

## GROUP TRAVEL ONLINE SIGNUP GUIDE

### BEECH BUCCANEER BRIGADE

IF YOU OR YOUR STUDENT HAVE TRAVELED WITH MAIN STREET IN THE PAST, SKIP THE STEPS BELOW, AND SIMPLY EMAIL ME AT [travel@mstcco.com](mailto:travel@mstcco.com) WITH THE TRAVELER(S) NAMES, AND AN UPDATED EMAIL, ADDRESS & PHONE NUMBER. I WILL REPLY WITH AN INVOICE FOR YOUR TRIP ATTACHED.



QUESTIONS? NEED HELP? [travel@mstcco.com](mailto:travel@mstcco.com)/615-345-6663 Ext 700

#### Step 1

- Visit [www.mstcco.com/book](http://www.mstcco.com/book) & complete the online form. The form is very particular, so move through it slowly & make sure all fields are complete.
- Who is Your Travel Agent?
  - o *Select Jana Smith*
- Where did you first hear about us?
  - o *Other*
- Total Number of Passengers?
  - o *Including your team member list the total number of participants from your family going on the trip*
- Passenger Information
  - o *Enter Names and Birthdays of all trip participants. Skip passport information*

#### Step 2

- Your Country?
  - o *The United States*
- Address?
  - o *Enter your Home Address where you will receive correspondence regarding this trip.*
- Email?
  - o *Enter your email address where you will receive correspondence regarding this trip.*
- Phone?
  - o *Enter your phone number (home and cell if available.) MSTC will **not** disclose this information, nor will MSTC use these numbers for solicitation purposes.*

#### Step 3

- Resort/Cruise?
  - o *Please enter **Beech Buccaneer Brigade***
- Travel Dates
  - o *Please enter **March 20- March 25***
- Room/Cabin Type
  - o *Please indicate type of room. Your options are student rooms and chaperon rooms. All participating students will be rooming in Student rooms only. You may enter **Student** if you are only signing up students for this trip, or **Student and Chaperon** if you are registering (a) student(s) and Chaperons for the trip.*

- *Example: John Smith is 13 and is a student. Only John has been registered for the trip. In this case you would enter **Student***
- *Example: John Smith is 13 and is a student. His Parents are going as chaperons. In this case you would enter **Student and Chaperon***
- *Example: John Smith is 13 and is a student. Jane Smith is 15 and is a student. Both siblings are going on the trip, but their parents are not. In this case you would enter **Student***
- *Example: John Smith is 13 and is a student. Jane Smith is 5 and is not a student participant but will be rooming with her parents who are going along as chaperons. In this case you would enter **Student and Chaperon**.*
- Bedding?
  - Enter **Double**
- Departure Airport?
  - Leave Blank
- Vacation Type?
  - Corporate Group
- Airfare? Military? Insurance?
  - Select **NO** for all 3 of these

#### Step 4

- Payment Information?
  - If you do not wish to pay online, SKIP this step. If you do open the box, it will force you to fill in credit card info, simply enter all 0's if you can't move past the screen. If you would like to make the deposit using a credit card you may do so through this step. ***There is an ADDITIONAL CHARGE for use of this service of 4% of the total charge.***
  - If you would like to pay using Check or Money Order please make checks payable to:

**Main Street Travel, LLC**

**PO Box 1362**

**White House, TN 37188**

#### Step 5

- Special Requests?
  - If you have a special request we will do our best to accommodate you, but requests are not guaranteed.
- Other Questions/Comments?
  - Please use this space to indicate your travel plans. If you are registering students only, please indicate that here. If you are registering chaperons and students, please indicate which travelers are students and which are chaperons here. If you are registering additional children who will be traveling with you that are not student travelers participating in the performance please indicate that information in the space provided as well.

All returned checks are subject to additional charge. Registration via the website does not guarantee trip membership until payment is successfully made. Registered trip participants who do not make payments in a timely fashion or do not meet pre-arranged deadlines may be dropped from the trip and their accounts subject to cancellation fees as is detailed in the trip participation information. Please contact your trip advisor with additional questions.