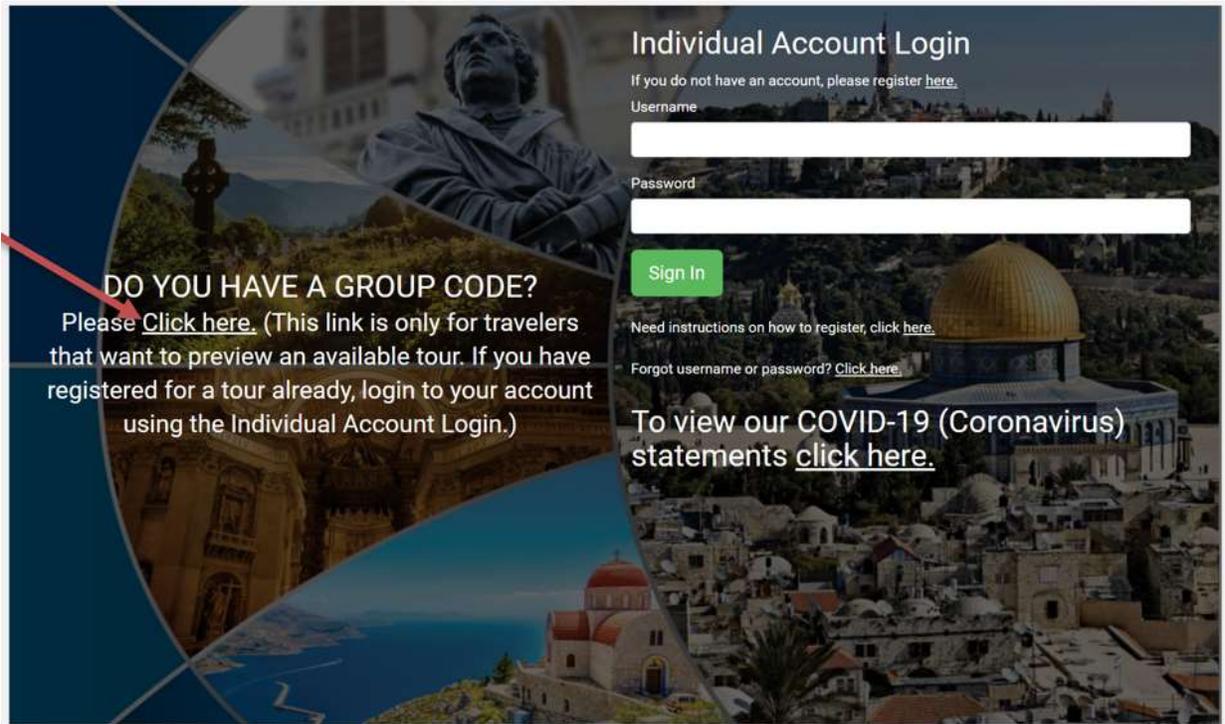


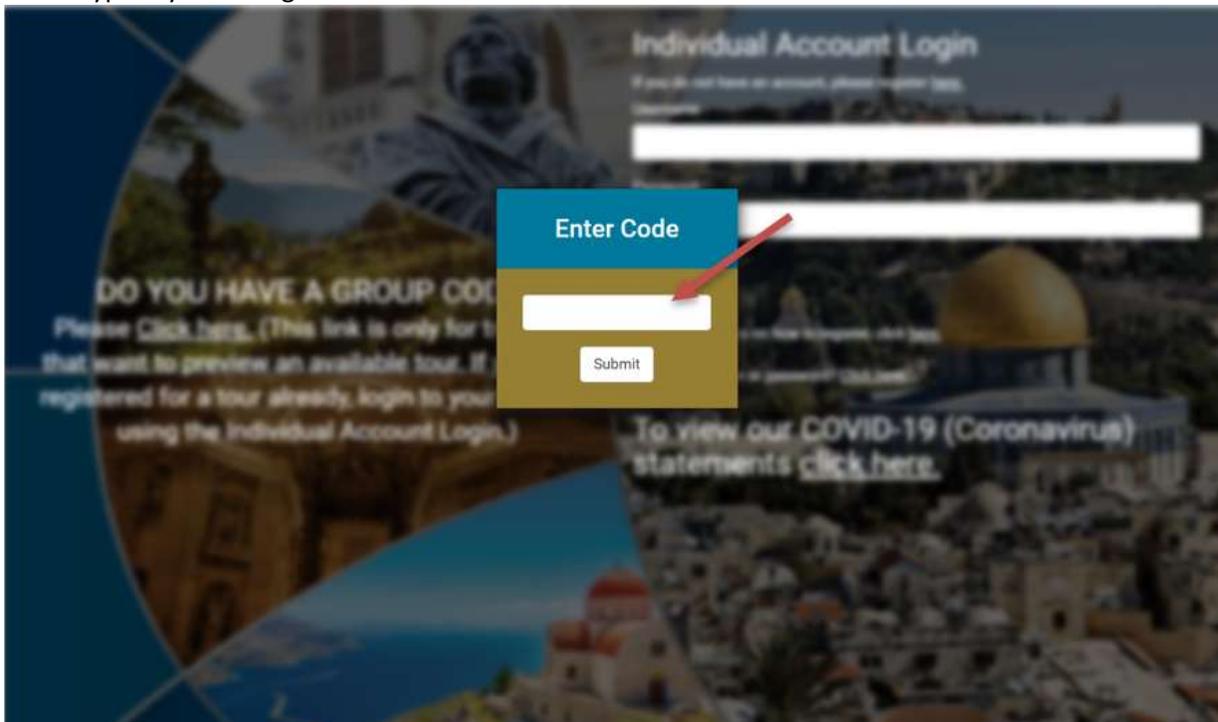
Individual Registration Walk Through

Please Note: Portal must be accessed via a computer or tablets. Portal may not