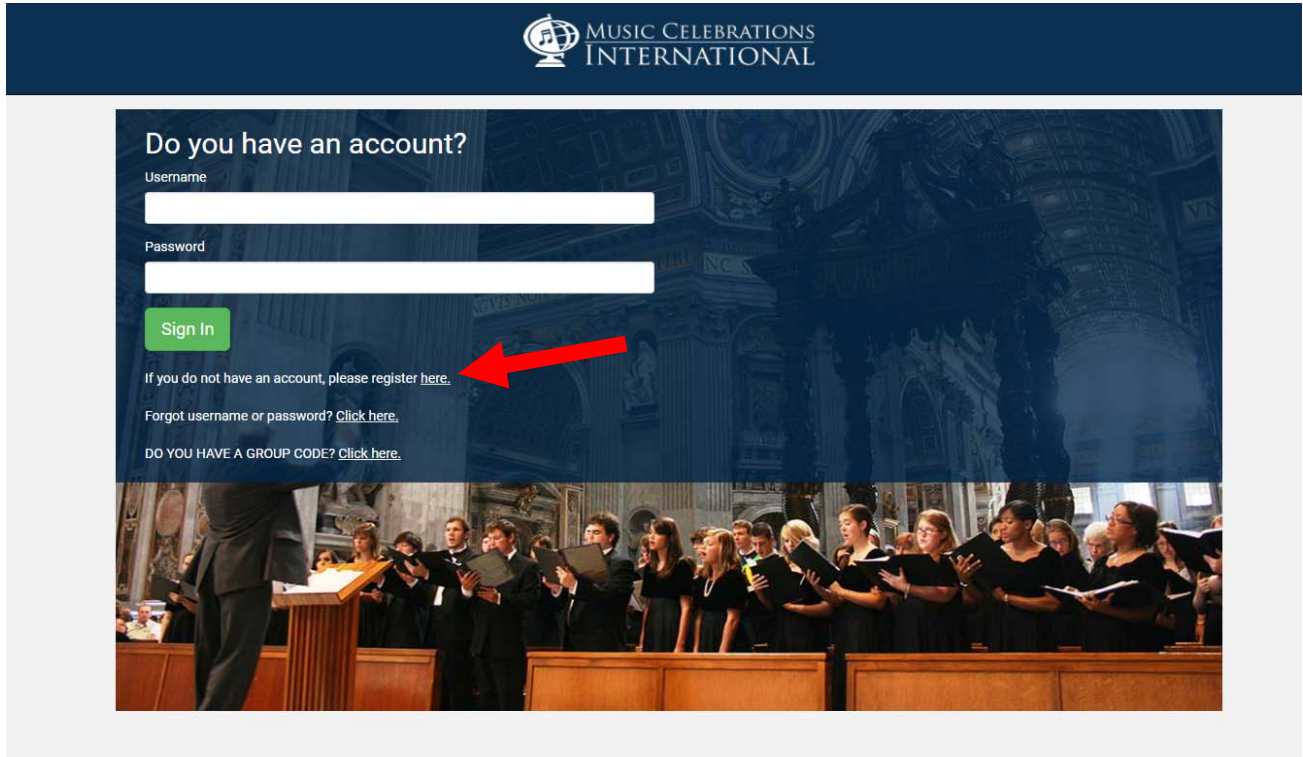


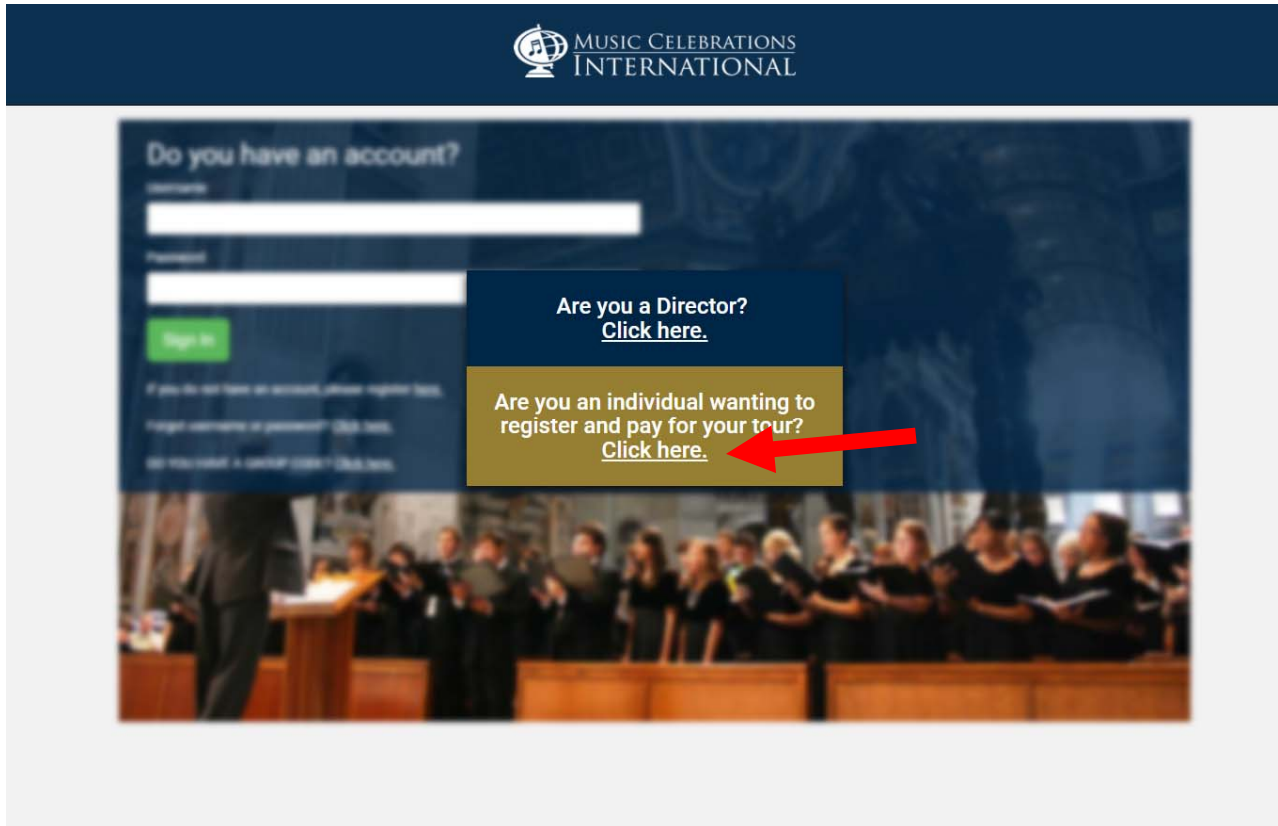
## Individual Registration Walk Through

Please Note: Portal must be accessed via a computer. Portal may not load correctly on tablets and phones.

- 1) Go to the link: <https://portal.musiccelebrations.com> and click on the “If you do not have an account, please register here.”



- 2) Click the “Are you an individual wanting to register and pay for your tour? Click here.”



- 3) Create Account (Account holder needs to be 18 years of age or older. If traveler is under the age of 18, a parent or guardian must create the account) - Fill in the fields and be sure to write down your Username and Password.

The screenshot shows a web browser window with the URL <https://portal.musiccelebrations.com/registerindividual>. The page title is "MCI Portal - Create Login". The header features the Music Celebrations International logo. The main content area is titled "Create Account" and contains the following fields:

- Choose your Username:
- Email Address:
- Choose Password:  (Note: Password must be at least 8 characters long, contain one upper case letter, and one of the following symbols: !, @, #, \$, %, ^, >, &)
- Confirm Password:
- Account Holder First Name:
- Account Holder Middle Name:
- Account Holder Last Name:
- Account Holder Address:
- Account Holder City:
- Account Holder Country:
- Account Holder State:
- Account Holder Zip:
- Account Holder Phone:

A blue "Submit" button is located at the bottom of the form. The browser's taskbar at the bottom shows various application icons and the system clock indicating 11:08 AM on 12/18/2017.

- 4) Choose your group's name. This will then auto populate the "Where is the group from" and "Tour Destination" fields. Once the fields have been filled in, click "Register for this Group."

