



Participant Instructions for Using the Online Registration/ Payment System

I am pleased to inform you that your tour website is now setup and you have been manually registered onto the portal by our customer service team.

This document is designed to help you go through the step-by-step process of **registering to join the tour** being offered by your Program Leader.

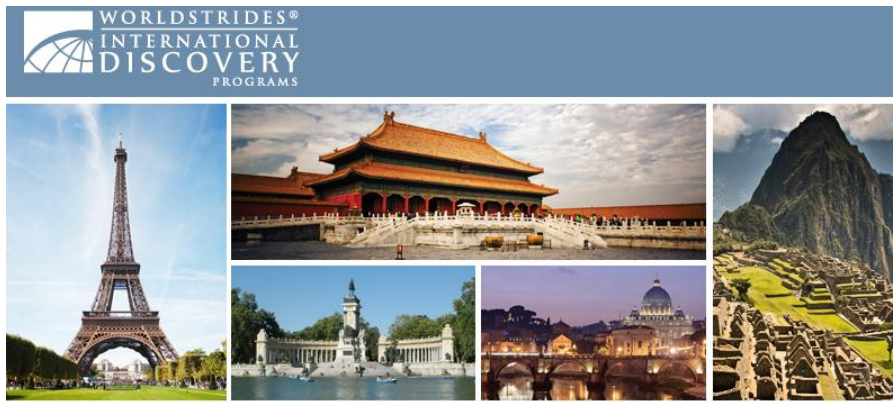
Please follow these instructions carefully. Before you start, you will need to have with you:

- Personal contact details, including an email address
- Emergency contact details
- Your valid passport (if you have one).
- A credit card or bank details to pay by E-check or EZPay

Any participant or parent who wishes to register to join the group may do so by using the website link www.worldstridesdiscovery.com/register, and the unique Trip ID, which will be given to you by your Program Leader.

Step 1 - Registering Yourself Online as a participant

Please go to the [Online Registration/Payment System](#) and make sure you have the **Trip ID Number** that your Program Leader will provide. Input the Trip ID and the complete the scrambled words section, and select **Register Now**.



Register for Your WorldStrides International Discovery Program

Welcome! Casterbridge Tours is now WorldStrides International Discovery programs. To register online using our secure registration system, you will need your trip identification number (**Trip ID**) and your credit card, debit card, or checking account information (if applicable). If possible, please also have your passport available (your passport information will be required before travel and should be provided at the time of registration, if possible).

The process should take less than 5 minutes to complete. Please read all program literature before registering.

Trip ID:

WorldStrides' commitment to a safe, worry-free experience extends well beyond your trip. For the security of your personal information, please enter the two words displayed below. Click the blue refresh button to see new words if the current set is too difficult to read.

Manage Your Account

If you have already registered and would like to manage your account or make an online payment, please click below:

[Manage My Account](#)

This will take you to the main trip website, where you can view further information regarding the tour. By completing this step **you will not yet be registered.**

[Register](#)

Summary | Itinerary | What is Included | Travel Insurance | Reviews | Piccell Wireless

Key Dates

Installment Payment: Dec 06, 2012
Final Payment: Jan 15, 2013
Departure Date: May 05, 2013

Program Leader Information

If you would like additional information on the tour, please feel free to contact your Program Leader:

Program Leader:
 Phone Number:
 Email Address:

Deposit Information

In order to join the tour, you will need to provide a **\$500 non-refundable deposit at the time of registration**, which can be performed through this website.

If you are considering purchasing the Casterbridge Travel Insurance, we would recommend that you also pay your premium at the time of your deposit to take advantage of the Pre-Existing Medical waiver. Further online

Should you wish to **fully register and pay your deposit**, select the **Register button**, in the top right of the web page under the main photo. You will then be taken to the registration page and you will need to complete all of the required fields.

Step 2 –Completing the Traveler Information Section 1

Traveler Information

In this section you will enter contact details of the primary participant.

Please use your full legal name (first, middle, last, suffix) as it appears on your passport. If you do not have a middle name, please click the check box beside "I do not have a middle name".

Is traveler responsible for making program payments?:

Yes No

First Name:


Middle Name: I do not have a middle name

Last Name:

Suffix:

Please verify that the name shown below matches the name shown on the participant's passport.

Gender: Male Female


Date of Birth: 

Primary Phone:

Alternate Phone:

Email Address:

Please indicate your state of residency below as displayed on your valid U.S. driver's license/government-issued ID or a utility bill indicating your name and current U.S. address.

State of Residence: 

Mailing Address:

Address 2:

City:

Country: 

State/Province: 

The first question will ask you; “if you are the participant will you be responsible for making payments, or will someone else will be making the payments on your behalf?”