load correctly on all phones.

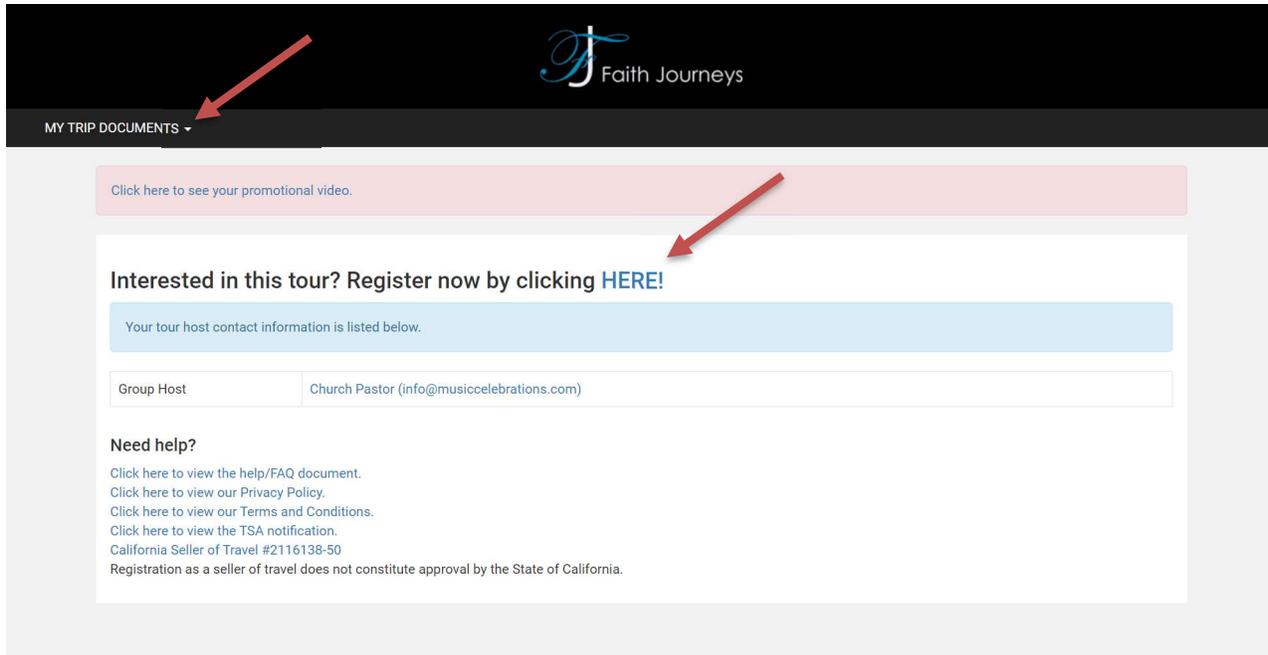
- 1) Go to the link: <https://portal.myfaithjourneys.com/account/signin> and click on the “Do you have a group code?” Link.



