How To Register, Pay & Manage Your Booking

A Step-By-Step Guide for

Wylie HS Choir - New Orleans

We are supported by **WeTravel** (www.wetravel.com) so **you can make payments 24/7 from anywhere and any device**.

1 Trip Details and Payment Schedule

Here are the trip details:

DESTINATION: New Orleans
TRIP DATES: March 7 - 11, 2024

COST: **$1,008** - Student quad package price
$1,208 - Chaperone double package price
$1,610 - Chaperone single package price

PAYMENT SCHEDULE: (based on student quad package price)

PAYMENT DATE	DESCRIPTION	AMOUNT
August 25, 2023	Non-refundable deposit	$150
September 11, 2023	Payment #2	$143
October 11, 2023	Payment #3	$143
November 11, 2023	Payment #4	$143
December 11, 2023	Payment #5	$143
January 11, 2024	Payment #6	$143
February 11, 2024	Payment #7	$143
	TOTAL PAID	**$1,008**

NOTE: Payments made online by credit card or electronic funds transfer (EFT) will be subject to online transaction fees.

Perform America-TX, LLC will be handling your trip registration and payments. All travelers must register online**.** A customized web page for your program has been set up that contains all of the trip details and allows you to register and make payments online. With the exception of the initial deposit, payments can still be made by check to avoid fees. Instructions on how to do so will appear on the initial page. The above payment schedule also applies if paying by check. Please contact your PAT account representative if you need to communicate a late payment.

If you have questions about the trip or the registration process, you may call Perform America - TX, LLC at 281-886-7690.
If you are unable to register online, we can help you make your reservation over the phone.

❷ Online Registration

1. Go to the trip registration link and register your participant/traveler: ***ONLINE REGISTRATION PORTAL***
2. Read all the trip details, e.g. available packages, payment plans, terms, and itinerary.
3. Click "**Select**". In some cases, the button might say "**Book Now**" or similar. A pop-up will appear (*Picture 1*).

Picture 1

4. Choose a package: select the number of participants, the package, and the payment options.
5. Add **Buyer (Parent/Guardian)** information, **Please make sure to input Parent/Guardian email as important reminders will be sent to that email address.**
6. Add **Participant (Student/Traveler)** info: fill in the form and agree to the terms and conditions.
    - **Please note that this information might auto-populate from Buyer info, and you will have to delete and enter correct information for Participant (Student/Traveler)**
    - ****IMPORTANT: NAME ENTERED SHOULD BE LEGAL NAME THAT MATCHES ID****
7. Complete payment: type your bank account or card details then click "**Confirm Booking**" to pay securely and confirm your booking. You will receive an email with the receipt of the trip payment. Check your spam or junk folder if it doesn't appear in your inbox.

❸ Pay your next installment or balance due

- You will receive an email from us. Click "**Make Payment**", sign in to your WeTravel account with **Buyer (Parent/Guardian) email** you made initial payment with, and you will be redirected to pay your installments.

