



## Begin Registration

- Go to <https://groupxpress.com/W2E3CF22/>  
(link is case sensitive and must include all slashes)
- Click “More Info”

A screenshot of the registration page. At the top is a banner image featuring the Statue of Liberty, the Lincoln Memorial, and the US Capitol dome. A small P.A.C.E. logo is in the top left of the banner. Below the banner is a light blue box with the text: "Click 'More Info' to view Trip details or begin a reservation." Below this is a text input field containing "Your School Name Here". To the right of the input field is a blue button labeled "More Info".

- Click “**Book**” to start your reservation.

A screenshot of the "Book" page. At the top is a light blue box with the text: "Click 'Book' to start your new reservation." Below this is a text input field containing "Your School Name Here". To the right of the input field is a blue button labeled "Book". Below the input field are three buttons: "Payment schedule", "Terms and conditions", and "Itinerary". At the bottom left is a blue button labeled "Overview" with a star icon. To the right of the "Overview" button is a small text block: "This agreement pertains to goods and services to be supplied to and for THE PASSENGER(s) by P.A.C.E. Travel during THE PASSENGER's visit to Williamsburg, Washington, DC, Richmond, Monticello, Lancaster, New York City and Boston areas, September 24 – October 3, 2019."

## Create New Customer

- Enter email – this should be the primary contact for any communications regarding the traveler (s).

Password must include at least one upper case letter, one lower case letter and one numeric digit.  
Note: ~ ^ , are not permitted!

A screenshot of the "Create New Customer" form. At the top are two tabs: "New customer" (selected) and "Returning customer". Below the tabs are three input fields: "Email" with the value "stjacqna@yahoo.com" and a green checkmark, "Create Password" with a green checkmark, and "Confirm password" with a green checkmark. At the bottom is a blue button labeled "Save".



- Traveler profile information.
  - **Note: “Main Contact” simply refers to the name of the traveler.** If parent and child are both registering, the parent should be registered as the “main contact”.
  - **Emergency Contact** – this person should be the contact that can make medical/travel decisions on behalf of the traveler(s).
  - Please double-check birth date information is correct.

The form is titled "Traveler name" and contains the following fields:

- Prefix:** A dropdown menu.
- First:** Text input field containing "Naomi".
- Middle:** Text input field containing "S".
- Last:** Text input field containing "St Jacques".
- Suffix:** A dropdown menu.
- Email:** Text input field containing "stjacqna@yahoo.com" with an "Edit" button.
- Password:** Text input field containing "\*\*\*\*\*" with an "Edit" button.
- Birthdate:** Date picker showing "6/24/2005".
- Gender:** Radio buttons for "Male" and "Female", with "Female" selected.

## Traveler List:

- Click “Add New Traveler” to add any additional passengers. (Red arrow)

If only registering 1 traveler:

- Click “Next” (Blue arrow)

The section is titled "Customers in res." and shows a list of travelers. The first entry is "St Jacques, Naomi S" with an "Edit" button. To the right of the list is a "Remove" button. At the bottom right of the section are two buttons: "Add New Traveler" (indicated by a red arrow) and "Next" (indicated by a blue arrow).

## Required Additional Traveler Information:

- Full Name
- Date of Birth
- Gender
- Click “Save” to add.

This form is identical to the one shown in the first screenshot, containing fields for Name (Prefix, First, Middle, Last, Suffix), Email, Password, Birthdate, and Gender.



Once all travelers are added, click on “Next”

Customers in res. 2

Edit

St Jacques, Naomi S

Remove

Edit

St Jacques, Elsie Kitty

Remove

Add New Traveler

Next

## Chose preferred occupancy type

NOTE: At the time of registration, only Adult Single occupancy will be available to chaperones. It is up to the ADULT PASSENGER to find a roommate(s) if double, triple or quad occupancy is desired. Until roommates are secured, P.A.C.E. Travel can only guarantee adult passengers will be housed in a single occupancy room and at the single occupancy rate.