- 2) Enter the group code that your organization has provided you in the space provided. This is typically a five-digit number.

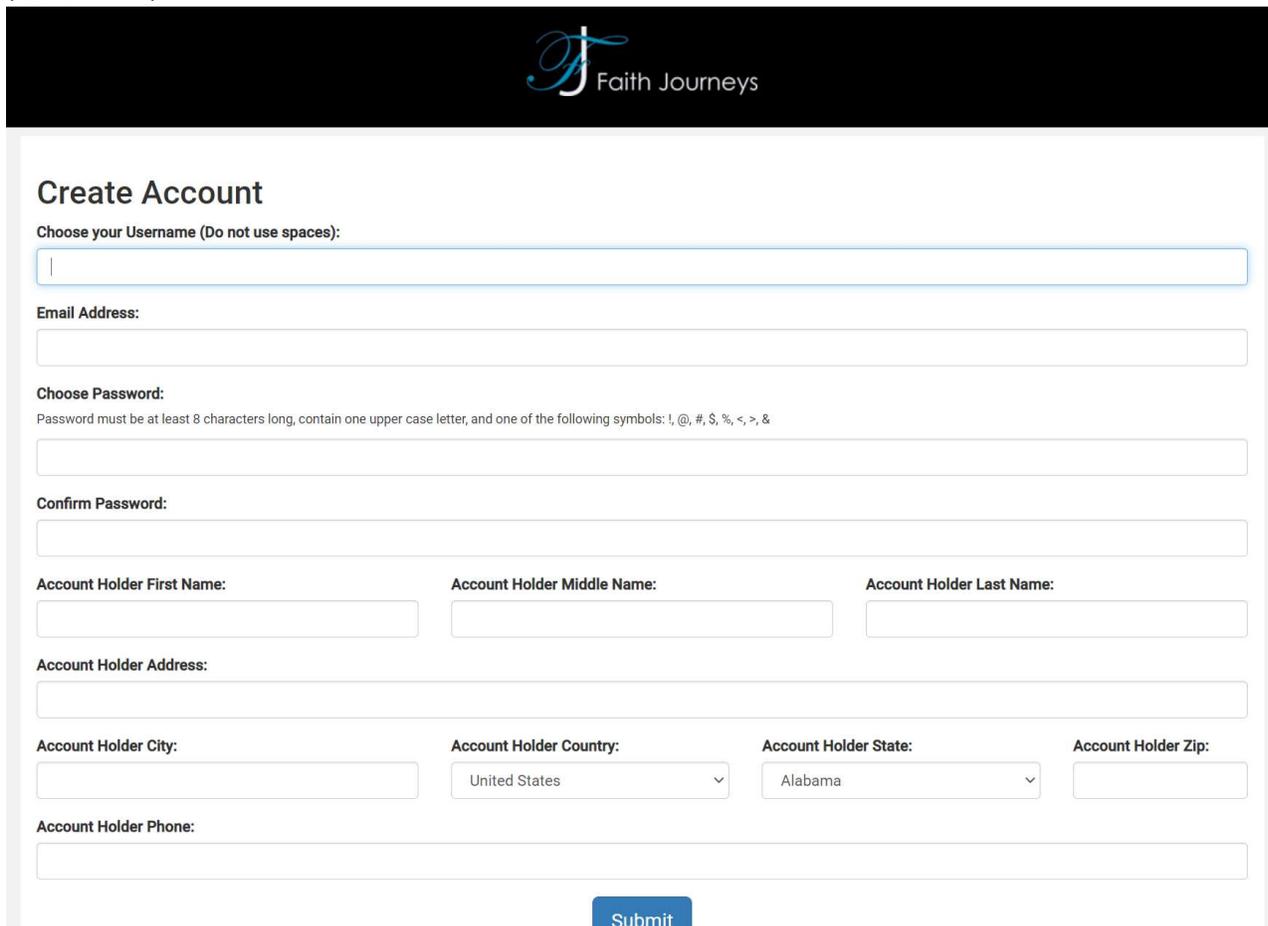


- 3) View your tour information using the drop-down menus in the Group Code Portal. Click on the header titled “MY TRIP DOCUMENTS” to view your welcome brochure:



The screenshot shows the Faith Journeys website header with the logo and a navigation bar. A red arrow points to the 'MY TRIP DOCUMENTS' dropdown menu. Below the header, a pink banner contains the text 'Click here to see your promotional video.' Another red arrow points to a blue button labeled 'HERE!' in the text 'Interested in this tour? Register now by clicking HERE!'. Below this, a light blue box states 'Your tour host contact information is listed below.' A table shows 'Group Host' as 'Church Pastor (info@musiccelebrations.com)'. A 'Need help?' section includes links for help/FAQ, Privacy Policy, Terms and Conditions, and TSA notification, along with California Seller of Travel #2116138-50 and a disclaimer.

- 4) If you are interested in this tour, please click on the “HERE!” as shown on the screen above.
- 5) Create Account (Account holder needs to be 18 years of age or older. If traveler is under the age of 18, a parent or guardian must create the account) - Fill in the fields and be sure to write down your Username and Password. Passwords must be 8 characters long and contain one upper case letter and one of the following symbols: (!@#\$%<>&)



