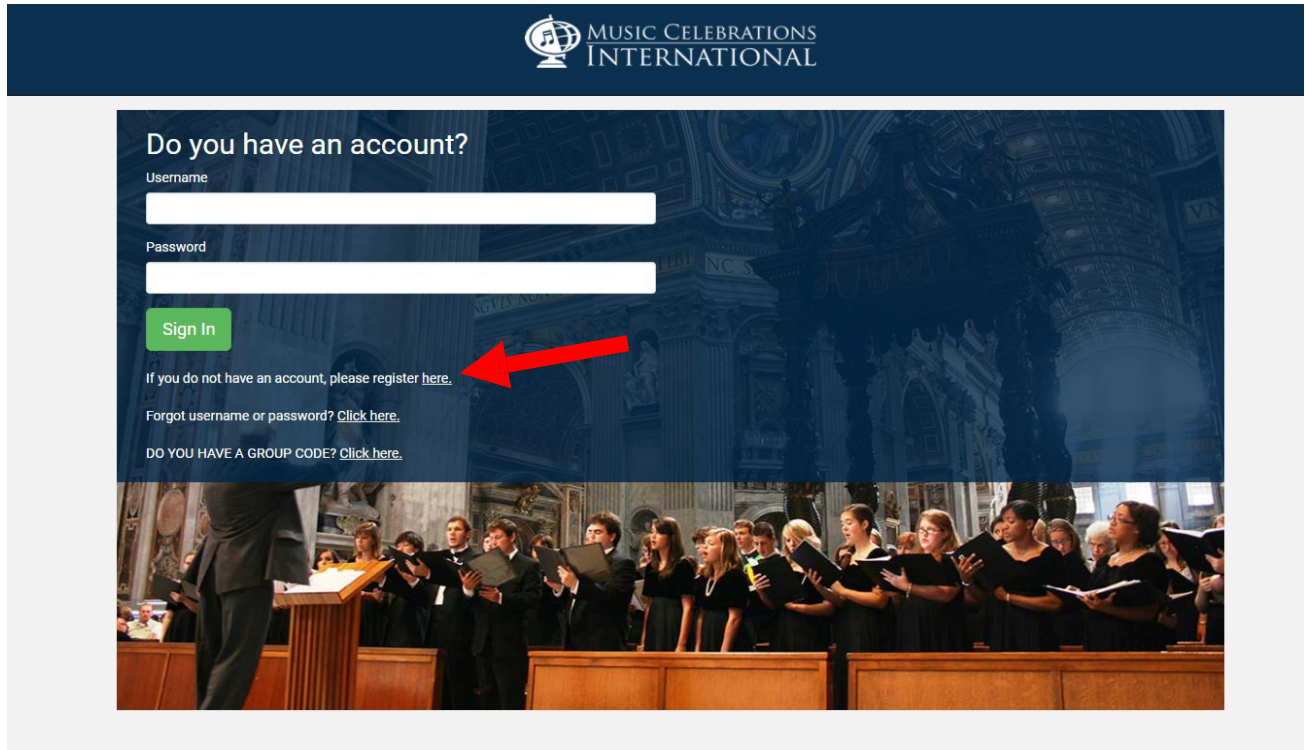


## Individual Registration Walk Through

Please Note: Portal must be accessed via a computer. Portal may not load correctly on tablets and phones.

- 1) Go to the link: <https://portal.musiccelebrations.com> and click on the “If you do not have an account, please register here.”



MUSIC CELEBRATIONS INTERNATIONAL

Do you have an account?

