



Woodland High School Parent Tour Macy's Thanksgiving Day Parade November 20 – 24, 2018

Inclusions

November 28, 2017

Transportation

- Round-trip airfare between Atlanta and New York City
- Deluxe motorcoach transportation for activities per itinerary
- Motorcoach driver's gratuities

Accommodations & Meals

- Accommodations at the Double Tree Times Square West – 4 nights
- Dinner – 1
 - Thanksgiving Dinner at the Liberty House with the student group

Marching Band Performance

- Macy's Thanksgiving Day Parade

Sightseeing & Activities

- 911 Memorial
- 911 Museum
- One World Observatory
- Radio City Christmas Spectacular (based on a \$85.00 ticket value)

Additional Inclusions

- Services of a Gateway Tour Manager throughout your tour upon arrival in New York City
- All taxes and gratuities on inclusive services with the exception of your Gateway Tour Manager
- Portage of luggage at hotel
- Professional Liability Insurance Coverage carried by Gateway Music Festivals & Tours, Inc.
- Copy of tour itinerary and travel information for each passenger
- "My Gateway" online passenger registration program
- "My Gateway" individual payment processing (optional)

Non-Inclusions

- Airline baggage fees
- Hotel transfers for Land Only passengers
- Gratuities to the Gateway Tour Manager
- Increases in fuel surcharges



My Gateway – Registering

To secure your place on the Woodland High School Parent Tour to New York City, each passenger must be registered on the “My Gateway” online registration system by **January 1, 2018**. A deposit of \$200.00 per passenger is due. Registration may be open after this date, but space is limited.

If you’ve previously registered with Gateway (do NOT log into your current account):

-At the bottom of the welcome to My Gateway page click on the link “Need to sign up for a tour?”

Need to sign up for a tour?

Click [here](#) to sign up with your pass phrase.

-Enter in the **new passphrase** for this tour

-Once you’ve entered your user profile information you will be prompted to verify the use of this duplicate email for the new tour.

How to register on My Gateway:

- Go to www.musicfestivals.com.
- Click on the “My Gateway” button.
- At the bottom of the page click the link under “Need to sign up for a tour?”

Need to sign up for a tour?

Click [here](#) to sign up with your pass phrase.

- Enter the NEW Pass Phrase for your tour: **WILDCATPARENTS**
- Under “User Registration” an individual over 18 will need to enter their name, preferred email address* and a password of your choosing to create a “User Profile.” If you are also a “Passenger” traveling on the tour, be sure to check the appropriate box.
**Please note: Important tour information will be communicated to you via this email address.*
Note: As referenced above if your email was used on a previous registration you will need to re-enter your password and check the box to use this duplicate email for this tour.
- Under “Tour Terms and Conditions” you must check all 3 boxes and agree to the terms and conditions to continue.
- If you signed up as a “Passenger” you will be prompted to complete a passenger profile.
- Register yourself and/ or other passengers for whom you are paying by choosing “Add Passenger” on your “User Profile” page.
- Please complete all the information as accurately as possible. At this point, passengers should select “quad, triple, double or single occupancy” based on the number of persons staying in your room.

Through the My Gateway online registration system you can:

- Sign up for your group’s tour by completing a user registration and passenger profile.
- View payment dates, amounts, and balances.
- Make payments.
- Purchase travel insurance.
- View tour information.
- View messages posted to your user profile from your group leader or Gateway staff.



My Gateway – Making Payments

Gateway Music Festivals & Tours accepts individual payments online with credit card (via PayPal) or by personal check via mail.

Before making payments, you must register all passengers for whom you are paying on the My Gateway online registration system.

Tour payments can be made by two methods:

Payment Method #1 – pay by check

- Make check payments payable to: Gateway Music Festivals & Tours
- Mail checks to: PO Box 1165, Monticello, MN 55362
- Please indicate your group's name, all passengers' names, and how much of the payment should be applied to each passenger. It may take up to one week after Gateway receives your payment for it to be reflected on your My Gateway profile. If you would like to purchase additional travel insurance, include this with your check payment and please note it with a separate letter.

Payment Method #2 – pay by credit card (via PayPal) online through My Gateway

- Go to www.musicfestivals.com.
- Click on the "My Gateway" button.
- Log in to your "My Gateway" account.
- Click on "Make a Payment" under the "Payments" header.
- Follow the prompts to make a payment.
- If you would like to purchase additional travel insurance, you can do so by checking the appropriate box.

There is a convenience fee of 2.2% plus \$0.30 per transaction to use the online payment method. This amount will be displayed separately from your tour payments. When you select the "Buy Now" button you will be directed to the PayPal website where you can securely enter your credit card or bank information. Gateway Music Festivals & Tours never shares your information with third parties.

Payment Notices

There are two types of automated emails that are sent from My Gateway. The first is an "Upcoming Payment Notice" that is sent 10 days prior to a payment being due. The second is an "Overdue Payment Notice" that is sent 5 days after a payment has been missed or only partially paid. These notices are triggered by the Payment Due Dates and will be sent even if your account reflects a partial amount still due for a particular due date. It is your choice (and there is no penalty) if you want to submit any current outstanding amount immediately or with your next payment.



Waitlist for delinquent payments

If you fall two or more payments behind you will be at risk of being moved to a **waitlist**. Once your account is paid to date we will reinstate your account within 48 to 72 hours based on your group's tour availability.

Payment Schedule

The payment schedule listed below will also be displayed in your "My Gateway" account online. Per the terms and conditions you agree to when registering, "Services are subject to cancellation by Gateway Music Festivals & Tours, Inc. if payments are not received by their due dates."

Payment due dates and approximate amounts:

	Quad	Triple	Double	Single
Package Price*	\$1,447.00	\$1,551.00	\$1,757.00	\$2,378.00
1/1/2018 - Deposit	\$200.00	\$200.00	\$200.00	\$200.00
7/8/2018	\$312.00	\$338.00	\$389.00	\$544.00
8/7/2018	\$312.00	\$338.00	\$389.00	\$544.00
9/6/2018	\$312.00	\$338.00	\$389.00	\$544.00
10/6/2018 – Balance +/-	\$311.00	\$337.00	\$390.00	\$546.00

**The price listed is approximate and will be determined on the number of passengers traveling. The air price is an estimate and is not available for booking until after the 1st of the year.*

We encourage you to register and pay your deposit as soon as possible. At this time, we will cap the number of passengers at 110. Anyone registering after that point will be put on a waitlist. We will then determine if there is enough interest to add an additional motorcoach. Registrants from the waitlist will be moved onto the tour in order that they registered, as long as they have paid their deposit. In the event that an additional motorcoach is not added, registrants on the waitlist who have paid their deposit will receive a full refund.