

ONLINE REGISTRATION INSTRUCTIONS



1. Log on to the internet and go to www.explorica.ca.
2. Select the tab that says “Students”, and when the drop down menu appears, select “Find a Tour”
3. Type in your tour centre ID: **Kelly-2539**
4. Click on **sign up now >**
5. Fill out your personal info as instructed, then click “Next”
Use your legal first and last name

The email address is required! Any reminders will go to this address. All travelers need to have a separate email address. You can obtain a free email address at hotmail.com or yahoo.com. If a parent is not going on the trip, you may want to enter the parent’s email address, not the child’s. This way the parent does not have to rely on his or her child remembering to relay a message.

6. Fill out the emergency contact information, click “Next”
7. On the next page, verify your information.

Travel Insurance: The insurance is **pre-selected**. This is recommended unless you have another insurance plan which includes cancellation insurance. (If you do not choose the insurance plan, you will not have cancellation insurance.)

8. Choose your payment plan:

- **Pay in full**
- **The automated plan** automatically charges your credit card or debit card each month, with full payment completed 45 days prior to departure.
- **If you choose the manual plan**, you are responsible for making those payments on time by sending a cheque in the mail, paying online with a credit card, or calling Explorica with a credit card number. (There is a \$25 fee for all late payments.) The final payment on this plan is due 60 days prior to departure. **Travelers on the 2-step manual plan will not receive any invoices in the mail.** You will receive a reminder at the email address that you provided during registration.

9. Enter your credit card info and follow the rest of the instructions to finalize the sign-up process.

If you have any problems, you can call Explorica at 1-888-378-8845 x299 and a customer service representative will help you.