



TOUR CONSULTANTS

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ONLINE PAYMENT INSTRUCTIONS – Please read thoroughly:

**Questions or Concerns: Please email or call Linda – Bennett Travel, Business Manager
Email: linda@bennett-travel.com Phone: 269-953-8101**

1. **ONLY A PARENT/GUARDIAN** can sign up their child/student **using their email address.**
2. **STUDENTS** are not allowed to sign up themselves.

IMPORTANT: Please make sure your browser is updated. The old version of Internet Explorer (for example) will not work. That particular browser needs to be updated to 'Internet Explorer/Edge'. The web browser, 'Google Chrome', must be entirely cleared of cache to work well. The web browser, 'FIREFOX', is fabulous! Also, some work environments prohibit employees to do personal online work.

Important note: Business emails are being blocked by Yahoo due to their new security. Please email or call Linda if you need any information (her contact info is at the bottom of this page).

TO THE DIRECTOR: You have been added as an administrator in order to view who has signed up and made payments. However, you need to register like everyone else to gain access.

1. Go to: www.bennett-travel.com
2. Select 'Online Payment' (top right of home page)
3. Fill out: First time visitors, register here – then click 'Create Account'.
Note: Whoever sets up the account and is going to have more than one payor for a particular individual, must share the account that you created. All payment & personal information is confidential for each payor – it simply displays how much was paid for the individual traveling.

Enter TRIP ID & PASSWORD which will be provided to you by your director. Note: Trip ID is ALL CAPS, NO SPACES

4. For OTSEGO HS BAND
Your TRIP ID & PASSWORD is:
TRIP ID: OTSEGOHSBAND-FLA2021
PASSWORD: WgMKNxGT
Click 'Submit' and you will be taken to the account/payment page
5. On the left column, scroll down to 'Add New Traveler'
Note: This could be the student or adult. You may add up to 4 travelers.
6. On the right column click: Make A Payment – **Note: All payments are non-refundable.**
Quad Rm: \$1178 Triple Rm: \$1214 Double Rm: \$1284 Single Rm: \$1494
[Note: Price is based on 136 participants]
7. Be sure to log out when finished
Note: You will also notice that an updated itinerary and cost addendum is included on this page. The itinerary will be updated as needed or required.