The screenshot shows the 'Create Account' form on the Faith Journeys website. The form includes the following fields: 'Choose your Username (Do not use spaces):', 'Email Address:', 'Choose Password:' (with a note: 'Password must be at least 8 characters long, contain one upper case letter, and one of the following symbols: !, @, #, \$, %, <, >, &'), 'Confirm Password:', 'Account Holder First Name:', 'Account Holder Middle Name:', 'Account Holder Last Name:', 'Account Holder Address:', 'Account Holder City:', 'Account Holder Country:' (dropdown menu showing 'United States'), 'Account Holder State:' (dropdown menu showing 'Alabama'), 'Account Holder Zip:', and 'Account Holder Phone:'. A blue 'Submit' button is located at the bottom of the form.

- 6) Choose your group's name. This will then auto populate the "Where is the group from" and "Tour Destination" fields. Once the fields have been filled in, click "Register for this Group."



Choose Group

Group Name
21001 - My Lutheran Church

Where is the group from
Church City, AZ

Tour Destination
Israel

[Register for this Group](#)

- 7) Fill in your registration form with the Primary name being the first person traveling. Parents who are traveling along with a student will put themselves as the primary name and will click "Add Another Participant" to add their child(ren) and/or additional travelers. Travelers who are going with a friend or spouse and would like to pay together can register under the same login by putting a primary name and adding another participant.



