



Educational Discovery Tours

Enhancing classroom studies through responsible student travel

Online Registration Instructions

1. Visit our website at www.educationaldiscoverytours.com
2. Click on **Registration** at the top of the page
3. Parents/Guardians (person who will be paying for the trip) will need to create an account by clicking **Tour Participant Log-in** and then **Create an Account**. *Students should not make an account unless they are 18 or older and paying for the trip on their own.*
4. Once the online account has been created, click **New Reservation** then click the **Enter Tour Code** button on the left.
5. Enter the Tour Code provided on the registration flier. This will take you to the trip overview.
6. Click **Book Now** and select the type of traveler you would like to book. *Please note: If you are booking more than one traveler, you will have an option to add another traveler once the first traveler has been booked. **Each traveler (students and adults) will need to be booked separately.***
7. Enter information for the traveler you are booking and read and agree to the Terms & Conditions/Release form.
8. Review trip payment schedule, enter the amount you would like to pay and enter payment information (e-check). Click **Review Payment**.
Note: if you would like to register with a credit/debit card, please call us at 1-800-544-4723.
9. Confirm payment details and click **Make Payment** – *only click this button once to avoid being charged multiple times.*
10. If you need to book another traveler, click **Book Another Traveler** and repeat steps 6-9.
11. **As a safety precaution, we will not keep your banking account information on file for future payments.** Invoices will be emailed monthly as payment reminders. Log into your account to view your current invoice, make payments via e-check and edit account information. Please call us if you would like to make a credit/debit card payment. Checks/money orders can also be mailed to our P.O. Box below.