The screenshot shows the "Choose Group" form on the Music Celebrations International website. The form includes the following elements:

- Group Name:
- Where is the group from:
- Tour Destination:
- Register for this Group:

A red arrow points to the "Register for this Group" button. The header of the page features the Music Celebrations International logo.

- 5) Fill in your registration form with the Primary name being the first person traveling. Parents who are going along will put themselves as the primary name and will click “Add Another Participant” to add their child(ren) or additional travelers. Travelers who are going with a friend or spouse and would like to pay together can register under the same login by putting a primary name and adding another participant. If you are registering and do not live in the United States, please make sure the State field reads “Other (Non US)”.

The screenshot shows a web browser window with the URL <https://portal.musiccelebrations.com/registerindividual/addparticipants>. The page features the Music Celebrations International logo and a navigation menu with options: Add Participants, Add Guardians, Payment Schedule, Cancellation Schedule, Authorization & Consent, and Payment. The main content is a "Registration Form" with the following fields:

- Group Number: 1823708C
- Group Name: RHEINLAND - PFALZ INTERNATIONAL CHOIR
- Primary Participant Name: First Name, Middle Name, Last Name
- Primary Participant Date of Birth: Month (January), Day (1), Year (1900), Gender (Male)
- Address: Address
- City, Country (Austria), State (Other (Non US)), Zip Code
- Email

Buttons at the bottom include "Submit" and "Add Another Participant". A link "CLICK HERE to Set Primary Participant Info Same as Account Holder" is also present.