[Add Participants](#) | [Add Guardians](#) | [Payment Schedule](#) | [Cancellation Schedule](#) | [Authorization & Consent](#) | [Payment](#)

Group Name
My Lutheran Church

[CLICK HERE to Set Primary Participant Info Same as Account Holder](#)

Primary Participant Name:
primary name | Middle Name | Primary Last
 I don't have a middle name

Primary Participant Date of Birth: January | 1 | 1973 | **Gender:** Male

Address:
5555 My Road

City: My City | **Country:** United States | **State:** Arizona | **Zip Code:** 11111

Email:
email@email.com

Phone:
111-451-1111

- 8) Use the scroll down bar to the right to add another participant and to read the TSA Notification. The box underneath the fillable registration fields labeled "IMPORTANT NOTIFICATION" has two notices that need to be read and checked off to proceed with registering. The first checkable box states that the TSA requires that all travelers carry a government issued form of identification to board a flight. The information that the registrant provides such as name spelling, date of birth and gender must match what they plan on using as identification while on tour. The second checkable box states that the registrant has read the TSA Notification and understands that they must provide accurate information and carry a government issued ID during travel. Check both boxes and click "Submit" when you have read the notification **AND** are done entering all your travelers.

IMPORTANT NOTIFICATION

I understand that the Transportation Security Administration (TSA) requires me to carry a government issued identification card in order to board a flight. The name(s), date(s) of birth, and gender(s) I've listed above **EXACTLY** match my identification cards.

I have read and understand the TSA notification listed [here](#). I understand that it is my responsibility to notify all participants that I've registered above about the TSA requirements listed in this notification.

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- 9) If there is any traveler who is under the age of 18, a guardian window will populate that asks for guardian contact information in the event of an emergency. If the parent is the primary participant and is also the emergency contact, enter their name and birth date, click "Set Same as Primary Participant" (in blue).



Add Parent/Guardian

Parent/Guardian Name:

First Name Middle Name Last Name

Birth Month: **Birth Day:** **Birth Year:** **Gender:**

Address: |

City: **Country:** **State:** **Zip Code:**

Email:

Phone 1:

Phone 2:

At any time during the registration process, you can go back and forth between screens using the 'progress window' at the top of the page:



Add Participants

Add Guardians

Payment Schedule

Cancellation Schedule

Authorization & Consent

Payment

10) The guardian page may be skipped if you have no children attending the tour. For all travelers, the next window will be a pricing and payment schedule. This will include payment due dates as well as the paying categories. (Note: there is a scroll bar to the right of the document. You must use the scroll bar to see the rest of the Pricing Information document.)

11) Travelers must indicate if they intend to have a roommate. If you do not have a roommate, a single room charge will apply. You must select one of the two rooming option boxes to proceed.

12) After reading the tour pricing and schedule information, click the box, "Yes, I agree to the pricing schedule and will pay for the tour according to the payment schedule provided." Then click "Submit".



Add Participants

Add Guardians

Payment Schedule

Cancellation Schedule

Authorization & Consent

Payment

Tour Pricing and Payment Schedule

Pricing Information

- I would like to share a room with . I understand that if this individual does not register for this tour, I may be subject to an additional single occupancy room charge as indicated below.
- I will be rooming alone. I understand that a single occupancy room charge may be added to my tour as indicated below.

A screenshot of a Microsoft Word document titled "Itinerary Flyer - Template" showing page 2 of 2 at 82% zoom. The document content includes the following text:

Israel – The Holy Land
FAITH JOURNEYS
Cost Inclusions & Exclusions
CHRIST EPISCOPAL CHURCH

COST INCLUSIONS

- **AIRLINE TRANSPORTATION:** Round-trip transportation by scheduled airline carrier from Nashville, TN. Air fares are subject to change pending space availability at the time of group booking.
 - Includes up to \$700 for U.S. Government airline taxes, fees, and estimated fuel surcharge.
- **COACH TRANSPORTATION:** Local modern deluxe motorcoach transportation within Israel upon arrival and available for the entire tour.
- **ACCOMMODATIONS:** Hotel accommodations for the duration of the tour. (Note: This text is partially cut off in the screenshot.)

Yes, I agree to the pricing schedule and will pay for the tour according to the payment schedule provided.

Submit

13) The next window will show a similar document that outlines the Cancellation Schedule. You must click the “I have read and understand that cancellation penalties apply and that my cancellation must be received in writing” to move to the next window. Then click “Submit”.