Username

Password

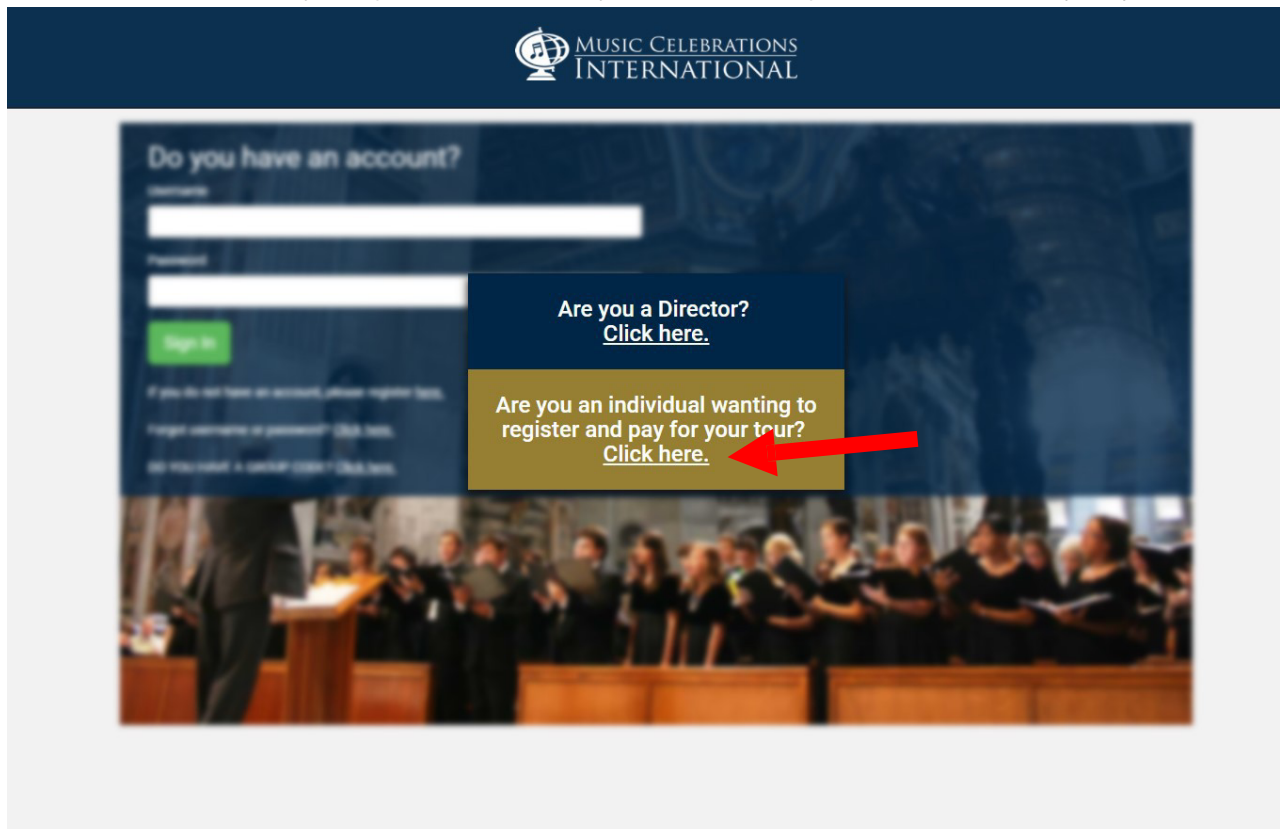
[Sign In](#)

If you do not have an account, please register [here](#).

Forgot username or password? [Click here](#).

DO YOU HAVE A GROUP CODE? [Click here](#).

- 2) Click the “Are you an individual wanting to register and pay for your tour? [Click here.](#)” Remember that Mr. Rice is the director for this tour. If you sign up as a director, you will have to organize the entire tour! (SHR)



MUSIC CELEBRATIONS INTERNATIONAL

Do you have an account?

Username

Password

[Sign In](#)

If you do not have an account, please register [here](#).

