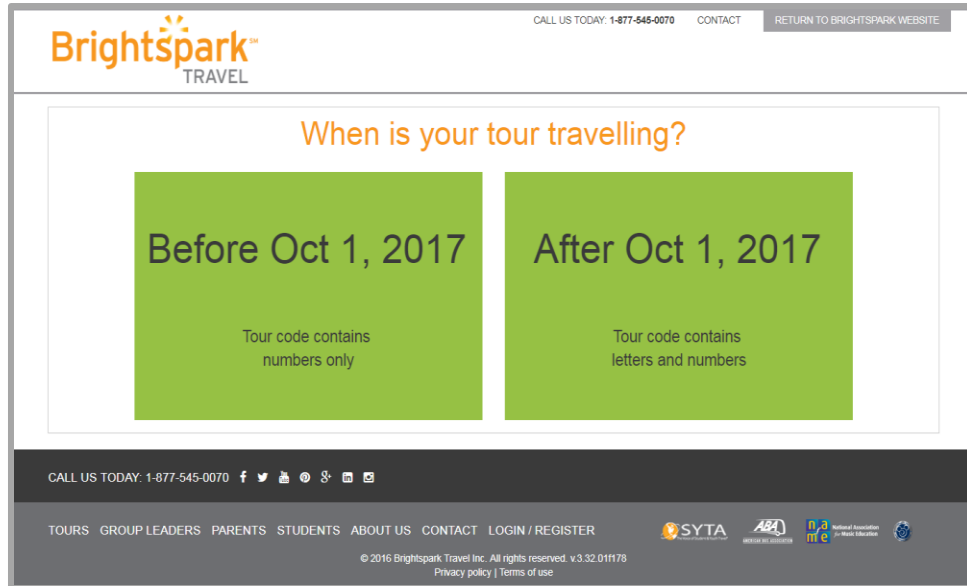
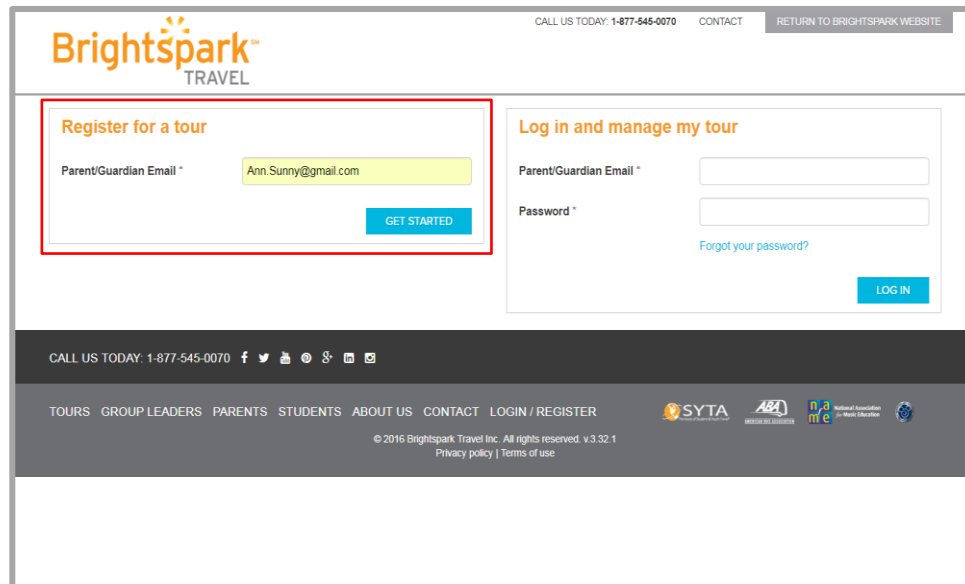


## Welcome to Brightspark's New Online Registration Portal

1. Visit [portal.brightsparktravel.com](http://portal.brightsparktravel.com)
2. Choose when your participant's trip travels



3. Create a new profile by entering a Parent/Guardian email address. Click **GET STARTED** to continue.



4. Enter Parent/Guardian information. Click **CREATE ACCOUNT** to continue.

**Brightspark TRAVEL** CALL US TODAY: 1-877-545-0070 CONTACT RETURN TO BRIGHTSPARK WEBSITE

### Create a Parent/Guardian account

Parent/Guardian Email \*

Confirm Email \*   
Please confirm your email address

First Name \*

Last Name \*

Password \*   
Passwords must be at least six characters long, including at least one lower case letter, one upper case letter, one digit and one other character.

