

# Instructions for Online Registration and Viewing Secure Members Area

## TRC Academic Programs

### General Instructions:

- All prospective participants must have their own individual e-mail address and create a unique username and password.
- Usernames and passwords are case sensitive and should be 6 to 12 characters in length.
- Usernames and passwords should not contain spaces, symbols or punctuation, or the numerals 0 or 1. Multiple family members on one email address is **not** permitted.

**Please secure the program's confidential tour code from your instructor or study abroad administrator.**

### On-line Registration Steps:

- 1) Go to the TRC website, [www.TourResource.com](http://www.TourResource.com) and click on ACADEMICS on the welcome page.
- 2) On the ACADEMICS homepage, look for HAVE A TOUR CODE? In the bottom left corner.
- 3) Type in your group's tour code and hit OK.
- 4) This will take you to the secure member's area just for your tour program. A greeting will welcome you to the educational program, with a choice to either enroll immediately (I AM READY TO SIGN UP), or to VIEW THE ITINERARY. We suggest that each participant click on VIEW THE ITINERARY first and then review the General Information and Conditions for the program, particularly the deposit amount, final payment due date, and cancellation conditions, prior to registration. Your registration is an acceptance of these terms.
- 5) When viewing the itinerary, please scroll through to the end of the document to allow the website to fully load the entire document into your internet browser.
- 6) After viewing the itinerary, click on " I AM READY TO SIGN UP" You will create a unique username and password. Usernames and passwords are case sensitive and should be 6 to 12 characters in length. Usernames and passwords should not contain special characters, spaces, symbols or punctuation, or the numerals 0 or 1. **Each website user must have their own email address!** Multiple family members on one email address is **not** permitted. (Free email accounts are available from Yahoo.com, Hotmail.com, GMail.com and many other websites.)
- 7) If you have questions about the program at any time, please click on the orange CONTACT US link on the bookshelf. On the Contact Us page, choose your tour consultant for the program, either DANIELA JURI or JIM FROGGATT, from the drop-down list, enter your name and email address, and then enter your question in the form provided and hit send. One of us will then reply very shortly. Feel free to call us at the telephone numbers listed below if you prefer.
- 8) The secure online registration form will prompt you for your personal information, and the particular services requested (i.e., single or double occupancy, whether you wish to purchase our air package, etc.) Please have your passport handy during the registration process. If you do not have a passport number or need to renew your passport, you can skip that section. (Just hit "Submit" on the very bottom without filling out the Passport section. Then, on the verification page you will get an error message telling you that you have missed to enter your passport information. Don't worry, just check the box "Skip This Section" and continue). If all else looks good on the verification page, hit "Submit" again. You will need to log back in to the website in the future to update your passport information when it is available.
- 9) The system will tell you that you have completed the first portion of your registration. **You will then have to log in again to enter the payment site.** A welcome announcement and a summary of charges will then come up. When you are ready to make your deposit or final payment, you can pay via credit card OR debit card.
- 10) Once your secure payment transaction is completed, you will receive a confirmation of your payment, showing the amount paid and the remaining balance due. Please note again the final payment due date.
- 11) The tour itinerary, important announcements about the tour, photos and other content are available to registered users for this tour, but not to the general public. Such information and content will be updated from time to time, as needed.

***If you have any questions at any time, please do not hesitate to contact:***

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