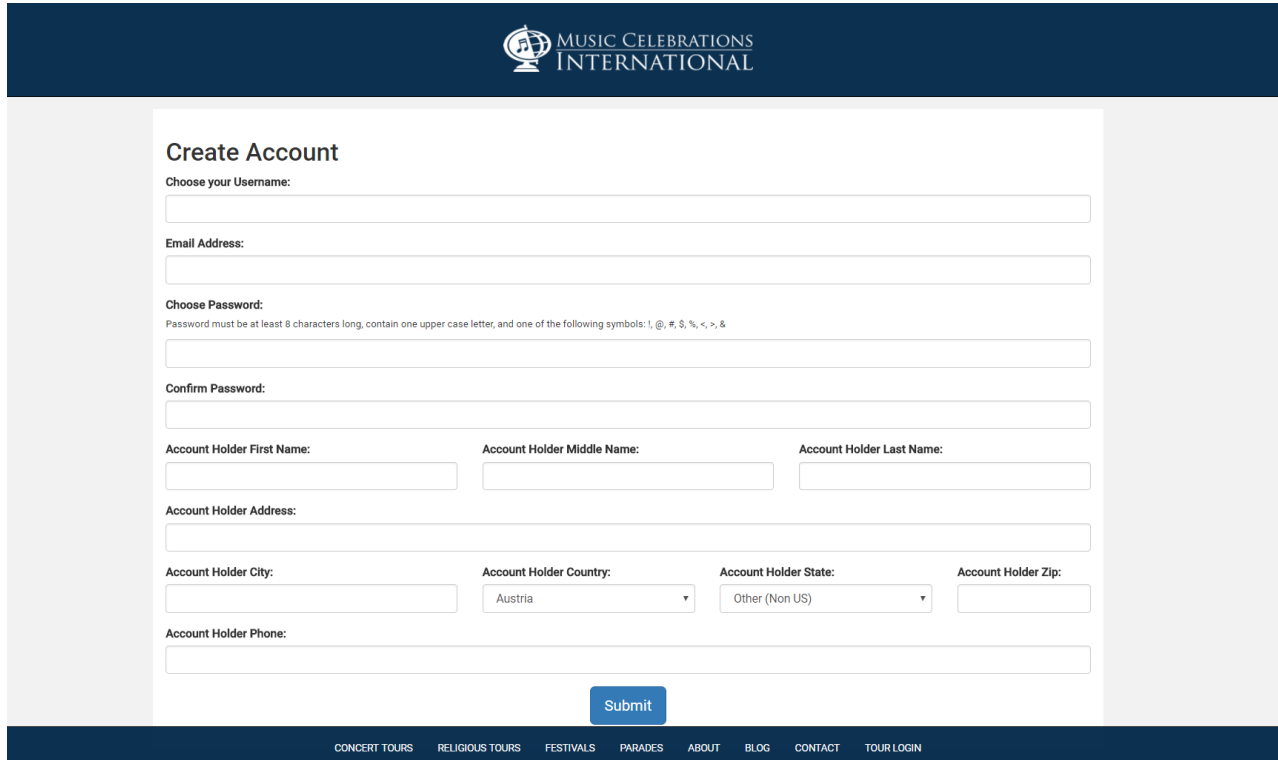
Forgot username or password? [Click here](#).

DO YOU HAVE A GROUP CODE? [Click here](#).

Are you a Director?  
[Click here.](#)

Are you an individual wanting to register and pay for your tour?  
[Click here.](#)

- 3) Create Account (Account holder needs to be 18 years of age or older. If traveler is under the age of 18, a parent or guardian must create the account) - Fill in the fields and be sure to write down your Username and Password.