Christ Episcopal Church
Bowling Green, Kentucky
Tour Hosts:
Father Steve and Mother Becca

I have read and understand that cancellation penalties apply and that my cancellation must be received in writing.

Submit

14) The next window will show the Authorization & Consent. Please completely read all of the items and documents listed. Then click the box “By clicking this box, I signify that I am over the age of 18, and I give consent and authorization”. You must enter your primary participant name exactly as you listed it before:

By signing this form and clicking on the box “I give consent and authorization”, I am authorizing and consenting to the following:

- If my tour is travelling by scheduled air carrier arranged by Faith Journeys (“FJ”), I understand that the airline tickets or air tours I am purchasing are subject to supplemental price increases that may be imposed after the date of purchase. Price increases may be applied due to additional costs imposed by a supplier or government. I acknowledge that I may be charged additional sums by Faith Journeys to offset fluctuations in fees, fuel surcharges or taxes.
- I’m agreeing to do business electronically with Faith Journeys (or member companies)
- I am who I say I am when logging in and transacting business through the FJ websites
- If I am logging in on behalf of my employer, I have the appropriate authority to log in and conduct business electronically on its behalf
- This Consent applies to any transactions I conduct through the FJ websites
- I have the right to withdraw this consent at any time by calling (877) 732-4845
- I have access to a computer with a current internet browser and an operating system that allows me to save files or print web pages and documents
- I may print this Authorization and Consent and any electronic record or I can contact FJ to request a paper copy from their offices for free
- I will notify FJ of changes to my email or mailing address by sending an email to accounting@myfaithjourneys.com or calling (877) 732-4845
- I understand that United States laws and Arizona laws govern FJ websites and my use of them
- My online activity may be viewed, monitored and recorded to help prevent and detect fraud
- I have read and understand the [Terms and Conditions page here](#).

If you do not consent, you will not be able to access account information or conduct transactions online.

By clicking this box, I signify I am over the age of 18, and I give consent and authorization. I have also read and understand Faith Journeys privacy policy [here](#).

E-Signature

Date (Time shown in PST)

Submit

15) To complete your registration, you must pay the deposit (Please Note: you are not “officially” registered for the tour until we receive your deposit). You can pay via credit card, check or by funds on account. If you choose to mail in a physical check, you must click the “Check” box, the information regarding who to make the check out to and where to send it will appear. The “Payment Amount” section allows you to enter the total amount you wish to deposit towards your balance.

OPTION: PAYING BY CREDIT CARD (3% fee applies)

Add Participants

Add Guardians

Payment Schedule

Cancellation Schedule

Authorization & Consent

Payment

Make Your Payment

Important note: All tour payments must be authorized by you the traveler or payee. We do not automatically charge or deduct funds for your tour installment payments.

I would like to pay by: Credit Card Check Funds on Account

(3% fee added when paying by credit card)

Billing Information

Name (first and last name only)

Address

City

Country

United States

State

Alabama

Zip Code

Phone 1

Phone 2

Email

Credit Card Number

Security Code

Expiration Month

January

Expiration Year

2021



OPTION: PAYING BY CHECK

Add Participants

Add Guardians

Payment Schedule

Cancellation Schedule

Authorization & Consent

Payment

Make Your Payment

Important note: All tour payments must be authorized by you the traveler or payee. We do not automatically charge or deduct funds for your tour installment payments.

I would like to pay by: Credit Card Check Funds on Account

(3% fee added when paying by credit card)

You will be 'officially' registered once we receive your full deposit payment and completed registration form(s). Please make your check, cashier's check, or money order payable to Faith Journeys and send to:

Faith Journeys
1440 S. Priest Dr. Ste 102
Tempe, AZ 85281

I agree to pay my deposit and insurance if applicable within 30 days.

Payment Amount

Amount I want to pay for tour:

(Numbers only. No commas or dollar signs.)

(See [payment schedule](#) for amount due at this time.)

