

Dear Parent,

TMF Travel is a professional student tour operator and specializes in planning trips for student groups from an educator's perspective. TMF Travel is excited to be collaborating with your organization for its upcoming trip!

Here are the trip details:

**DESTINATION:** Dallas, Tx

**TRIP DATES:** April 23 - 25, 2022

**REGISTRATION DEADLINE AND FIRST PAYMENT DUE DATE:** December 3, 2021

TMF Travel will be handling your trip registration and payments. A customized web page for this program has been set up that contains all of the trip details; it will allow you to register, make payments and complete your medical waiver online. You may also pay by check to the address listed above, make sure to add your Trip Code and Registration number to the memo.

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**STEP 1:**

Scan our code to go directly to the groups' portal and skip to the next step or In your Google Chrome browser, please visit the website: [www.toursandtravelpaytrip.com/reservation](http://www.toursandtravelpaytrip.com/reservation)

On this screen you will need to enter the Group Code and Password.

**Group Code: DVHSFA**

**Password: 2022**



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**STEP 2:**

The next page will have all the details regarding the trip. Your next step is to click the button, "**New Reservation**." After clicking, you will be asked to enter your email address, phone number, and the type of package(s) you are registering for. After entering your information, you'll proceed to click the button, "**Create Reservation**" and will be prompted to fill in the information for the traveler(s).

When completed, you will receive an email confirmation and a unique **Reservation Code**.

To make future payments, you will need the **Group Code** and **Password** along with your email address and your **Reservation Code** to access your reservation. You will then click on the "Payments" tab at the top of the screen and scroll down to the blue **Make A Payment** button.

*\*Please note online and over the phone payments incur a processing fee. You may mail in a check to the address listed above to avoid this fee using your GROUP CODE and RESERVATION CODE on the memo line. (EX. DVHSFA- 012345)*

If you have questions about the trip or the registration process, you may call TMF at (956) 984-9468. Please make sure browsers are up to date. We're looking forward to a great trip!