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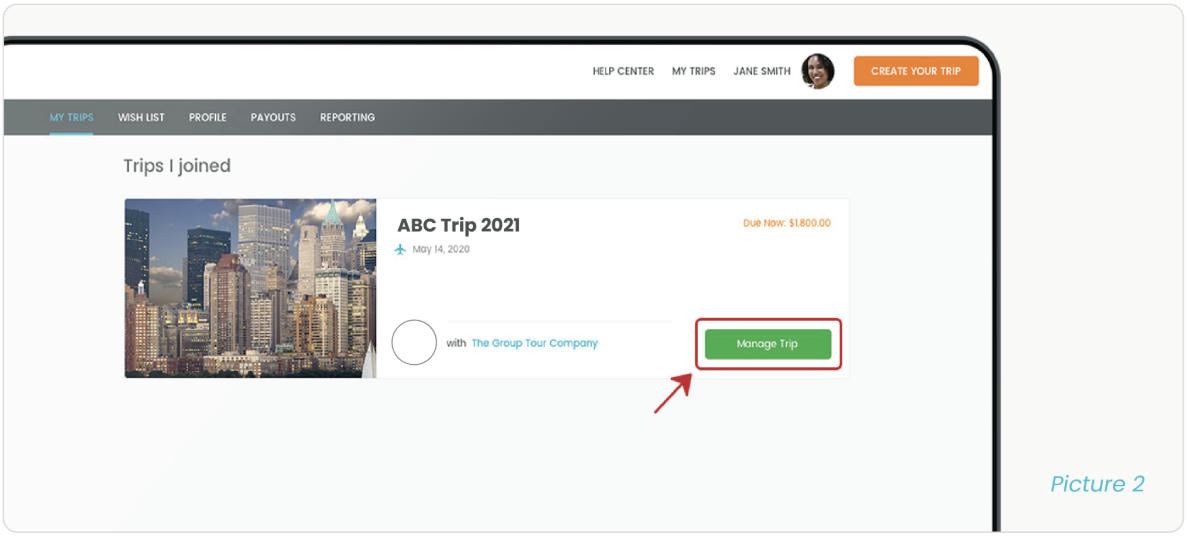
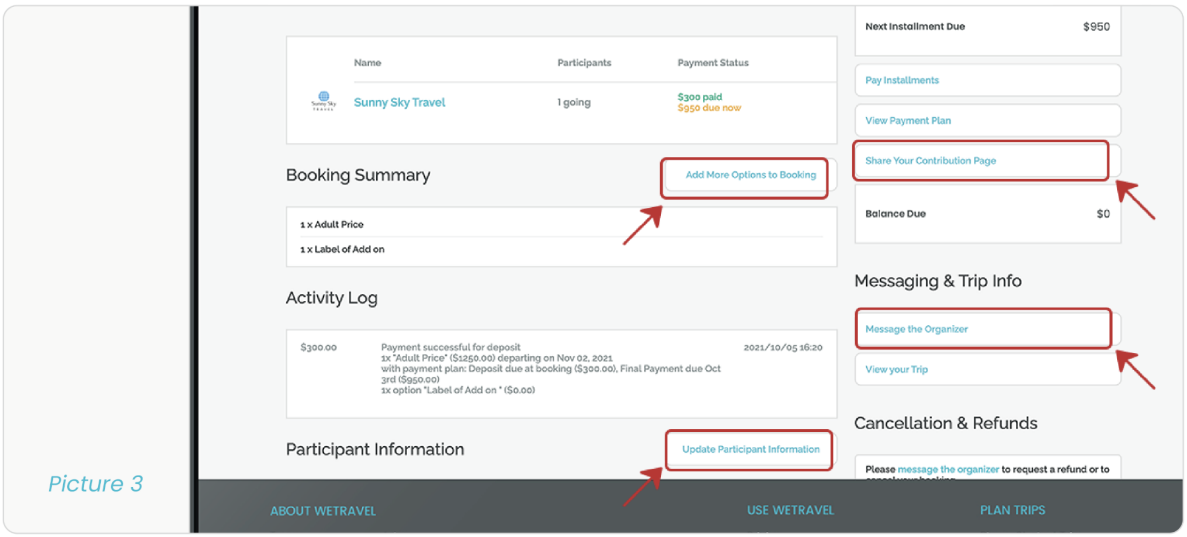
❹ Modify your booking

1. Sign into WeTravel. Click "**My Trips**" > "**Manage Booking**" (*Picture 2*).
2. You can see your booking details and payment status. There are buttons to pay your next installments, add more options to your booking, create a contribution page, update your information, or message Perform America - TX, LLC. (*Picture 3*)
3. Message us if you want to change the booking, e.g. switch package.



