



## Individual Sign-Up Guide

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

- Sign-up at [musictravel.com](http://musictravel.com)
- View trip information, invoices & terms
- Make secure payments
- Individual accounts are fully managed by MTC

## Getting Started

Music Travel's online trip registration and payment system asks for personal contact information.

And, it requires payment by a major credit/debit card or e-check.



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



## Step 1: Go Online

Go to [www.musictravel.com](http://www.musictravel.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

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 MTC. 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 \*

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 H.S. Music Department



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

### Trip Highlights

Walt Disney World Resort  
Magic Music Days Performance

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
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Mickey	
--------	--

Donald	
--------	--

Goofy	
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Continue

Cancel

For questions about MTC's Trip Sign-Up & Payment Program, please e-mail [accounting@music-travel.com](mailto:accounting@music-travel.com)

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