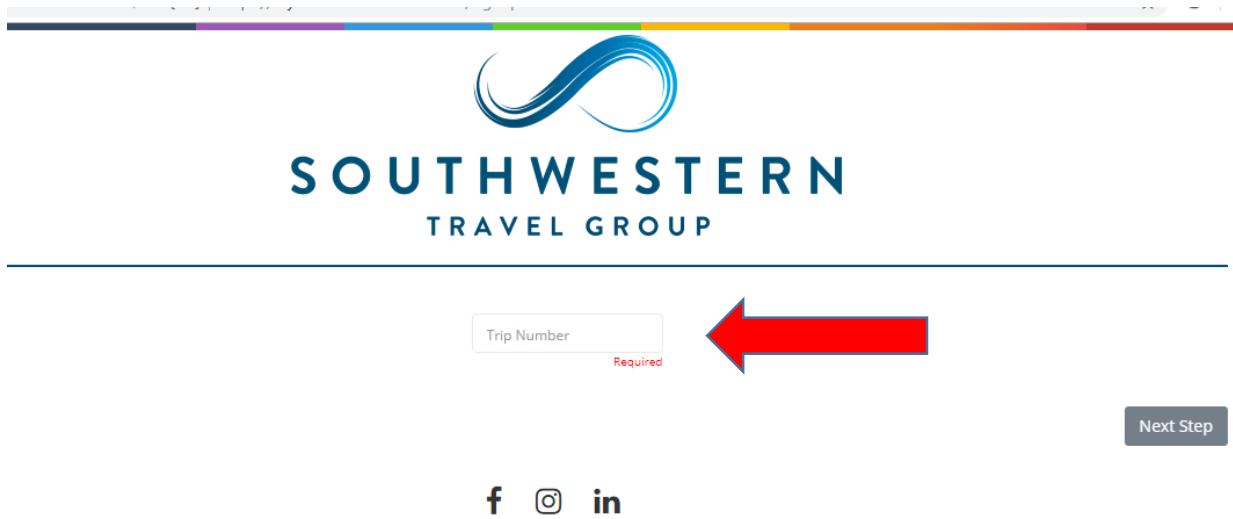




### Online Payment and Registration System

1. Go to <https://mysouthwesterntravel.com/signup>
2. Type in the **trip number**: Four Digit Code Specific to your Group



3. Select **type of traveler** (i.e. student or chaperone)



Trip ID: BY57  
Destination: Dollywood/Jefferson High School Choir/Dec. 2018  
Group: Jefferson High School Choir  
Departure Date: 12/21/2018

Select an option:

- This is not my trip
- I am a STUDENT
- I am a CHAPERONE

Next Step

4. Create a **password**



5. Fill in required fields on each page and click **"Next Step"**

**Email Address / Username**

sellis@southwesterntravel.com

**Create Password**

Create Password

Required

**Confirm Password**

Confirm Password

Required

Next Step

**6. Personal, Contact Information, Emergency Contact, and Guardian Contact**

- a. If you cannot move to the next page, double-check all **required** information is complete.
  - b. **Allergies/disabilities:** Very important to share this information
7. **Statement of Responsibility:** Signed by the Guardian of student or Chaperone
  8. **Terms and Conditions:** Signed by the Guardian of student or Chaperone
  9. **Consent and Release:** Signed by the Guardian of student or Chaperone



10. **Payment Options:**

- a. **Pay balance today:** Payment in full for the amount of the trip - today
- b. **Set up Automatic Payment:** Payments withdrawn automatically based on payment schedule
- c. **Manual payments based on E-invoices:** One-time payment for the deposit amount due today. Based on payment schedule, you will log in manually for future deposits
- d. **Payment arrangement already made:** If your trip cost is covered by boosters, fundraising or other form of payment (i.e. check or phone payment)

 **Payment Options**

**Cost of Trip:** \$580.00

Select a payment options

- Pay balance today
- Set up Automatic Payment  
*We will charge your provided payment method automatically based on the trip's scheduled payment due date ([see payment dates](#))*
- Manual payments based on E-Invoices
- Payment arrangement already made

11. **Payment Plan Review:** confirm amount due today

12. **Payment Details:** insert payment information

13. **Final Review:** please review all information for any errors

- a. **Check** "I authorize SW Educational Travel to charge this payment..." and click "**confirm**"

14. Your registration is **Complete!**