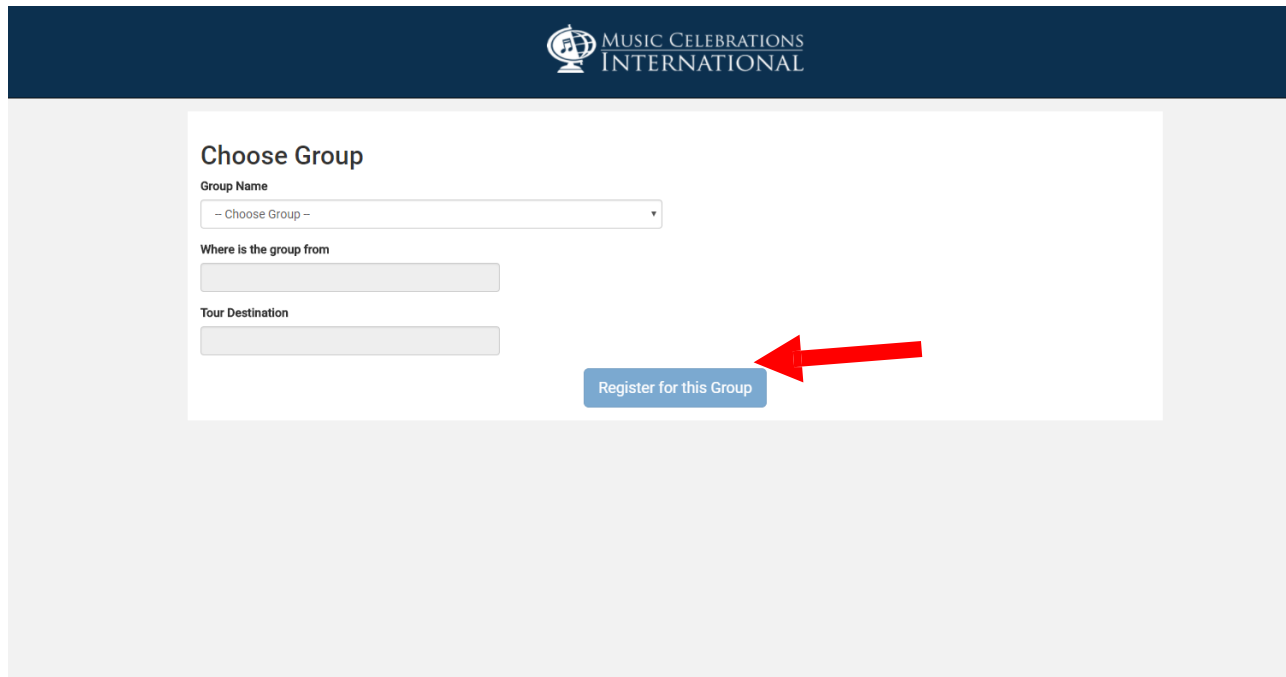


The screenshot shows the 'Create Account' form on the Music Celebrations International website. The form is titled 'Create Account' and includes the following fields: 'Choose your Username:', 'Email Address:', 'Choose Password:' (with a note: 'Password must be at least 8 characters long, contain one upper case letter, and one of the following symbols: !, @, #, \$, %, <, >, &'), 'Confirm Password:', 'Account Holder First Name:', 'Account Holder Middle Name:', 'Account Holder Last Name:', 'Account Holder Address:', 'Account Holder City:', 'Account Holder Country:' (with a dropdown menu showing 'Austria'), 'Account Holder State:' (with a dropdown menu showing 'Other (Non US)'), 'Account Holder Zip:', and 'Account Holder Phone:'. A blue 'Submit' button is located at the bottom right of the form. The website's header and footer are visible, with the header containing the logo and the footer containing navigation links: CONCERT TOURS, RELIGIOUS TOURS, FESTIVALS, PARADES, ABOUT, BLOG, CONTACT, TOUR LOGIN.

- 4) Choose your group's name. This will then auto populate the "Where is the group from" and "Tour Destination" fields. Once the fields have been filled in, click "Register for this Group."

*Our tour: 25021EUR Virginia Ambassadors of Music. It's in alphabetical order and V is at the end.*

*Where is the group from will populate as: Alexandria, VA. Tour Destination: Europe (standard) (SHR)*



The screenshot shows the 'Choose Group' form on the Music Celebrations International website. The form is titled 'Choose Group' and includes the following fields: 'Group Name' (with a dropdown menu showing '-- Choose Group --'), 'Where is the group from' (with a text input field), and 'Tour Destination' (with a text input field). A blue 'Register for this Group' button is located at the bottom right of the form, with a red arrow pointing to it. The website's header and footer are visible, with the header containing the logo and the footer containing navigation links: CONCERT TOURS, RELIGIOUS TOURS, FESTIVALS, PARADES, ABOUT, BLOG, CONTACT, TOUR LOGIN.

- 5) Fill in your registration form with the Primary name being the first person traveling. Parents who are going along will put themselves as the primary name and will click “Add Another Participant” to add their child(ren) or additional travelers. Travelers who are going with a friend or spouse and would like to pay together can register under the same login by putting a primary name and adding another participant. If you are registering and do not live in the United States, please make sure the State field reads “Other (Non US)”.

