



August 23, 2017

Dear AEB Parent,

We are excited to announce the details for our field trip this year. Our school is working with Educational Travel Adventures, a professional student tour operator, to provide all of the arrangements. The company specializes in planning trips for students and is a member of numerous professional organizations including the Student and Youth Travel Association (SYTA) and the National Tour Association (NTA).

Here are the trip details:

DESTINATION:	Dallas, TX, USA
TRIP DATES:	April 19 <sup>th</sup> – 21 <sup>st</sup> , 2018
TRIP PRICE:	\$499 per person (quad occupancy)
REGISTRATION DEADLINE:	September 15 <sup>th</sup> , 2017 - \$50 Deposit Required

The tour operator will be handling your trip registration and payments. A customized web page for our school has been set up that contains all of the trip details and will allow you to register for the trip, make payments and complete your medical waiver online. Credit cards, debit cards and e-check payments are accepted online and you may also mail in payments by check or money order. Here are the login details:

In your internet browser, please visit the website:

<http://www.etadventures.com>

Then click the red button at the top right section of the screen: "Customer Login/Register"

On the next screen you will need to enter the Trip / Group Code and Password.

Trip/Group Code: **akins18**

Password: **dfwtrip18**

The next page will have all the details regarding the trip. Your next step is to click the button at the right side, "Make A New Reservation." After clicking, you will be asked to enter personal information and when completed you will receive an email confirmation and a unique reservation number.

On the confirmation screen, you will see tabs – "Reservation, Payments, Passengers, Billing Contact Information." Choose the Passengers tab to complete your Waiver.

To make future payments, you will need the user name and password above and your reservation number and will click on the "Pay for My Trip" button at the top right side of the screen.



## Fundraising Payments

If you are paying partially or in full with fundraising, you will still need to sign up via their website. When/if you wish to make payments online, you will be able to do so. If you are going to be making the current payment due using fundraising, you will click "I will mail check" and notify me that you want the payment to come out of your Charms account.

\*\*\*I will not make payments from your Charms account if the money is not in the account. In other words, if \$80 is due and your Charms balance is only \$40, **nothing will be paid to ETA** and you will run the risk of being dropped. You will then be responsible for making the payment that is due to ETA on your own.\*\*\*

If you have questions about the trip or the registration process, you may call Educational Travel Adventures toll free at 866-273-2500 and then choose option 2 for customer service. If you are unable to register online, they can take make your reservation on the phone.

**Do not ask ETA any questions about fundraising payments or paying via Charms balances.** They will not be able to answer any questions regarding these items.

We're looking forward to a great trip!