

August 23, 2017

Dear Prospective Lakota West HS Band Indianapolis BOA Trip Participant:

Music Travel Consultants is very excited to once again work with the Lakota West HS Marching Band for your November 10-12, 2017 Bands of America performance trip. MTC is the Official Student Travel Partner for Bands of America/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.

#### **Online Trip Registration (FOR FAMILIES ALREADY REGISTERED FOR DISNEY TRIP)**

- Step 1: Go to [www.musictravel.com](http://www.musictravel.com). Click on "Trip Login" at upper right of screen. Use your email address and password to login (click "Lost Password", if needed). Your trip dashboard will load.
- Click "Register Traveler for a NEW Trip", and follow the on-screen instructions, using the INDIANAPOLIS TRIP #: **1711-4-72**. Click "Complete Registration" after all trip participants have been entered.

#### **Online Trip Registration (FOR FAMILIES NOT REGISTERED FOR DISNEY TRIP)**

- 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 the Indianapolis Trip ID #: **1711-4-72**. 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". Both the Disney and Indianapolis trip will appear as choices if registered for both.
- 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.

#### **Payment Schedule**

First payment is listed as due August 20<sup>th</sup>. Disregard that date and proceed with payment by the end of the month of August. MTC will handle all trip registrations and payments online via our secure-server website. Subsequent trip payments are due on the 20<sup>th</sup> of each month, as listed on the Trip Costs page. 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.

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 September 11, 2017. Through that date, any individuals who decide to cancel will receive refunds of all trip payments except the initial \$75 non-refundable deposit. If the entire trip is cancelled on or before September 11, 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 BOA tickets).

#### **MTC Contact Information**

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

Billing Questions: Barbara Sherwood 1.800.616.1112 x104  
[ashley.harting@musictravel.com](mailto:ashley.harting@musictravel.com)  
Please include trip # 1711-4-72 in subject heading of your email