Confirm Password \*

\* I am over 18 years of age and a parent or guardian of the student I am registering. I have read and understand the [Terms of Use](#) and [Privacy Policy](#)

I would like a paper invoice

**CREATE ACCOUNT**

*All fields with \* are required.*

5. Register for your participant's class trip by using the 7 character portal code you were given by your trip organizer. Click **OK** to continue.

**Brightspark TRAVEL** CALL US TODAY: 1-877-545-0070 CONTACT RETURN TO BRIGHTSPARK WEBSITE MY TOURS MY PROFILE LOG OUT

### Register for a NEW tour

Tour Code  **OK**  
Please enter the seven character tour code you were given by your teacher or school.

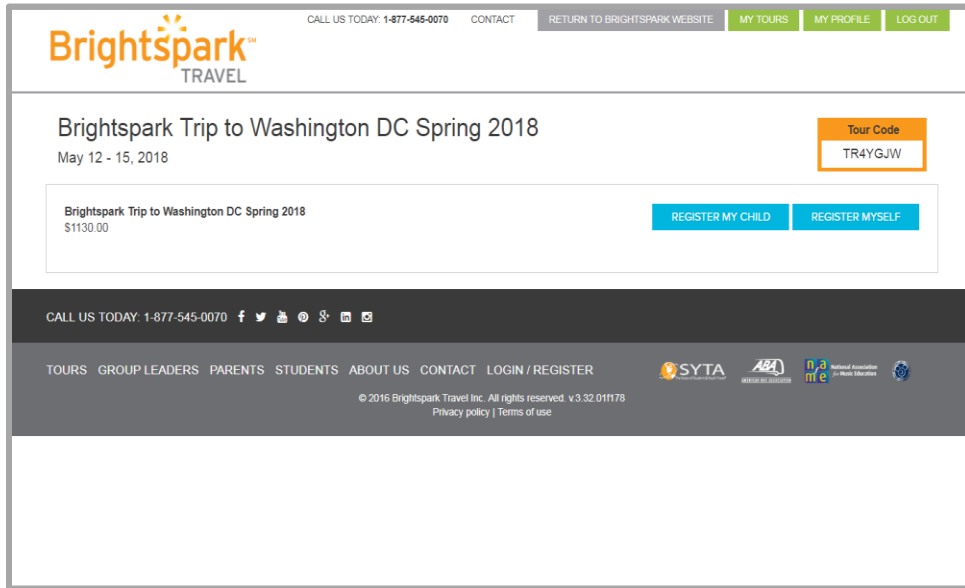
CALL US TODAY: 1-877-545-0070

TOURS GROUP LEADERS PARENTS STUDENTS ABOUT US CONTACT LOGIN / REGISTER

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Privacy policy | Terms of use

