

May 19, 2009

Dear Trip Participant:

Music Travel Consultants is very excited to be working with the Wando High School Marching Band to Indianapolis, Indiana. The trip sign-up and all payments will be collected by Music Travel Consultants. Instructions are provided below for the trip sign-up and payment schedule forms.



**Online Trip Sign-up – (You must have an email address to use this option)**

- Start by going to [www.music-travel.com](http://www.music-travel.com)
- Click on **MTC ONLINE Trip Signup [Individuals]**
- Click on **New User? Click to Sign Up**
- Fill in all information and click **Create Account**
- Enter your username which is your email address
- Enter your password
- Go to **Register A Traveler** and fill in the requested information
- Your trip number: **0911-8-67**

**Online trip payment**

- Log into your account as you did before
- Click on the "make a payment" icon just above the picture
- Follow the instructions
- If you have more than 1 traveler you must enter an amount for each traveler even if it is \$0
- Credit/Debit Card and Cheque payments

**Trip Conditions and Payment Schedule**

This form is provided to you with the following information; inclusions, payment information, cancellation and responsibility clauses. We ask that each person adhere to the payment schedule and be aware of the cancellation information. Any questions or deviations from the payment schedule should be communicated to MTC.

Periodically throughout the trip preparation process, MTC will provide your director with the trip sign-up and payment status of all trip participants. Those who have delinquent trip accounts will be contacted by MTC and can be removed from the trip with cancellation penalties implemented as stated in the cancellation information.

Once the rooming list has been provided to MTC, we will then determine your final payment and will provide it to you through email. In addition it will be posted with your director.

The individual sign-up and pay is a new product that MTC provides our clients to help take away the day to day stress from collecting monies and accounting for such. If you have any questions, please feel free to contact me at the office at your convenience.

Sincerely,

*Mark Ferrell*

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