



**EDUCATIONAL
TOURS, INC.**

Participant Portal Instructions

for Participant Registration, Travel Protection Payments, and/or Trip Payments

TRIP NAME: Vermilion High School Marching Band

TRIP NUMBER: 21-15010

1. At www.tours-eti.com, click on REGISTER/LOGIN.



REQUEST A TOUR PROPOSAL

f in @

PAYMENT

REGISTER/LOG

HOME

STUDENT TOURS

DESTINATIONS

EDUCATOR RESOURCES

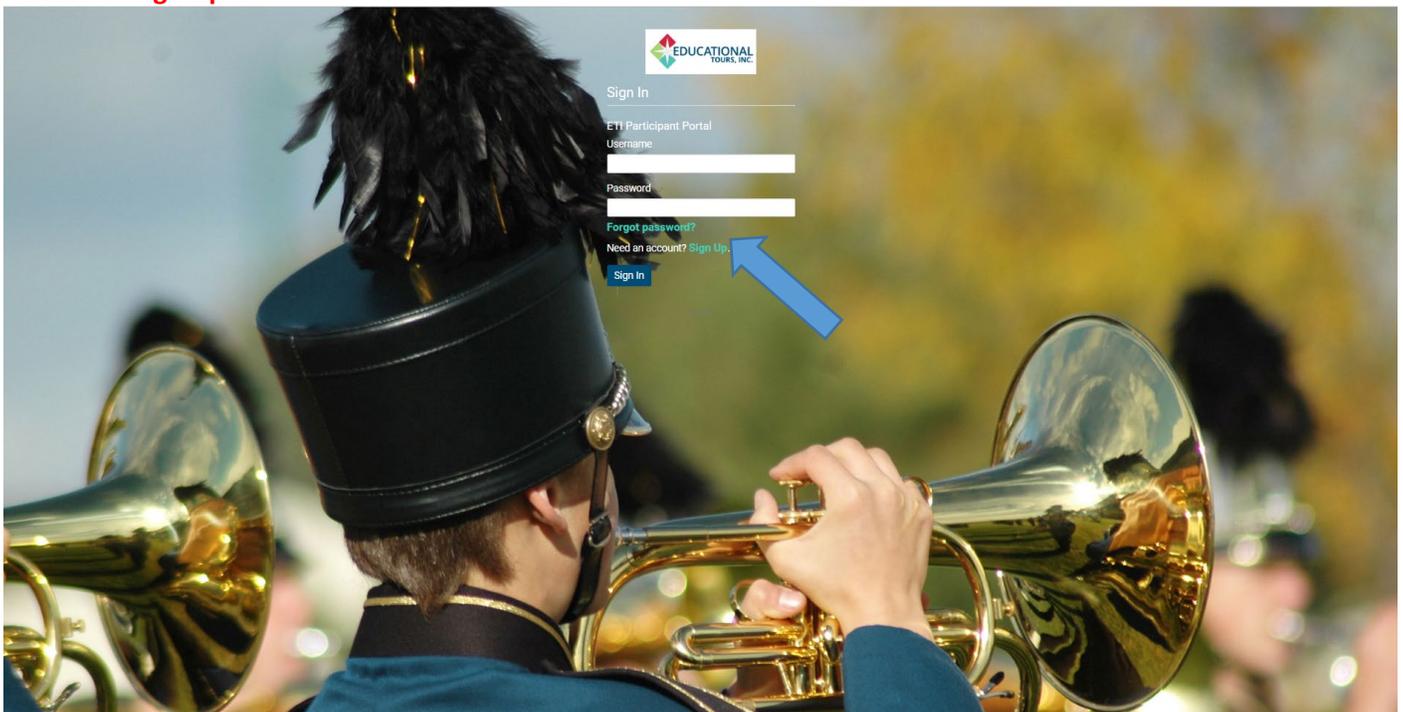
PARENT RESOURCES

ABOUT US

CONTACT



2. Click on "Sign Up".



01. Click "Sign up" and Register yourself with your Trip Number (format example: **21-15010**) and email address. Your email address will be your username. Please enter your billing address for your Visa, MasterCard, or American Express, email and password. Click "Register". ***This is the billing address for the card & the email receipt. If this does not match your issuing bank address your payment will not process.**
02. Sign in using your email & your password that you just created. Click "Sign In".
03. At the top of the page click on "Register a New Participant" then add your Trip Number (format example: **21-15010**) and the information for the Participant you would like to add to a trip. If your participant does not have an email address or cell phone number, please fill these fields in with your contact information. *(The participant's email and/or cell phone number may be used in an emergency.)* Be sure to click at least one box in the Dietary Restrictions, Allergy, and Medical areas. Click, read, and then check the box that you have read the Individual Terms and Conditions. Click "Add Participant". *If you make an adjustment to information on the page, you will have to re-click and review the Individual Terms and Conditions before clicking "Add Participant".*
04. On the next screen you will have the option to add Travel Protection to your Participant's trip. If you click the box and choose to add Travel Protection, click "Add Participant".
05. You will be taken to the Trip page. If you need to make adjustments to your Participant's information, click on their name, make the changes or add Travel Protection on that screen, then click "Update". You will be redirected back to the Trip page.
06. If you need to add additional Participants click "Register a New Participant".
07. If you need to make a payment, click "Make a Payment". On the Payment page you will see all your registered participants, the current amount due and the travel protection amount if you are purchasing it. Please select which participant you would like to make a payment for. *You may adjust the trip payment amount in the My Payment Amount box, but not the travel protection amount.* Just above the credit card box you will see the Total Amount Paying. *Please note that if you add a participant and no payment your status will be "Wait List". Making a scheduled payment amount will enroll your name on the Official Trip Roster.*
08. Enter your Visa, MasterCard or American Express number, expiration date and the 3 or 4-digit security number (last number on the backside of your card). Please check your billing address is correct. Click "**Submit**". You will see a "**Thank you**" and receive an email confirmation for that purchase. *If you see a message that your payment could not be processed, it is either due to a typing error or the issuing card company rejecting it. Please retype and submit again to see if you had typing errors or check with your issuing card company to resolve the problem. (Refer to #01 above.)*
09. Sign out until next time when you will sign in with your email & password. If you have forgotten your password, click on "Forgot Password" under the password box on the Sign In page. You will receive an email with a link to reset your password. For your security ETI does not have access to your password.
10. REMEMBER, all payments are non-refundable and non-transferable after **03/27/20**.