- 6) If there is a participant who is under the age of 18, a guardian window will populate that asks for guardian contact information.

The screenshot shows a web browser window with the URL <https://portal.musiccelebrations.com/registerindividual/addparentguardian>. The page features the Music Celebrations International logo and a navigation menu with options: Add Participants, Add Guardians, Payment Schedule, Cancellation Schedule, Authorization & Consent, and Payment. The main content is an "Add Parent/Guardian" form with the following fields:

- Parent/Guardian Name: First Name, Middle Name, Last Name
- Birth Month (January), Birth Day (1), Birth Year (2017), Gender (Male)
- Address: (Set Same as Primary Participant)
- City, Country (United States), State (Alabama), Zip Code
- Email
- Phone 1
- Phone 2

A "Submit" button is located at the bottom of the form.

- 7) For travelers 18 and up, the next window will be a pricing and payment schedule. This will include payment due dates as well as the paying categories. (Note: there is a scroll bar to the right of the document. You must use this scroll bar to see the rest of the Pricing Information document.) You must click “Yes, I agree to the pricing schedule and will pay for the tour according to the payment schedule provided.”

**MUSIC CELEBRATIONS INTERNATIONAL**

Add Participants / Add Guardians / **Payment Schedule** / Cancellation Schedule / Authorization & Consent / Payment

### Tour Pricing and Payment Schedule

**Pricing Information**

I would like a room to myself, a single supplement charge may be added to my tour

**GREAT BRITAIN CHORAL FESTIVAL: A CELEBRATION OF PEACE**  
**MUSIC CELEBRATIONS INTERNATIONAL**  
 Payment & Cancellation Schedules  
 Utah State University Alumni

**PRICING INFORMATION**

With Round-trip Airfare from: Salt Lake City, UT	Airfare Season	Double Occupancy
(8 nights/10 days) COVENTRY, LONDON, CAMBRIDGE	High	\$4,536
<b>Land Only (self-arranged air)</b>		<b>\$2,781</b>

Single Supplement (fee of \$748)

**PAYMENT SCHEDULE**

Yes, I agree to the pricing schedule and will pay for the tour according to the payment schedule provided.

[Submit](#)

If participants wish to have a single room, they must check the box that says “I would like a room to myself, a single supplement charge may be added to my tour.” To see what price the single supplement will be, please refer to the payment and cancellation schedule.

- 8) The next window will show the same document that outlines the Cancellation Schedule. You must click the “I have read and understand that cancellation penalties apply and that my cancellation must be received in writing” to move to the next window.

The screenshot shows the Music Celebrations International website interface. At the top, there is a navigation bar with the following tabs: Add Participants, Add Guardians, Payment Schedule, Cancellation Schedule (highlighted), Authorization & Consent, and Payment. The main content area displays a document titled "Microsoft Word - 2018 - PAYMENT AND CANCELL... 1 / 1". The document content includes:

- \$1,500 per person .....Due: With Registration
- Final Payment (remaining balance) .....Due: April 1, 2018

**CANCELLATION SCHEDULE**

- \$200 per person (non-refundable).....Penalty Begins: At Time of Registration
- 10% per person, of total tour costs.....Penalty Begins: October 15, 2017
- 25% per person, of total tour costs.....Penalty Begins: December 15, 2017
- 50% per person, of total tour costs.....Penalty Begins: March 15, 2018
- 100% per person, of total tour costs.....Penalty Begins: April 5, 2018

*Amount penalized is % of the total tour cost, not % of what has already been paid.*

Please note that the above payment and cancellation schedule is based on the initial registration date as well as subsequent on-time payments and can be modified with your input and feedback.

This schedule is subject to change should any payment dates be missed.

I have read and understand that cancellation penalties apply and that my cancellation must be received in writing.

- 9) The next window will show the Authorization & Consent. Please click the “By clicking this box, I signify that I am over the age of 18, and I give consent and authorization”

The screenshot shows the Music Celebrations International website interface. At the top, there is a navigation bar with the following tabs: Add Participants, Add Guardians, Payment Schedule, Cancellation Schedule, Authorization & Consent (highlighted), and Payment. The main content area displays a form titled "Authorization & Consent".

