



Individual Sign-Up Guide

Access your trip 24/7, anywhere you have an internet connection.

- Sign-up at www.educationaldestinations.com
- View trip information, invoices & terms
- Make secure payments
- Individual accounts are fully managed by ED

Getting Started

Educational Destinations' online trip registration and payment system asks for personal contact information. And, it requires payment by a major credit/debit card or e-check.



ED's online payments are secured with thawte™ SSL Certificate Technology. Your financial information is never stored on ED's site or servers.



Step 1: Go Online

Go to www.educationaldestinations.com and select **Trip Login** in the top right corner.



Step 2: New User

Click the **Register as a New User** link.

Login (Returning User)

Username or E-mail Address

Password [\(Lost Password?\)](#)

Login

Remember Me

Register as a New User

Step 3: Create Trip Account

Enter Login Details and Contact Information, click on **Create Account**.

Please enter your account information

Password

Password

Confirm Password

Email Address (Username)

Email

Confirm Email

Zip

Create Account **Cancel**

You will receive an email message shortly verifying your account has been created successfully.

Whenever you Login, use the email address (Username) and password that you just entered.

Step 4: Register a Traveler

Sign up a Student or Adult for your trip. You'll need the Trip Number (e.g., 1703-22-34) provided at the trip meeting, or by your Group Leader, or from ED. Please enter the information requested, for each individual traveler, for whom you will pay. To Complete each registration, you must accept the Tour Participant Payment Agreement link when it appears.

Please complete the form below to register a new traveler:

Trip Identification Number *

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

Photo ID Name

First Name *

Middle

Last Name *

Suffix

Special Needs

Yes No

Complete

Add another traveler

Step 5: Manage Your Account

When next you login, this is your starting point - your Trip Dashboard:

Register traveler for a new trip

ABC High School



Last day to cancel with refund:
April 7, 2019 ([View cancellation policy](#))

Trip Highlights

Walt Disney World Resort
Workshop

June 23, 2019 - June 30, 2019

Briefing Date: June 15, 2019

Access Trip

Post-Trip Survey

Mickey: \$XXX.XX Received

Donald: \$XXX.XX Received

Goofy: \$XXX.XX Received

Click **Access Trip** to do the following:

- Register a Traveler
- Make a Payment
- Cancel a Traveler
- See Proposed Itinerary
- Review Financial information

Step 6: Make A Payment

Under **Make a Payment**, enter the payment amount for each Traveler and select **Continue**. Proceed to fill out and review all payment information before you ultimately click **Submit** to finalize payment. Payments must be made on or before due dates.

Some payments are non-refundable.

Register a Traveler

Make a Payment

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
----------	----------------------

Mickey

Donald

Goofy

Continue

Cancel

For questions about ED's Trip Sign-Up & Payment Program, please e-mail:
accounting@educationaldestinations.com

Please include **Trip Number** and **Group Name** in all correspondence.