

February 26, 2017

Dear Prospective Lakota West HS Band Orlando Trip Participant:

Music Travel Consultants is very excited to work with the Lakota West HS Marching Band for your December 28, 2017 – January 2, 2018 Orlando performance trip. MTC is the Official Student Travel Partner for Bands of America and Music For All.



The trip sign-up and payments will be collected by Music Travel Consultants. Trip registration instructions are given below, and a step-by-step instruction brochure is available online at: [www.musictravel.com/my-music-travel-userguide.html](http://www.musictravel.com/my-music-travel-userguide.html). MTC can email a copy, as well as the itinerary and payment schedule upon request. The documents are also available online after you register.

### **Payment Schedule**

MTC will handle all trip registrations and payments online via our secure-server website. All trip payments are due on the 7<sup>th</sup> of each month, as listed on the Trip Costs page. The non-refundable trip deposit of \$50 (subject to cancellation safety nets listed below) is due March 7<sup>th</sup>. Our office will send e-mail invoices prior to each monthly payment. Any questions or deviations from the payment schedule should be communicated to MTC.

Your group leader will be able to view the online trip roster and payment status. Anyone with \$0 in their trip account by the 2<sup>nd</sup> payment due date (April 7<sup>th</sup>) may be removed from the trip roster. Delinquent trip accounts will be placed in "Frozen" status. If this occurs, please contact Ashley Harting in our Finance Dept. to make arrangements for any missed payment and to re-activate your account.

The final trip price will be determined once we have a final passenger count after the Cancellation Deadline, and after the school provides the final rooming list. You will be notified of your final payment amount via email approx. 30 days prior to trip departure date.

### **Cancellation Information**

Last Day for Individual Cancellations is October 29, 2017. Through that date, any individuals who decide to cancel will receive refunds of all trip payments except the initial \$50 non-refundable deposit. If the entire trip is cancelled on or before October 29, 2017, everyone will receive a refund of everything for which MTC can get a refund from the vendors (deposits/payments we have made for hotel, motorcoach, meals and park tickets).

### **Music Travel Consultants : Online Trip Registration**

- Step 1: Go to [www.musictravel.com](http://www.musictravel.com). Click on "Trip Login" at upper right of screen.
- Step 2: Click "Register as a New Traveler"
- Step 3: In the "Account Setup" page, create a password and enter your email address. Next, enter your contact information, then click "Create Account".
- Step 4: During your first visit, you'll next see "You're Not Currently Registered for Any Trips". Click the blue text: "Register Traveler", then click "Accept" to accept the Tour Agreement. Now, enter your Enter your Trip ID #: **1712-4-70**. Next, enter the name of the Traveler, select a 'Traveler' Type, and indicate whether the traveler has any special dietary or physical needs. If only one family member will go on the trip, click "Complete Registration". If you have additional family member(s) to add to the trip roster, click "Add Another Traveler". This will add your 1<sup>st</sup> traveler to the trip roster, and provide a blank form for you to add your 2<sup>nd</sup> traveler. Click "Complete Registration" when you have your final traveler added to the trip roster.

### **For All Future Visits to the MTC Online Lakota West HS Band Trip Dashboard**

- Go to [www.musictravel.com](http://www.musictravel.com), enter your email address and password, and click "Login". Your trip dashboard will load. Click "Access Trip".
- Click "Register a Traveler" to add additional family members to the trip roster.
- Click "Make a Payment" to add funds to your traveler(s) individual trip accounts.
- Click "Cancel a Traveler" and follow on-screen prompts to cancel a traveler.
- Click "Itinerary" to view the trip itinerary/daily schedule we will use during the trip.
- Click "Financial Information", to view trip pricing page, payment schedule, invoice history or your personal payment history.

### **MTC Contact Information**

Jeff Buchanan  
[jeff.buchanan@musictravel.com](mailto:jeff.buchanan@musictravel.com)  
Toll Free: 1.800.616.1112 x114

Billing Questions: Ashley Harting 1.800.616.1112 x102  
[ashley.harting@musictravel.com](mailto:ashley.harting@musictravel.com)  
Please include trip # 1712-4-70 in subject heading of your email