The screenshot shows the 'Add Participants' step of the registration process. At the top is the Music Celebrations International logo and a navigation bar with tabs: Add Participants, Add Guardians, Payment Schedule, Cancellation Schedule, Authorization & Consent, and Payment. The 'Add Participants' tab is active. The form includes a 'Group Name' field with the example 'St. Columbkille Parish Choir & Handbell Choir'. Below this is a link: 'CLICK HERE to Set Primary Participant Info Same as Account Holder'. The 'Primary Participant Name' section has fields for First Name, Middle Name, and Last Name, with a checkbox for 'I don't have a middle name'. The 'Primary Participant Date of Birth' section has dropdowns for month, day, and year (set to 2019), and a 'Gender' dropdown. The 'Address' section has a text field. The 'City', 'Country' (dropdown set to 'United States'), 'State' (dropdown set to 'Alabama'), and 'Zip Code' fields are present. There are 'Email' and 'Phone' text fields. Below the form is an 'IMPORTANT NOTIFICATION' section with two unchecked checkboxes. At the bottom are 'Submit' and 'Add Another Participant' buttons.

Group Name  
St. Columbkille Parish Choir & Handbell Choir

[CLICK HERE to Set Primary Participant Info Same as Account Holder](#)

Primary Participant Name:  
First Name Middle Name Last Name  
☐ I don't have a middle name

Primary Participant Date of Birth: Gender:  
[Month] [Day] [Year: 2019] [Gender]

Address:  
[Address]

City: Country: State: Zip Code:  
[City] [Country: United States] [State: Alabama] [Zip Code]

Email:  
[Email]

Phone:  
[Phone]

**IMPORTANT NOTIFICATION**  
☐ I understand that the Transportation Security Administration (TSA) requires me to carry a government issued identification card in order to board a flight. The name(s), date(s) of birth, and gender(s) I've listed above **EXACTLY** match my identification cards.  
☐ I have read and understand the TSA notification listed [here](#). I understand that it is my responsibility to notify all participants that I've registered above about the TSA requirements listed in this notification.

Submit Add Another Participant

- 6) The box underneath the fillable registration fields labeled “IMPORTANT NOTIFICATION” has two notices that need to be read and checked off to proceed with registering. The first checkable box states that the TSA requires all travelers to carry a government issued form of identification to board a flight. The information that the registrant provides such as name spelling, date of birth and gender must match what they plan on using as identification while on tour. The second checkable box states that the registrant has read the TSA Notification and understands that they must provide accurate information and carry a government issued ID during travel.

This section shows the continuation of the registration form. It includes a 'Phone' text field. Below it is the 'IMPORTANT NOTIFICATION' section, which now has two checked checkboxes. At the bottom are 'Submit' and 'Add Another Participant' buttons. The footer of the page contains the Music Celebrations International logo, contact information, and a copyright notice.

Phone:  
[Phone]

**IMPORTANT NOTIFICATION**  
☒ I understand that the Transportation Security Administration (TSA) requires me to carry a government issued identification card in order to board a flight. The name(s), date(s) of birth, and gender(s) I've listed above **EXACTLY** match my identification cards.  
☒ I have read and understand the TSA notification listed [here](#). I understand that it is my responsibility to notify all participants that I've registered above about the TSA requirements listed in this notification.

Submit Add Another Participant

CONCERT TOURS RELIGIOUS TOURS FESTIVALS PARADES ABOUT BLOG CONTACT TOUR LOGIN

**Music Celebrations**  
Celebrating 25 Years 1993-2018

1440 S. PRIEST DR., SUITE 102 TEMPE, AZ 85281  
800-395-2036 | [INFO@MUSICCELEBRATIONS.COM](mailto:INFO@MUSICCELEBRATIONS.COM)

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- 7) If there is a participant who is under the age of 18, a guardian window will populate that asks for guardian contact information.

The screenshot shows the 'Add Parent/Guardian' form within the Music Celebrations International interface. The form is titled 'Add Parent/Guardian' and includes fields for 'Parent/Guardian Name' (First Name, Middle Name, Last Name), 'Birth Month' (dropdown), 'Birth Day' (dropdown), 'Birth Year' (dropdown), and 'Gender' (dropdown). There is a checkbox for 'Address: | Set Same as Primary Participant'. Below this are fields for 'City', 'Country' (dropdown, currently showing 'United States'), 'State' (dropdown, currently showing 'Alabama'), and 'Zip Code'. There are also fields for 'Email', 'Phone 1', and 'Phone 2'. A 'Submit' button is at the bottom right.