- If you are not the person that will be responsible for making the trip payments (a student), then please tick the box for “No” and then follow instructions **2A** below.
- If you will be responsible for making the trip payments yourself (as the participant traveling), then please tick the box “Yes” and then follow the instructions **2B** below.

Instructions 2A - Once you have clicked on “No” you will see that the page changes slightly reducing the number of boxes you have to complete. In this section of the registration process you will need to complete the participant personal details. If the participant does not have a middle name please do not write anything in the box just click the box to the right. You will see a **name details box** showing the participant’s name as typed, and this should match the name on the participant’s passport. *(If you are not 100% sure of the name on the passport, you can come back later and amend this section)*

Traveler Information

In this section you will enter contact details of the primary participant.

Please use your full legal name (first, middle, last, suffix) as it appears on your passport. If you do not have a middle name, please click the check box beside "I do not have a middle name".

Is traveler responsible

for making program payments?: Yes No

First Name:

Middle Name: I do not have a middle name

Last Name:

Suffix:

Please verify that the name shown below matches the name shown on the participant's passport.

Gender: Male Female

Date of Birth:

Please indicate your state of residency below as displayed on your valid U.S. driver's license/government-issued ID or a utility bill indicating your name and current U.S. address.

State of Residence:

[Click here](#) for instructions for providing an APO/FPO/DPO address.

[Quit](#)

[Next Step](#)

Please then click **Next Step**, this will then take you to a page where you will need to complete the **Parent or Guardian/responsible party information** for the person who will be making the payments on the participant's behalf. You will also need to complete the participant Cell Information within this section. Once this is completed please click on the **Next Step** button at the bottom of the page and follow the instructions below from Step 3.

Instructions 2B -In this section of the registration process you will need to complete your personal details, if you do not have a middle name please do not write anything in the box just click the box to the right. You will see a **name details box** showing the participant's name as typed, and this should match the name on the participant's passport. *(If you are not 100% sure of the name on the passport, you can come back later and amend this section)*

The following part of the page will require your address and contact details. Once these details are complete please click on the **Next Step** button at the bottom of the page. You will be asked again at this point, to verify that your name is correct as it appears on your passport, to comply with TSA regulations for International flights.

Step 3 – Traveler information Section 2

This section of the registration will require your valid passport details **if you have them**. If you are waiting for your passport to be returned after renewing or applying, you are able to return and add the details at a later date via the "My Account" login. You are **still required at this stage**, to complete the **Country of Issue** of your passport before being able to continue with your registration.

This section is also where you can inform us of any dietary restrictions, medical conditions, and the emergency contact details whilst you are on your trip. Once these details are complete please click on the Continue button at the bottom of the page.

For those that clicked on “No” in the first step, you are now able to click on Copy responsible party information on this page to bring through the emergency contact information.

Step 4–Participant Options

In this section of the registration you will need to select **options relating to your trip**.



Selections for Participant:

Woodbury University - Fashion in Paris Lyon Milan & Florence	
Tour Price	\$3,988
Travel Insurance	
Travel Insurance - 30 Years and Under	<input type="button" value="Options"/> \$75
Roommate Selection (subject to change)*	<input type="button" value="Options"/>

None Selected

***Please note that you may only select a roommate who has already registered to travel. Once you have selected a roommate, or have been selected by another participant, you may not change your roommate preference online. Please contact your Account Manager with questions.**

Your Total Price

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Each option requires you to select a choice from the drop down fields to enable you to continue with your registration.

Your tour price will calculate at the bottom of the page, and once you have completed your options, please click on the **Proceed to Checkout** button to make your deposit payment

Step 5 - Trip and Payment Summary

On this page you are able to review all the details that you have entered and amend if required, by selecting the relevant section within the bottom right edit box.

Address 1: 33 Casterbridge Hill
Address 2:
City: New York
State: NY
Zip Code: 25418
E-Mail:
Passport Info

Trip Options		
Trip Selections for		
Basic Package		\$2,869
Travel Insurance - 30 years and under		\$75
No Travel Insurance - 31 year and above		\$0
Roommate: None Selected		

TOTAL PRICE: \$2,944

Edit Account Details

[Personal Information](#) [Trip Options](#)

Important note: You must click the Checkout button in order to complete your registration.

Pay Deposit \$575.00
 Pay in Full \$2,944.00
 Pay Other Amount

[Back](#) [Checkout](#)

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To be able to proceed to enter your payment details you will need to click on view and read the **terms and conditions**, you are able to print these if you would like. Once you have read through them, please **click on the close button**, and click the **I Agree button** to accept the terms and conditions, to be able to proceed to check out.