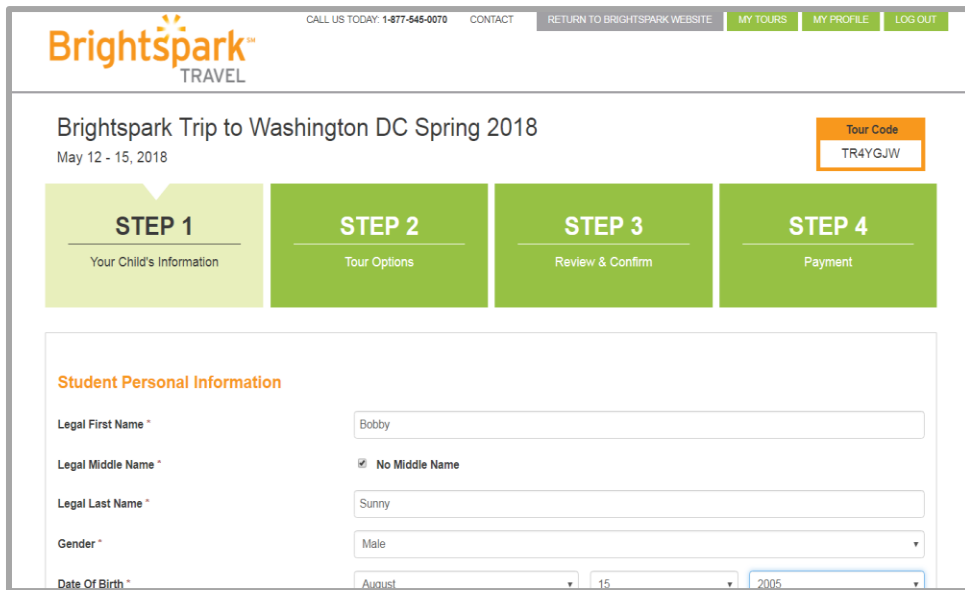


6. Click **REGISTER MY CHILD** to register for the class trip.



**REGISTER MYSELF** will only appear if your trip allows adults to attend the trip

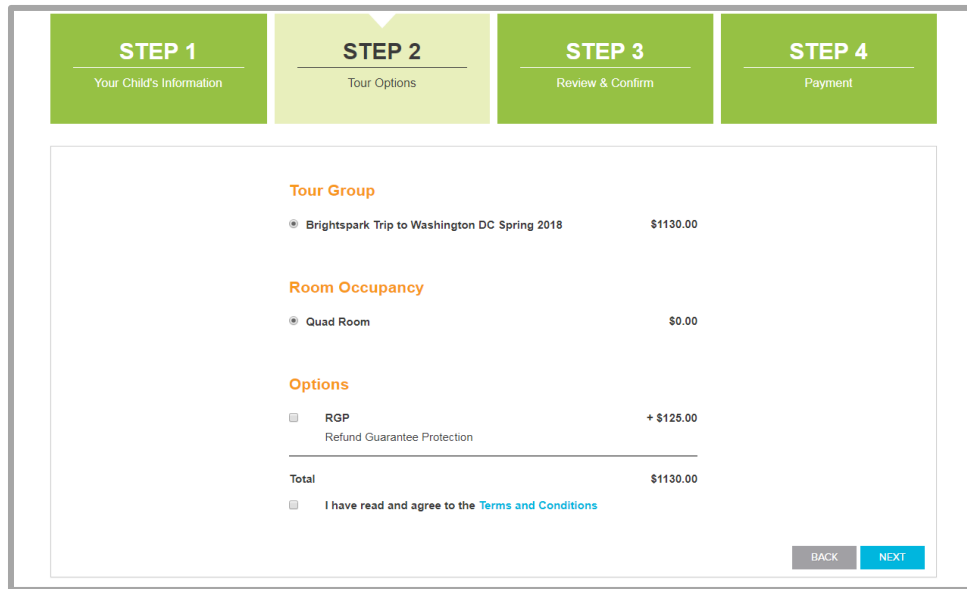
7. Enter student personal information: Name, Date of Birth, Address, Emergency Contacts, Allergies, etc. Click **NEXT** to continue.



All fields with \* are required. Passport Information is only required for international trips.

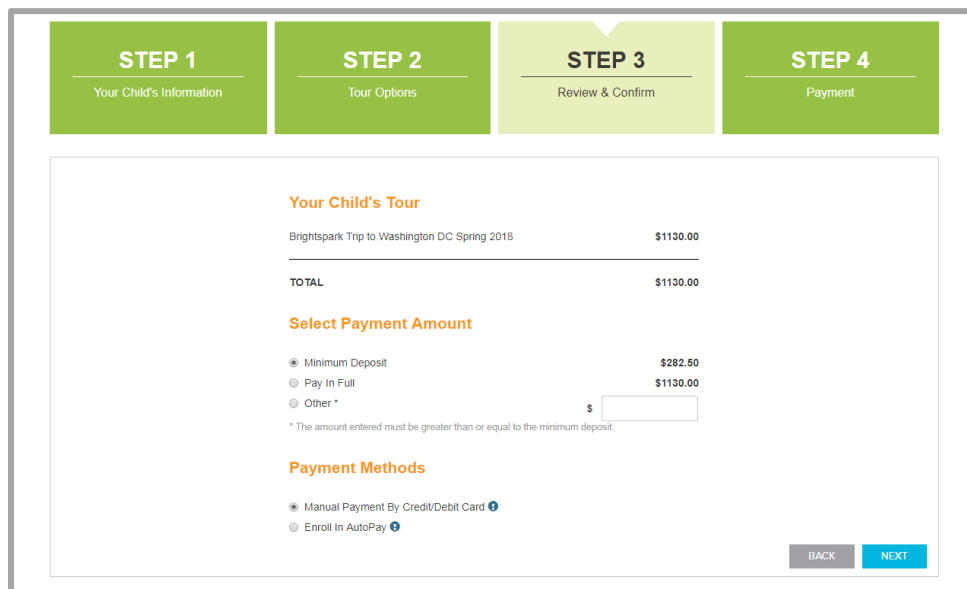


8. Select the options you would like to include in your child’s trip price: room upgrades (if available), optional RGP trip protection, etc. Click **NEXT** to continue.