- 8) For travelers 18 and up, the next window will be a pricing and payment schedule. This will include payment due dates as well as the paying categories. (Note: there is a scroll bar to the right of the document. You must use this scroll bar to see the rest of the Pricing Information document.) You must click “Yes, I agree to the pricing schedule and will pay for the tour according to the payment schedule provided.”

The screenshot shows the 'Tour Pricing and Payment Schedule' window. It features a header with the Music Celebrations International logo and navigation tabs. The main content area is titled 'Tour Pricing and Payment Schedule' and contains a 'Pricing Information' section. This section includes a checkbox for 'I would like a room to myself, a single supplement charge may be added to my tour'. Below this is a document titled 'GREAT BRITAIN CHORAL FESTIVAL: A CELEBRATION OF PEACE' by Music Celebrations International, showing payment and cancellation schedules for Utah State University Alumni. A 'PRICING INFORMATION' table is displayed, followed by a checkbox for 'Single Supplement (fee of \$748)'. The 'PAYMENT SCHEDULE' section at the bottom includes a checkbox for 'Yes, I agree to the pricing schedule and will pay for the tour according to the payment schedule provided.' and a 'Submit' button.

With Round-trip Airfare from: <u>Salt Lake City, UT</u>	Airfare Season	Double Occupancy
(8 nights/10 days) COVENTRY, LONDON, CAMBRIDGE	High	\$4,536
<b>Land Only (self-arranged air)</b>		<b>\$2,781</b>

If participants wish to have a single room, they must check the box that says “I would like a room to myself, a single supplement charge may be added to my tour.” To see what price the single supplement will be, please refer to the payment and cancellation schedule.

- 9) The next window will show the same document that outlines the Cancellation Schedule. You must click the “I have read and understand that cancellation penalties apply and that my cancellation must be received in writing” to move to the next window.

The screenshot shows the 'Cancellation Schedule' window of the Music Celebrations International website. The navigation bar at the top includes 'Add Participants', 'Add Guardians', 'Payment Schedule', 'Cancellation Schedule' (highlighted), 'Authorization & Consent', and 'Payment'. The main content area displays a document titled 'Microsoft Word - 2018 - PAYMENT AND CANCELL... 1 / 1'. The document text includes:

\$1,500 per person .....Due: With Registration  
Final Payment (remaining balance) .....Due: April 1, 2018

**CANCELLATION SCHEDULE**

\$200 per person (non-refundable).....Penalty Begins: At Time of Registration  
10% per person, of total tour costs.....Penalty Begins: October 15, 2017  
25% per person, of total tour costs.....Penalty Begins: December 15, 2017  
50% per person, of total tour costs.....Penalty Begins: March 15, 2018  
100% per person, of total tour costs.....Penalty Begins: April 5, 2018

*Amount penalized is % of the total tour cost, not % of what has already been paid.*

Please note that the above payment and cancellation schedule is based on the initial registration date as well as subsequent on-time payments and can be modified with your input and feedback.

This schedule is subject to change should any payment dates be missed.

☒ I have read and understand that cancellation penalties apply and that my cancellation must be received in writing.

**Submit**

- 10) The next window will show the Authorization & Consent. Please click the “By clicking this box, I signify that I am over the age of 18, and I give consent and authorization”

The screenshot shows the 'Authorization & Consent' window of the Music Celebrations International website. The navigation bar at the top includes 'Add Participants', 'Add Guardians', 'Payment Schedule', 'Cancellation Schedule', 'Authorization & Consent' (highlighted), and 'Payment'. The main content area displays the 'Authorization & Consent' form.