Miscellaneous

Required

Choice

Optional

Room Occupancy

St Jacques, Naomi S

Adult Chaperone Double Occupancy - \$3,002.00

Info

St Jacques, Elsie Kitty

Student Quad Occupancy Rate - \$2,493.00

Info

Previous

Next

## Reservation Summary

St Jacques, Naomi S

Price per person

Miscellaneous Items:

- Adult Chaperone Double Occupancy \$3,002.00

Naomi's Total: \$3,002.00

St Jacques, Elsie Kitty

Price per person

Miscellaneous Items:

- Student Quad Occupancy Rate \$2,493.00

Elsie's Total: \$2,493.00

Reservation Total: \$5,495.00

Previous

Next

## Main Contact Information

Again, this contact information is for any written, electronic or phone communication sent to the individual responsible for the traveler(s).

Please select a Main contact for the reservation and add their contact information.

Main contact:  
 St Jacques, Naomi S

Phone  
 Type: Home phone  
 Number: +1 (828) 698-0634

Email:  
 stjacqna@yahoo.com

Previous Next

## Payments:

- Initial non-refundable deposit is due at time of registration.

Click Payment Schedule to see group's payment schedule.

Payment schedule		
	Date	Per person
Deposit	Upon booking	300.00
Payment 2	6/25/19	1625.00
Payment 3	7/25/19	325.00
Final payment	8/25/19	Balance

Close

- Agree to Terms & Conditions
- Click "Pay Now"

Payment schedule

Reservation total:	\$5,495.00
Total paid:	\$0.00
Balance due:	\$5,495.00
Required minimum payment:	\$600.00

Terms & Conditions I agree

Pay Now



## Secure Payment Portal:

- Enter payment amount.
- Click “Authorized.Net”

Enter payment information X

🔒 Agree with the terms & conditions and Click the check out button.

1. Enter amount

2. Click the Authorize.Net check out button Authorize.Net

- Enter card information
- PAY

Enter payment information X

Card Number \*

Exp. Date \* Card Code \*

**Billing Address**

First Name \* Last Name \*

Billing Country \* USA Zip \*

Street Address \* City \*

State \* Phone Number \*

Pay Cancel

## Email will confirm completed registration

Naomi S St Jacques PO Box 699 Naples, NC 28760	
<b>YOUR SCHOOL NAME HERE</b>	
<b>Price per Person</b>	
• St Jacques, Naomi S	
• St Jacques, Elsie Kitty	
<b>Miscellaneous item details</b>	
<b>Student Quad Occupancy Rate</b>	
• St Jacques, Elsie Kitty	\$2,493.00
<b>Adult Chaperone Double Occupancy</b>	
• St Jacques, Naomi S	\$3,002.00
<b>Reservation total:</b>	\$5,495.00
• St Jacques, Naomi S	\$3,002.00
• St Jacques, Elsie Kitty	\$2,493.00
<b>Payments total:</b>	\$600.00
• 6/17/19 - Gregory St Jacques - MasterCard - XXXX0010	\$600.00
<b>Total balance due:</b>	\$4,895.00
<b>Payment due on 6/25/19:</b>	\$3,250.00



## At the bottom of the confirmation email is a link to access your reservation.

Be sure to bookmark this location for easy access for making additional payments.

Click 'My Reservation' to print confirmation and view reservation details for reservation 1152 for trip



[My Reservation](#)

Clicking on the link will take you to your trip's specific login

Use your email and password to access reservation 1152 for trip Turlock Christian East Coast Tour 2019: 9/24/19 - 10/3/19.

Sign in

## Making Additional Payments

- Login to <https://groupxpress.com/WCF5804A4F> or use the My Reservation link mentioned above.
- Agree to Terms & Conditions
- Pay Now

YOUR SCHOOL NAME HERE

Reservation: 1152

Payment schedule

Reservation total:	\$5,495.00
Total paid:	\$600.00
Balance due:	\$4,895.00
Required minimum payment:	\$0.00
Payment due on 6/25/19	\$3,250.00

Terms & Conditions

☐ I agree

Pay now