

# STEP 6: MAKE A PAYMENT

Click “make a payment”. Enter the amount you want to pay today in the box to the right of each Traveler’s name.

**ABC High School, New York**  
**Payment Amount**  
Your registered travelers are listed below. Please enter the amount you would like to pay for each traveler, then click Continue to proceed to the next step

| Traveler  | Payment per Traveler |
|-----------|----------------------|
| (Name 1): | <input type="text"/> |
| (Name 2): | <input type="text"/> |

[Continue >>](#) [Cancel](#)

Click “Continue”.

**ABC High School, New York**  
**Payment Method**

Payment for (Name 1): \$XX.XX  
Payment for (Name 2): \$XX.XX

Total Charges: **\$XX.XX**

If this is not the correct amount, [return to the previous page](#) to change your payment information.

Payment Method: ☒ Credit Card  
☐ eCheck

[<< Back](#) [Continue >>](#) [Cancel](#)

Click “Continue”.



ED’s Online Payment is secured with thawte™ SSL Certificate Technology. Your financial information is never stored on ED’s site or servers. ED Online accepts:



Complete each box below.  
*(eCheck transactions request similar information.)*

**ABC High School, New York**

## Credit Card Payment

Credit Card Information

Please enter the following exactly as it appears on your card.

\* First Name:

\* Last Name:

\* Card Number:

\* Expiration Date:  (MM/YY) (example: 08/10)

\* Verification Code:  [What is the Verification Code?](#)

Billing Address

Your billing address must match the address for your credit card account.

\* Street Address:

\* City:

\* State:

\* Zip Code:

\* Country:

Receipt

Your receipt for this transaction will be sent to the following email address:

\* Email Address:

[<< Back](#) [Continue >>](#) [Cancel](#)

Click “Continue”.

Please review all information before you click **Submit** to finalize today’s payment. Once you click **Submit**, your account will be charged.

Payments must be made on or before due dates. Some payments are non-refundable.



The Guide is Printed on Recycled Paper

For questions about ED Online, please e-mail [accounting@educationaldestinations.com](mailto:accounting@educationaldestinations.com)

Please Include Trip Number and Group Name in all correspondence.

## Tour Participant Payment Agreement

By signing up for a ED® trip, you acknowledge the following, and you agree to timely compliance with the payment schedule as outlined in the Tour Conditions. You agree that if any payments are missed for any reason, you or your traveler shall be subject to removal from the tour and forfeiture of all monies paid. You understand that the tour pricing is based on the number of participants stated in the tour conditions, and that the prices may change up or down with increases or decreases in the number of participants. You also understand that other events or criteria could impact the tour price, thereby increasing or decreasing your trip cost. You agree that in the event that the proposed services cannot be provided due to cancellation or unavailability of said services, ED® reserves the right to make substitutions of features of equal value and similar quality, per its Tour Operator’s Responsibility Statement (below, and as written on the ED®’s website and on the Tour Conditions page). Written cancellations by individual tour members are refundable under the criteria set-forth in the paragraph entitled Cancellation Information on the Tour Conditions page. Signing up for an ED® trip requires the person registering to accept the Tour Participant Payment Agreement.

## Tour Operator’s Responsibility Statement

ED® acts only as Agent in providing means of transportation or other services. All tickets are issued and all other services are offered or provided subject to any and all terms and conditions under which such means of transportation or other services are offered or provided. The issuance and acceptance of such services shall be deemed to be consent to the further condition that ED® shall not be or become liable or responsible in any way in connection with such means of transportation or in connection with other services, or for any loss, injury or damage to or in respect of any person or property howsoever caused or arising, even if such loss, injury or damage arises, in whole or in part, as a result of alleged negligent acts or omissions of Educational Destinations. The airlines, trains, motor coaches and ships concerned are not to be held responsible for any act, omission or event during the time passengers are not aboard the airline, train, motor coach or ship. ED® reserves the right to alter the itinerary. Any extra charges arising from such change must be met by the Passenger. ED® reserves the right to cancel the tour or to remove any Passenger from the tour; its sole liability in such instance being the refund of all monies paid to it for unused services. By acceptance of tour membership, Passenger agrees to the foregoing and also agrees that ED® shall not become liable or responsible for loss, damage, injury or inconvenience to Passenger and to his/her possessions caused by or resulting from occurrences, negligent or otherwise, due to the malfunction or breakdown of machinery or equipment, strikes or labor disputes, acts of God, war or civil strife, acts of Governments or Civil Authorities, disease, delays, fire, theft, weather, itinerary changes or cancellation of services or default by suppliers, even if such loss, injury or damage arises, in whole or in part, as a result of alleged negligent acts or omissions of Educational Destinations LLC.



800.616.1112  
[www.educationaldestinations.com](http://www.educationaldestinations.com)



## INDIVIDUAL SIGN-UP GUIDE

GO GREEN with ED Online. No more wasting time, paper, stamps and money. With a click of your mouse, update or monitor your trip 24 hours a day, anywhere you have an internet connection.