**Authorization & Consent**

By signing this form and clicking on the box 'I give consent and authorization', I am authorizing and consenting to the following:

- If my tour is traveling by scheduled air carrier arranged by Music Celebrations International ("MCI"), I understand that the airline tickets or air tours I am purchasing are subject to supplemental price increases that may be imposed after the date of purchase. Price increases may be applied due to additional costs imposed by a supplier or government. I acknowledge that I may be charged additional sums by Music Celebrations International to offset fluctuations in fees, fuel surcharges or taxes.
- I'm agreeing to do business electronically with Music Celebrations International (or member companies)
- I am who I say I am when logging in and transacting business through the MCI websites
- If I am logging in on behalf of my employer, I have the appropriate authority to log in and conduct business electronically on its behalf
- This Consent applies to any transactions I conduct through the MCI websites
- I have the right to withdraw this consent at any time by calling 800-395-2036
- I have access to a computer with a current internet browser and an operating system that allows me to save files or print web pages and documents
- I may print this Authorization and Consent and any electronic record or I can contact MCI to request a paper copy from their offices for free
- I will notify MCI of changes to my email or mailing address by sending an email to [accounting@musiccelebrations.com](mailto:accounting@musiccelebrations.com) or calling 800-395-2036
- I understand that United States laws and Arizona laws govern MCI websites and my use of them
- My online activity may be viewed, monitored and recorded to help prevent and detect fraud

If you do not consent, you will not be able to access account information or conduct transactions online.

☒ By clicking this box, I signify I am over the age of 18, and I give consent and authorization.

E-Signature  Date

**Travel Insurance**

We highly recommend purchasing additional travel insurance to cover trip cancellation/interruption, travel delay, emergency medical, baggage delay, and accidental death coverage. Your tour director has been supplied travel insurance information, rates, and coverage for this tour. Please send this information and decide on your policy now. If you purchase the insurance at the time of your initial deposit, the travel insurance covers you even if you must cancel or interrupt your trip due to a pre-existing medical condition.

For insurance details and coverages, [click here](#).

☐ I would like to add travel insurance.


☒ I have read the optional travel insurance available to me and have chosen NOT to participate.



The item titled “Travel Insurance” allows you to purchase our upgraded insurance plan. Click on the “For insurance details and coverages, [click here](#)” to see the premium coverage and cost. If you choose not to upgrade your insurance at the time of registration, you will still have the opportunity to purchase additional coverage until the final payment date.

- 11) To complete your registration, you must pay the deposit (Please Note: you are not “officially” registered for the tour until we receive your deposit). You can pay via credit card, e-check or check. (If you are registering and do not live in the United States, you will need to pay by credit card.) If you choose to mail in a physical check, you must click the “Check” box, the information regarding who to make the check out to and where to send it will appear. The “Payment Amount” section allows you to enter the total amount you wish to deposit towards your balance. The following drop down labeled “Amount I want to pay for insurance” allows you to select the additional insurance you wish to purchase. In the “Special Payment Instructions” please include any additional information you would like MCI to know about your tour.

*The Virginia Ambassadors of Music has already paid the deposit for you! No more money is due until October 15<sup>th</sup>. So, please choose check as your payment method. Put \$1.00 in the field and continue. (SHR)*

MUSIC CELEBRATIONS  
INTERNATIONAL

[Add Participants](#) / [Add Guardians](#) / [Payment Schedule](#) / [Cancellation Schedule](#) / [Authorization & Consent](#) / [Payment](#)

### Make Your Payment

I would like to pay by: ☒ Credit Card ☐ E-Check ☐ Check

#### Billing Information





Name

Address

City  Country  State  Zip Code

Phone 1  Phone 2  Email

Credit Card Number  Security Code  Expiration Month  Expiration Year

\*Please note we do not store credit card information on this site.  
\*\*Your invoices will be sent to you from 'accounting@musiccelebrations.com'. Please make sure you add this email to your preferred email list to avoid spam.

#### Payment Amount

Amount I want to pay for tour:  
(See [payment schedule](#) for amount due at this time.)

\$

**Total: \$0.00**

Please note any special instructions, tour specifics or additional information about your payment below:

- 12) Once the payment information is filled out, click “Submit Payment” to receive your registration confirmation. (Please note: invoices may take 5 or more business days to generate, therefore invoices may not automatically reflect your tour price at this time.) You will have the option to print the registration as well as click “To continue to your group portal – click here” to be taken to the group portal.



- 13) The group portal is where you will be able to view your current itinerary and invoice, make a payment and upload documents for your tour.