STEP 1	STEP 2	STEP 3	STEP 4
Your Child's Information	Tour Options	Review & Confirm	Payment
<b>Tour Group</b>			
<input checked="" type="radio"/> Brightspark Trip to Washington DC Spring 2018		\$1130.00	
<b>Room Occupancy</b>			
<input checked="" type="radio"/> Quad Room		\$0.00	
<b>Options</b>			
<input type="checkbox"/> RGP Refund Guarantee Protection		+ \$125.00	
<b>Total</b>		\$1130.00	
<input type="checkbox"/> I have read and agree to the <a href="#">Terms and Conditions</a>			
		BACK	NEXT

9. Here you will review the trip price and select a trip deposit and payment plan. Click **NEXT** to continue.



STEP 1	STEP 2	STEP 3	STEP 4
Your Child's Information	Tour Options	Review & Confirm	Payment
<b>Your Child's Tour</b>			
Brightspark Trip to Washington DC Spring 2018		\$1130.00	
<b>TOTAL</b>		\$1130.00	
<b>Select Payment Amount</b>			
<input checked="" type="radio"/> Minimum Deposit		\$282.50	
<input type="radio"/> Pay In Full		\$1130.00	
<input type="radio"/> Other *		\$ <input type="text"/>	
* The amount entered must be greater than or equal to the minimum deposit.			
<b>Payment Methods</b>			
<input checked="" type="radio"/> Manual Payment By Credit/Debit Card			
<input type="radio"/> Enroll In AutoPay			
		BACK	NEXT

*If you choose not to enroll in AutoPay, you can register later if you change your mind.*

10. Enter payment information through Moneris online payment system. Click **PROCESS TRANSACTION** to continue.

**Ian - QA Store**

Please complete all bolded fields and click Process Transaction.

**Cardholder Details**

Please enter the following address exactly as it appears on your credit card statement.

**Street Number:**

**Street Name:**   PO Box\*

**Zip/Postal Code:**

\*To enter a PO box leave the 'Street Number' field blank and enter the PO box in the 'Street Name' field.

**Payment Details**

**Transaction Amount:** \$282.50 (USD)  
**Order ID:** mh0367331555

Please complete the following details exactly as they appear on your credit card.  
Do not put spaces or hyphens in the credit card number.

**Cardholder Name:**

**Credit Card Number:**

**Expiration Date:** 08 / 2017

**Card Security Code:**

Click 'Process Transaction' to charge your credit card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

11. We've now received your participant's registration! Here you have a summary of your student's registration details, overview of both your most recent and upcoming payments, and Payment Schedule. Note the **Participant Code** that identifies your child with this trip.

[CALL US TODAY: 1-877-545-0070](#)   
 [CONTACT](#)   
 [RETURN TO BRIGHTSPARK WEBSITE](#)   
 [MY TOURS](#)   
 [MY PROFILE](#)   
 [LOG OUT](#)

[TOUR DETAILS](#)   
 [ITINERARY](#)   
 [PAYMENTS](#)   
 [TOUR INFO & UPDATES](#)

**Brightspark Trip to Washington DC Spring 2018**  
 May 12 - 15, 2018

**Participant Code**  
PSBGK8X

**Tour Code**  
TR4YGJW

**Success!** [PRINT](#)

We've received your registration. Please check your details below and make a note of your participant code (PSBGK8X) and tour code (TR4YGJW).

**Last Payment**

Date	Aug 25, 2017
Amount	\$282.50
Payment Type	Credit card
Credit Card	5105**5100
Auth Code	578000

**Next Payment**

\$282.50 due Nov 21, 2017

[PAY NOW](#)

Have your subsequent payments automatically processed on the due date. Never miss a payment again!