By signing this form and clicking on the box "I give consent and authorization", I am authorizing and consenting to the following:

- If my tour is travelling by scheduled air carrier arranged by Music Celebrations International ("MCI"), I understand that the airline tickets or air tours I am purchasing are subject to supplemental price increases that may be imposed after the date of purchase. Price increases may be applied due to additional costs imposed by a supplier or government. I acknowledge that I may be charged additional sums by Music Celebrations International to offset fluctuations in fees, fuel surcharges or taxes.
- I'm agreeing to do business electronically with Music Celebrations International (or member companies)
- I am who I say I am when logging in and transacting business through the MCI websites
- If I am logging in on behalf of my employer, I have the appropriate authority to log in and conduct business electronically on its behalf
- This Consent applies to any transactions I conduct through the MCI websites
- I have the right to withdraw this consent at any time by calling 800-395-2035
- I have access to a computer with a current internet browser and an operating system that allows me to save files or print web pages and documents
- I may print this Authorization and Consent and any electronic record or I can contact MCI to request a paper copy from their offices for free
- I will notify MCI of changes to my email or mailing address by sending an email to [accounting@musiccelebrations.com](mailto:accounting@musiccelebrations.com) or calling 800-395-2036
- I understand that United States laws and Arizona laws govern MCI websites and my use of them
- My online activity may be viewed, monitored and recorded to help prevent and detect fraud

If you do not consent, you will not be able to access account information or conduct transactions online.

By clicking this box, I signify I am over the age of 18, and I give consent and authorization.

E-Signature  Date

**Travel Insurance**

We highly recommend purchasing additional travel insurance to cover trip cancellation/interruption, travel delay, emergency medical, baggage delay, and accidental death coverage. Your tour director has been supplied travel insurance information, rates, and coverage for this tour. Please send this information and decide on your policy now. If you purchase the insurance at the time of your initial deposit, the travel insurance covers you even if you must cancel or interrupt your trip due to a pre-existing medical condition.

For insurance details and coverages, [click here](#).

I would like to add travel insurance.

I have read the optional travel insurance available to me and have chosen NOT to participate.

The item titled “Travel Insurance” allows you to purchase our upgraded insurance plan. Click on the “For insurance details and coverages, [click here](#)” to see the premium coverage and cost. If you choose not to upgrade your insurance at the time of registration, you will still have the opportunity to purchase additional coverage until the final payment date.

- 10) To complete your registration, you must pay the deposit (Please Note: you are not “officially” registered for the tour until we receive your deposit). You can pay via credit card, e-check or check. (If you are registering and do not live in the United States, you will need to pay by credit card.) If you choose to mail in a physical check, you must click the “Check” box, the information regarding who to make the check out to and where to send it will appear. The “Payment Amount” section allows you to enter the total amount you wish to deposit towards your balance. The following drop down labeled “Amount I want to pay for insurance” allows you to select the additional insurance you wish to purchase. In the “Special Payment Instructions” please include any additional information you would like MCI to know about your tour.

The screenshot shows a web browser window with the URL <https://portal.musiccelebrations.com/registerindividual/depositpayment>. The page title is "Make Your Payment" and it features a navigation bar with options: "Add Participants", "Add Operators", "Payment Schedule", "Cancellation Schedule", "Authorization & Consent", and "Payment".

The form is divided into two main sections:

- Billing Information:** This section includes fields for Name, Address, City, Country (set to United States), State (set to Alabama), and Zip Code. It also has fields for Phone 1, Phone 2, and Email. Below these are fields for Credit Card Number, Security Code, Expiration Month (set to January), and Expiration Year (set to 2017). Logos for VISA, MasterCard, American Express, and Discover are displayed. A note states: "Please note we do not store credit card information on this site. \*\*Your invoices will be sent to you from 'accounting@musiccelebrations.com'. Please make sure you add this email to your preferred email list to avoid spam."
- Payment Amount:** This section has a field for "Amount I want to pay for tour:" with a value of \$ 0.00. Below it, the total is displayed as "Total: \$0.00".

At the bottom of the form, there is a red text prompt: "Please note any special instructions, tour specific or additional information about your payment below:". The browser's taskbar at the bottom shows the Windows Start button, several application icons, and the system tray with the date 12/18/2017 and time 11:16 AM.

- 11) Once the payment information is filled out, click “Submit Payment” to receive your registration confirmation. (Please note: invoices may take 5 or more business days to generate, therefore invoices may not automatically reflect your tour price at this time.) You will have the option to print the registration as well as click “To continue to your group portal – [click here](#)” to be taken to the group portal.



Thank you for sending your payment.  
You are officially registered for your tour!

Your assigned account number is

18114BRI-2

Please keep a record of your account number

Print your Registration [here](#)



To continue to your group portal - [click here](#)



- 12) The group portal is where you will be able to view your current itinerary and invoice, make a payment and upload documents for your tour.