



Instructions for Individual Registration

Greetings parents of students, friends and family,

Group Travel Network is pleased to partner with your group to provide an exciting travel opportunity! In order to register with our online system, please follow the LINK provided to you by your group leader (below):

**** Adults ONLY (18+) – Students may NOT create their own account or sign waivers ** **
Once an adult creates an account, students can be added as a “Traveler” ****

<https://grouptravelnetwork.grcoll.co/go/st.amanthighschoolband-disney2022>

This link will take you to the page where you may select your trip, review trip details and terms, register for an account, add travelers and pay the first installment for the trip!

1. Click or copy the link into your browser (yes, the whole, long link!)
2. click "Register for This Trip" in the right-hand corner.
 - If prompted for a Trip ID: **st.amanthighschoolband-disney2022**
3. Create an account, or if you are a repeat traveler, log into your existing account when prompted! Follow the prompts as necessary to create your account or login. (yes, we need a real email address and no, we won't spam you!).
4. **CHECK YOUR EMAIL** (why we need a real email address) to confirm your information was input correctly. **IMPORTANT: Add info@grouptravelnetwork.com to your Safe Sender** list to ensure you receive emails from us.
5. Once into the account, the system will ask "Who's going on this trip?". The system will ask you for the spelling of each passenger's name, medical information, emergency contact information, etc.
6. Then, you'll be brought to the trip dashboard. Take a look at the passenger To-Do list to see what information is still needed. Note: you will not be able to pay for a trip until all the missing information has been added (including an emergency contact)
7. By clicking on 'Add Missing Info', you'll be able to complete the registration steps for each passenger. The information needing to be added includes address and contact information, package selections, signing documents, etc.
8. Read and sign any/all disclaimer(s).
9. Once finished, hit "save" and proceed to checkout. Only after all of these questions are answered will the system count you as CONFIRMED.
10. Follow the prompts through the checkout process to ensure your travelers are added along with any forms and info requested on each participant.
11. Payment is ONLY for the amount of travel protection you elect. ALL other payments will be made directly to the school.
12. Complete the registration!

Once registration is complete, you may access your account at any time to review balance owed, make a payment or change/update traveler information.

Representatives from the Group Travel Network team are available Monday thru Friday from 9am-5pm Eastern Time to assist with registration and answer your account questions. Please send all inquiries, in writing, to: info@grouptravelnetwork.com

We look forward to having you on the trip and providing "Memories Worth Repeating"!

At your service,
Group Travel Network

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