[SET UP AUTOPAY](#)

**Registration Details**

**Student Personal Information**

Legal Name	Bobby Sunny
Gender	M
Date Of Birth	August 15, 2005
Passport Number	
Passport Expiration	

**Home Address**

123 Main St.  
Chicago,  
Illinois,  
United States,  
80631

**Emergency Contacts**

Ann Sunny (mother)  
123-456-5656

**Special Needs**

Child has no special needs, allergies, or dietary restrictions

[EDIT](#)

**Payment Schedule**

Deposit	Paid	
Second Installment	Nov 21, 2017	\$282.50
Third Installment	Feb 09, 2018	\$492.00
Fourth Installment	Mar 28, 2018	\$113.00

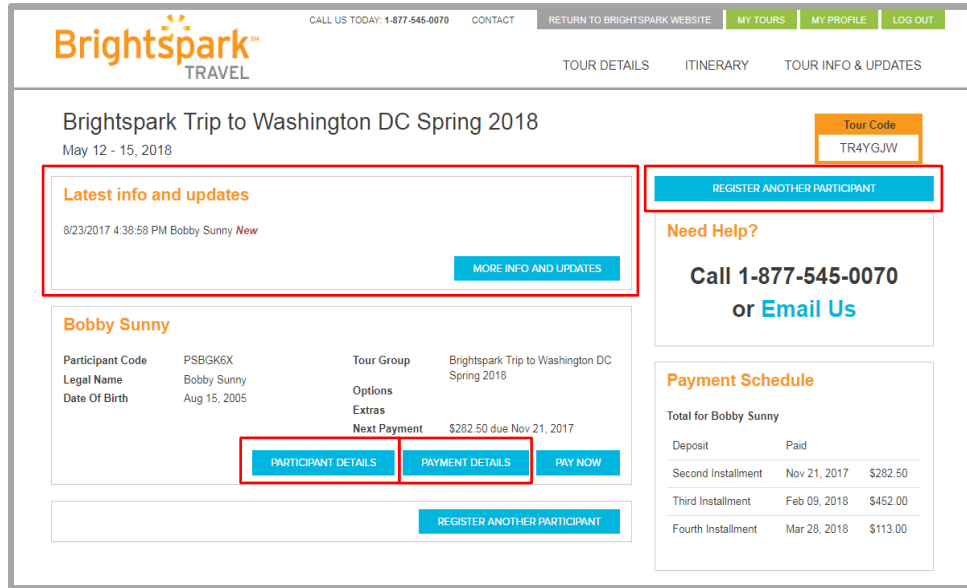
[REGISTER ANOTHER PARTICIPANT](#)

**Need Help?**

**Call 1-877-545-0070**  
or [Email Us](#)



12. The next time you login, this is what you will see. At the top, you'll see info and updates from your group leader regarding your trip. Notice your student's participant details, this is where you can go in and edit any personal information that has changed. You are also able to complete additional participants' registrations here. If you did not opt in for auto payments initially, you can always go into the payment details and set it up.



The screenshot shows the user interface for a Brightspark Travel account. At the top, there is a navigation bar with links for 'CALL US TODAY: 1-877-545-0070', 'CONTACT', 'RETURN TO BRIGHTSPARK WEBSITE', 'MY TOURS', 'MY PROFILE', and 'LOG OUT'. Below this, there are tabs for 'TOUR DETAILS', 'ITINERARY', and 'TOUR INFO & UPDATES'. The main content area is titled 'Brightspark Trip to Washington DC Spring 2018' with dates 'May 12 - 15, 2018'. A 'Tour Code' box displays 'TR4YGJW'. A red box highlights the 'Latest info and updates' section, which shows a message from Bobby Sunny dated 8/23/2017, with a 'MORE INFO AND UPDATES' button. Another red box highlights a 'REGISTER ANOTHER PARTICIPANT' button. Below the updates, the 'Bobby Sunny' participant details are shown, including Participant Code (PSBGK6X), Legal Name (Bobby Sunny), Date Of Birth (Aug 15, 2005), Tour Group (Brightspark Trip to Washington DC Spring 2018), Options, Extras, and Next Payment (\$282.50 due Nov 21, 2017). Red boxes highlight the 'PARTICIPANT DETAILS', 'PAYMENT DETAILS', and 'PAY NOW' buttons. To the right, there is a 'Need Help?' section with contact information 'Call 1-877-545-0070 or Email Us' and a 'Payment Schedule' table.

Total for Bobby Sunny			
Deposit	Paid		
Second Installment	Nov 21, 2017	\$282.50	
Third Installment	Feb 09, 2018	\$452.00	
Fourth Installment	Mar 28, 2018	\$113.00	

Please call us at (877)545-0070 or email us at [customersupport@brightsparktravel.com](mailto:customersupport@brightsparktravel.com) if you have any questions.

We hope you had a wonderful summer and look forward to traveling with you this school year!

-The Brightspark Team