- Quick and Easy
- Sign-Up at ED’s website
- Make secure trip payments on ED’s website
- View payment schedule and invoices
- Directors never collect money or registration forms
- Individual accounts and billing processed by ED



EDs Online Payment is secured with thawte™ SSL Certificate Technology. Your financial information is never stored on ED’s site or servers.



## ED ONLINE

is Educational Destinations' internet-based program that provides you a complete trip resource center, accessible 24 hours a day.

Register at ED's secure website, then sign-up for your trip.

Make payments there and access other trip information. It takes fewer than 5 minutes to register and pay, and there's no fees or additional charges for the speed or convenience. MasterCard, Visa, Discover, American Express and electronic checks are accepted.

Stop wasting time, paper, stamps and energy - - Go Green with ED Online! Exclusively from Educational Destinations, creators of travel programs designed by Teachers for Teachers and their Students.



## GETTING STARTED

ED Online is for parents and students. Credit card or eCheck information must be entered to make a payment on your trip. Here's ED's step-by-step process for online trip registration and payment.

## STEP 1: GO ONLINE

Visit [www.music-travel.com](http://www.music-travel.com) and click on the ED Online Individual Login icon located in the top right corner of the website.



## STEP 2: NEW USER

Click the "New User" link.

Email Address:   
Password:

Login

[New User? Click to Sign Up](#)

[Forgot Your Password?](#)

## STEP 3: CREATE TRIP ACCOUNT

Complete the form that pops up on the first page. When finished with both Login Details and Contact Information, click on "Create Account".

### Account Setup

Please complete the form below to set up a new account:

| Login Details       |  |
|---------------------|--|
| * E-mail Address:   | <input type="text"/> (This will also be your login ID) |
| * Confirm E-mail:   | <input type="text"/>                                   |
| * Password:         | <input type="password"/>                               |
| * Confirm Password: | <input type="password"/>                               |

| Contact Information |                                     |
|---------------------|-------------------------------------|
| * First Name:       | <input type="text"/>                |
| * Last Name:        | <input type="text"/>                |
| Salutation:         | <input type="text" value="Ms."/> ▼  |
| * Primary Phone:    | <input type="text"/>                |
| Alternate Phone:    | <input type="text"/>                |
| Alternate Phone:    | <input type="text"/>                |
| Fax:                | <input type="text"/>                |
| * Address Line 1:   | <input type="text"/>                |
| Address Line 2:     | <input type="text"/>                |
| * City:             | <input type="text"/>                |
| * State:            | <input type="text" value="none"/> ▼ |
| * Zip Code:         | <input type="text"/>                |

\* signifies a required field

Create Account Cancel

You will then receive the following message:

"Your account has been created successfully. You will receive an email message shortly verifying your account information. Whenever you Login to ED Online, use the email address (**user name**) and password that you just entered."

## STEP 4: REGISTER A TRAVELER

Once your Trip Account has been created, the next screen prompts you to:

Register A Traveler - Enter the Trip Number (*given to you by your Group Leader or ED*)

### Register a Traveler

Please complete the form below to register a new traveler:

\* Trip Number:  Note: Your trip number is provided at your trip meeting or available from your group leader.

Submit

Complete the requested information in the Traveler Details box.

Under Traveler Type:

**Student** = Member of the class or organization taking the trip.

**Child** = A family member who is not a Student.

**Chaperone** = Adult with Chaperoning responsibility.

**Adult** = Adult without Chaperoning responsibility.

**IMPORTANT:** To complete each registration you must accept the Tour Participant Agreement.

\*Repeat step # 4 until you have entered all your travelers.

### ABC High School, New York

#### New Traveler

##### Photo ID Name

\* First Name:  Middle:  \* Last Name:  Suffix:

##### Legal Name

\* First Name:  Middle:  \* Last Name:  Suffix:

\* Traveler Type:

▼

Instrument:

▼

Passport #:

Birthdate:

Cell Phone:

Gender:

☐ Male ☐ Female

Has Special Needs:

☐ Yes ☐ No

☐ Here, you will be asked to check that you have read and accept the Tour Participant Payment Agreement.

Save Cancel

\* signifies a required field

## STEP 5: MANAGE YOUR ACCOUNT

Welcome! After you have entered all of your travelers you are ready to manage your online account. This is also the starting point the next time you login to your account.

- View Destinations and Dates
- Make/View Payments
- View Financial Information
- Add Additional Travelers

Welcome (Your Name will appear here)!

Traveler has been registered successfully

[Make a Payment](#) | [Register a Traveler](#) | [Financial Information](#) | [Itinerary](#)



ABC High School Music Department - New York  
Apr 7, 2012 - Apr 11, 2012

Registered Travelers  
• (Your Name Here) (\$0.00 received)

[Register traveler for a new trip](#)