



Individual Trip Registration Instructions
Scottsboro High School Band – Chicago St. Patrick’s Day Parade Trip
March 8-12, 2023

American Travel Consulting is honored to partner with your group to provide this outstanding travel experience! In order to register with our online registration/payment system, visit www.americantravelconsulting.com/payment and insert the following group code in the school code box: **SCOTTSBOROHSBANDCHICAGO2023**

You may also go directly to the registration portal by typing the following URL into your address bar: **https://americantravelconsulting.grcoll.co/go/scottsborohsbandchicago2023**

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”

The above steps will take you to the registration page where you may register for an account, select your trip, review trip details and terms, add travelers, select or decline trip insurance, and pay your first installment for the trip.

- Once at the registration page, click “Register for This Trip”
- Create an account. Follow the prompts to create your account. A VALID email address is required to register, as you will need to validate your account through email.
- Check your Email to confirm your information is correct.
- Once you are signed in, the system will ask you “Who is going on the trip?”. You will be asked for the spelling of each passenger’s name, medical information, emergency contact information, etc.
- Once entered, you will now be at 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 the trip until ALL missing information has been added, including the emergency contact information.
- By clicking on “Add Missing Info”, you’ll be able to complete the registration steps for each traveler.
- Read and sign any/all disclaimers.
- Select or deny trip insurance. Trip insurance is offered in two levels (basic & enhanced). Please read the insurance summaries CAREFULLY and FULLY to understand which, if any, insurance is right for you. This trip Insurance is sold through Trip Mate, Inc. and is not associated with American Travel Consulting, LLC (ATC) in any way. ATC cannot discuss trip insurance inclusions or summaries. Trip insurance is an additional cost per traveler.
- Once finished, click “Save” and proceed to checkout by clicking the “Pay” button.
- Follow the prompts through the checkout process to ensure your travelers are added along with any forms and info requested on each participant.
- Pay the deposit (if required).
- 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.

If you have trouble registering for the trip or have account questions, ATC can be reached by email at chris@americantravelconsulting.com.

We look forward to having you with us on the trip!

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