Step 6 – Payment Information

In this section you have a choice to make the payment by **E-check or Other** (which is the credit card payment option). Ticking 'other' will direct you to a Credit card payment page. You simply need to choose which option you would like to use to pay, complete the details, and then click the Continue button.



Payment Summary

Payment Amount: \$500

Payment Method: Credit Card

[Edit](#)

Card Type: VI

Card Number:

Exp:

Name:

Address: 32 North Augusta Street

Staunton VA 24401

E-Mail:

[Process Payment](#)

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Step 7 - Confirmation Section

On this screen you will see the details of the trip and your own details and emergency contact details for you to review. At the top of the page you will find your unique **Customer Account Number**, please keep a note of this account number as you will require it to log into your account at a later date.

You will also be **sent this confirmation by email**, which will contain your unique **Customer Account Number** and a weblink, which will direct you back to the trip website. Please store this email safely, as you will require both the Customer Account Number and the web link to log into your Account to be able to amend and update your information, as well as make future payments.

My Account and My Finances



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Manage Your Account
If you have already registered for one of our trips, and want to make changes to your account, make an additional payment, or see your payment history, you've come to the right place! If you have not yet registered for a Casterbridge trip, please [click here](#).

To login, you will need your customer account number and the primary traveler's last name.

Customer Account Number:

Traveler's Last Name:

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To gain access to **MyAccount** and **MyFinances**, you will require the **Customer Account Number** that you noted from the end of summary screen and the participants (your) last name. You will need to click on the weblink within the email confirmation, in order to log into the account.

You will then be directed to the trip's website once again, where you will be able to obtain up to date information on your trip. In the top right of the web page under the main photo you will see a **My Account button**. You should enter this section to **update any personal and emergency contact information**, and **select other trip options**.

In the top right of the web page under the main photo you will also, see a **My Finances button**.

You should enter this section to **view your financial account information**, and to view payments made to date, invoice issued, and outstanding payments.

Account Summary		
Trip Selections -		
Selection		Price
Basic Package		\$2,869.00
Travel Insurance - 30 years and under		\$75.00
No Travel Insurance - 31 year and above		\$0.00
Traveller Total		\$2,944.00
Trip Total		\$2,944.00
Adjustments		
Date	Description	Amount
Total Adjustments		\$0.00
Payment History		
Date	Description	Amount
07/31/12	Registration Deposit	\$575.00
Total Payments		\$575.00
Current Balance		\$2,369.00
<input type="button" value="Return"/> <input type="button" value="Make a Payment"/>		

Should you be required, or wish to make a payment, you will also see a **Make Payment button**.

Paying Travel Insurance Premiums

Any participant or parent that would like to purchase the **Travel Insurance or Cancellation Protection Plan** at the time of the initial deposit should include the relevant **Option of Insurance** within the Participant Options section, to calculate it within your tour price.

ADDITIONAL USEFUL INFORMATION

A Dedicated Customer Service Team is Ready to Assist You

All group members will have a dedicated **Customer Service Team** ready to assist them with any questions that they may have concerning payments. Participants or parents can call our Customer Service team toll free at **1-855-843-3436**, and they will be available to assist Monday through Friday (excluding holidays) from 8:30 AM to 7:00 PM Eastern Standard Time, and 8:30 AM to 5:00 PM during the summer. Participants or parents are also welcome to e-mail Customer Service team directly at customerservice@worldstrides.org. Please make sure that you always have your **Trip ID number** or **Customer Account Number**.

Participants Use “My Account” to Make and View Payments

Once a participant or parent has registered and submitted their deposit online, they will have access to **My Account** where they will be able to make or monitor their payments and due dates.

Participants or parents are welcome to use My Account to make additional payments at any time.

Additional Supplements or Charges for Individual Participants

Any supplements or additional charges which have been selected at the **Participant Options** section, which result in the purchasing of additional services, such as a single room, or a flight deviation, will be shown on the Accounts Summary screen, although they are always subject to availability, until you have received confirmation from your Program Leader.

Participants that cannot make payments Online

If participants are unable to access the online payment system, please contact our Customer Service team toll free at **1-855-843-3436** in order to make a payment via credit card, over the phone.

Import Quick Links & Contact Information

Online Registration

www.worldstridesdiscovery.org/login

Mail-in Registrations & Additional Information Forms

**Worldstrides International Discovery
32 N. Augusta Street
Staunton, VA 24401**

Customer Service

Customer Service E-mail: customerservice@worldstrides.org
Customer Service Toll Free: **1-855-843-3436**