



Registration process - It is important to read this document carefully until the end.

Please note that once payment is made, the deposit is non-refundable in the event of cancellation.

1. Here is our portal home page: <https://portail.educatours.com/log-in>

Register as a **parent** by entering your email address here.

A screenshot of the EducaTours portal home page. The header features the EducaTours logo and navigation links for "Log in", "English", and "Contact". Below the header is a banner image of a group of diverse young people smiling and raising their hands. The main content area has two columns. The left column is titled "Register for a tour" and contains a form with a "Parent/Guardian Email *" field and a "Get started" button. A red arrow points from the text "Register as a parent" above to this "Get started" button. The right column is titled "Log in and manage my tour" and contains a form with "Parent/Guardian Email *" and "Password *" fields, a "Forgot your password?" link, and a "Log in" button.

2. On this registration page, you will create your profile.
3. Then, enter your tour code : **TV8WPPW**
4. Now that you are registered on the portal, you can register your child for their school trip in four easy steps:
 - a. Enter their personal details: name, date of birth, address, emergency contact information, allergies and special needs. **IMPORTANT: if a flight is included in the package, the name and date of birth entered must be identical to the one in the passport. Name change fees of more than \$200 may apply in the event of an error. Please send a copy of your passport to the school's trip organizer at least 120 days before departure.**
 - b. Indicate if you wish to purchase travel insurance for your child. You will need to confirm that you have read and understood our terms and conditions.
 - c. Proceed to payment and choose between two different methods:
 - Click on "pay now" and enter the credit card information manually OR
 - Click on "Autopay" which will determine your payment plan. Your next payments will be taken from your card according to the established schedule.
5. If you have any questions, you can contact us by email at info@educatours.com. Please allow 24-48 hours for a response if you send an email. If you call and leave a message, expect at least 72 hours for a response.

Important Notes:

- Please register and pay at the same time, otherwise your child's profile will be canceled and you will need to contact us by email.
- For any questions regarding registration and payment methods, please send us a detailed email at info@educatours.com.
- In the case of individual cancellation, the deposit is non-refundable.
- Use a computer to register. Tablets and cell phones are not recommended.
- Only Visa and Mastercard credit cards are accepted for payment.