list. She will delete the buyers from the waiting list.