Picture 2



Picture 3

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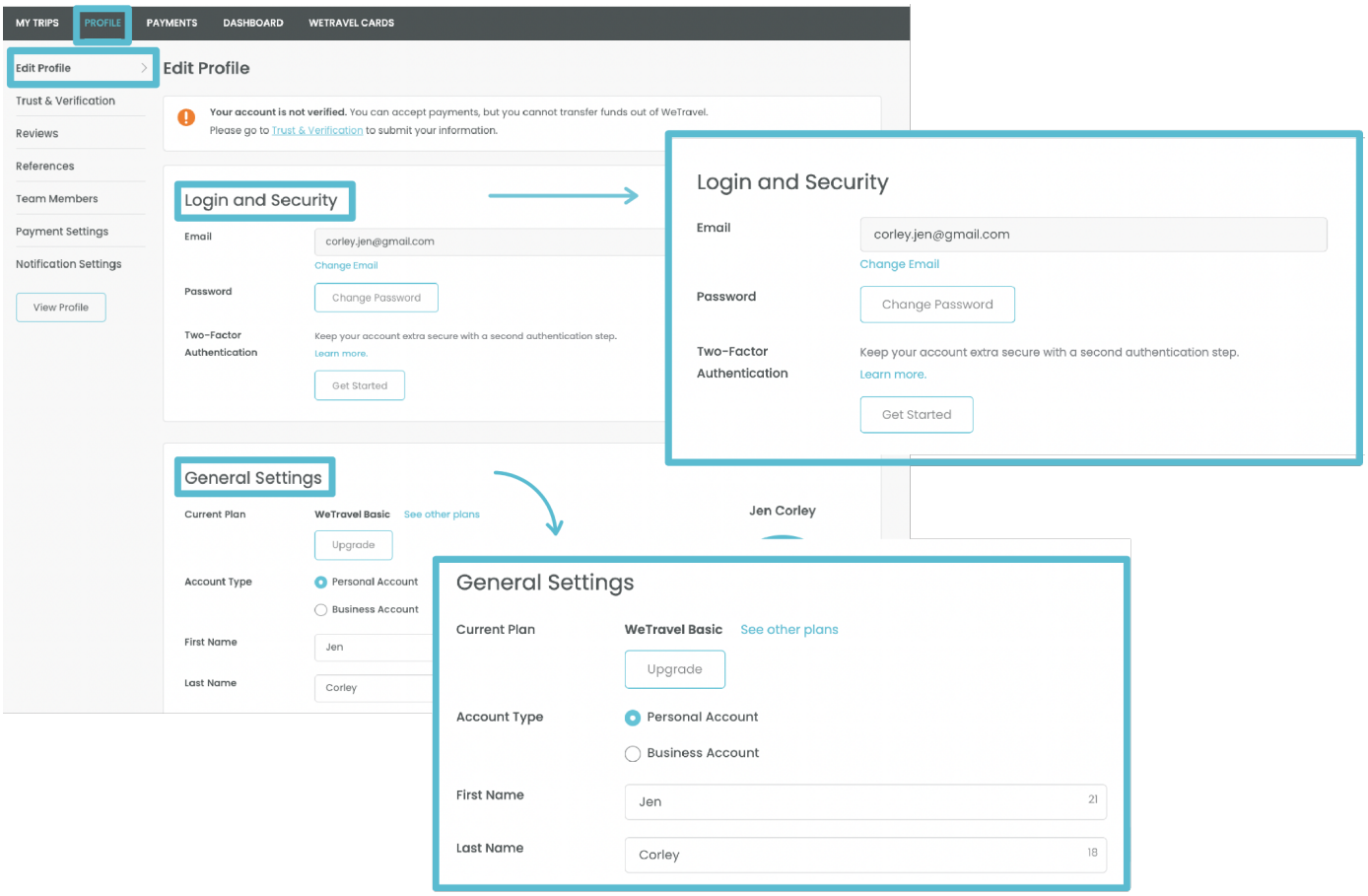
5 Modify your contact details

1. If you'd like to change the email address associated with your account, you can do that by going to "**Profile**" > "**Edit Profile**" > "**Login & Security**"
2. If you'd like to change the first and/or last name associated with your account, you can do that by going to "**Profile**" > "**Edit Profile**" > "**General Settings**"



6 Travel Insurance

1. Travel insurance is highly recommended. We partner with Travel Insured International to bring you the best plans available including an optional CFAR (Cancel For Any Reason) coverage. You can see their flyer with pricing **HERE.**
2. Travel insurance information and registration is available on the online registration portal.
3. **CLICK HERE** for the direct link to the **STUDENT/CHAPERONE CFAR** travel insurance.
4. If interested in travel insurance, you must purchase before making your final payment.
5. ***If paying for your trip in full, you must purchase travel insurance FIRST.***

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