

## **Online Registration Instructions**

- 1. Visit our website at <u>www.educationaldiscoverytours.com</u>
- 2. Click on **Registration** at the top of the page
- 3. Parents/Guardians (person who will be paying for the trip) will need to create an account by clicking **Tour Participant Log-in** and then **Create an Account**. Students should not make an account unless they are 18 or older <u>and</u> paying for the trip on their own.
- 4. Once the online account has been created, click **New Reservation** then click the **Enter Tour Code** button on the left.
- 5. Enter the Tour Code provided on the registration flier. This will take you to the trip overview.
  - EDT strongly encourages purchasing travel protection. Parents are welcome to choose any insurance company; however, we recommend Travel Insured, a reputable company that offers travel protection for student travel groups and has a CFAR (Cancel for Any Reason) plan available. To purchase Travel Insured's CFAR plan, click the purchase link on this page.
- 6. Click **Book Now** and select the type of traveler you would like to book. <u>*Please note:*</u> If you are booking more than one traveler, you will have an option to add another traveler once the first traveler has been booked. **Each traveler (students and adults) will need to be booked separately.**
- 7. Enter information for the traveler you are booking and read and agree to the Terms & Conditions/Release.
- 8. Review trip payment schedule, enter the amount you would like to pay and enter payment information. Click **Review Payment**.
- 9. Confirm payment details and click **Make Payment** *only click this button once to avoid being charged multiple times.*
- 10. If you need to book another traveler, click **Book Another Traveler** and repeat steps 6-9.
- 11. As a safety precaution, <u>we will not keep your banking account information on file for</u> <u>future payments</u>. Invoices will be emailed monthly as payment reminders.

Log into your account to view your current invoice, make payments via credit/debit card or e-check and edit account information. Checks/money orders can also be mailed to our PO Box below and payments can also be made over the phone.