



You MUST register online before any payments will be accepted.

Your online account gives you access to important trip documents and details, online payments, and more...

How Do You Register?

Registering is quick and easy. Go to www.nowaktours.com and click the "Traveler Login" link at the top right. Then, simply follow the included instructions to complete the trip registration. *Returning customers should sign into their account to register.*

Trip ID: TRIVDC2019

Group Name: Tri Valley Middle School

Destination: Washington DC

Trip Date(s): May 15 – 18, 2019

Per Person Price

\$507 Quad / \$535 Triple / \$592 Double / \$770 Single

**Any cancellation made at least 45 days prior to the trip departure date is subject to a full refund minus any non-refundable items in addition to a \$25 processing fee for those cancellations processed through Nowak Tours. Any cancellation that is made within 45 days of the departure date will forfeit 50% of the trip cost plus any non-refundable items.*

Payment Schedule

October 17, 2018	\$150
January 16, 2019	\$175
March 13, 2019	BALANCE DUE

Nowak Tours Online Registration & Payment Instructions

Follow these steps to register for the trip and make online payments. If you experience difficulties, feel free to contact our office for assistance at 877-293-4900. We accept Visa, MasterCard, and Discover.

Go to www.nowaktours.com and click the "Traveler Login" link at the top right. The login screen displayed in **Image A** will appear. Returning users will log into your account using your username and password. New users will click the "Create Your Account" link. Enter the **Trip ID** as displayed in **Image B** to the right and click "Continue". Then, follow the three step registration process shown below.

Image A shows the "Sign in" form with fields for Username/Email and Password, a "Sign In" button, a "New to Nowak Tours?" link, and a "Create Your Account" button. **Image B** shows the "Register" form with a "Trip ID" field containing "TRIVDC2019", a "Continue" button, and a link for "Existing User? Sign In".

Step 1 – Account Holder Information:

Enter your information and select the "Next" button and proceed to Step 2 to add the traveler(s).

The "Register For" process flow shows Step 1: Account Holder Info, Step 2: Add Travelers, and Step 3: Summary. The "Step 1: Account Holder Info" form includes fields for Parent/Guardian First Name and Last Name, and a "Trip Summary" section with fields for Destination, School, From, and Type.

Step 2 – Add Travelers: Using the dropdown box, select the number of travelers that you want to register as shown in "Example A". You will then see a form for each traveler appear as shown in "Example B". Select the traveler from the dropdown box, or select "Add New Traveler". Then complete the remainder of the form(s) and click the "Next" button to proceed to Step 3.

Example A shows the "Step 2: Add Travelers" form with a "Number of travelers" dropdown menu. **Example B** shows the "Step 2: Add Travelers" form with a "Traveler 1" section, including fields for "Select Traveler or Add New Traveler", "Parent/Guardian" (Student), "Package/Service Level", "Payment Schedule", and "Additional Items".

Step 3 – Finish and Pay: Click the "Pay Now" button to complete your registration and make a credit card payment. Click the "Pay Later" button to complete your registration and mail a check or pay at a later date. Your trip registration is now complete.

The "Step 3: Summary" form shows a table of travelers and a "Complete registration and:" section with "Pay Now" and "Pay Later" buttons. A hand icon points to the "Pay Now" button.

Traveler	Service Level	Additional Items	Total Trip Price	Paid	Due	Action
Harry	Student (Male)	Quad				Remove

Complete registration and: **Pay Now** OR **Pay Later**