\$ 0.00

16) At the bottom of the payment page, you can select your trip insurance. Trip insurance is not mandatory, but is recommended. You will have the option to purchase insurance with CFAR or insurance without CFAR. CFAR means "Cancel for Any Reason". The deadline to purchase insurance for your group will be listed in red.

Travel Insurance

We highly recommend purchasing additional travel insurance to cover trip cancellation/interruption, travel delay, emergency medical, baggage delay, and accidental death coverage. Your tour host has been supplied travel insurance information, rates, and coverage for this tour. Please send this information and decide on your policy now. If you purchase the insurance at the time of your initial deposit, the travel insurance covers you even if you must cancel or interrupt your trip due to a pre-existing medical condition.

For insurance details and coverages, [click here](#).

Insurance premiums are non-refundable. If you are choosing travel insurance for one or more participants, it must be purchased before the deadline of 4/1/2021

Amount I want to pay for insurance:

(See [insurance document](#) for amount due. CFAR = "Cancel For Any Reason")

If paying for tour insurance by check, please print and fill out an insurance form and mail it with your check.

Participant	Insurance Type	Insurance Amount
primary name Primary Last	None ▾	\$0.00 ▾

Total: \$0.00

Please note any specifics about your payment below:

Submit Payment

17) In the "Special Payment Instructions" please include any additional information you would like MCI to know about your tour. For example, "I rolled over from 2020, please transfer my funds to my new tour". If you have any questions, feel free to indicate them in the space provided, then click "Submit Payment".

18) Once you've clicked "Submit Payment", you will receive your registration confirmation and account number. You will have the option to print the registration. Feel free to click "To continue to your group portal – click here" and you will be taken to the group portal.



[Add Participants](#) / [Add Guardians](#) / [Payment Schedule](#) / [Cancellation Schedule](#) / [Authorization & Consent](#) / [Payment](#)

Thank you for sending your payment. You are officially registered for your tour!

Your assigned account number is

21001-7

Please keep a record of your account number

Print your Registration [here](#)



To continue to your group portal - [click here](#)

19) Don't forget to tell your friends and family you registered for your exciting tour! Click on the social media links on your registration screen:

Let's connect!

Faith Journeys would like to invite you to connect with us on social media

- Keep informed of upcoming pilgrimage opportunities
- Share your own tour photos and experiences with us
- Be inspired by the art of pilgrimage travel!

[My Faith Journeys on Facebook](#)

[My Faith Journeys on Instagram](#)

20) Once you are finished registering, continue to your group portal and your screen will look similar to this:



Please Select a Tour

Please choose a tour from the list below to access the portal for that tour.

Registering for a new tour?

- If you are a host registering for your group, [Click Here](#).
- If you are an individual registering and paying for your tour, [Click Here](#).

Individual Registrations

- [21001-2 My Lutheran Church](#)

21) Click on your “Individual Registrations” account number [in blue](#) to go to your portal screen where all of your important tour documents will be held. Your tour portal should look similar to this:



INVOICE AND PAYMENTS ▾

MY TRIP DOCUMENTS ▾

VIEW & UPLOAD DOCUMENTS ▾

MY ACCOUNT ▾

Welcome Lutheran Church Group to your 2021 Tour to Israel!

Welcome to your portal!

Use the menu above to navigate the portal. Your contact information is listed below.

Group Host	Church Pastor (info@musiccelebrations.com)
------------	--

Need help?

[Click here to view the help/FAQ document.](#)
[Click here to view our Privacy Policy.](#)
[Click here to view our Terms and Conditions.](#)
[Click here to view the TSA notification.](#)
California Seller of Travel #2116138-50
Registration as a seller of travel does not constitute approval by the State of California.

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22) Click on all of the drop-down menus at the top of the menu bar to see your tour documents and information:

INVOICE AND PAYMENTS

MY TRIP DOCUMENTS

VIEW & UPLOAD DOCUMENTS

MY ACCOUNT

Thank you for registering, we look forward to serving you!

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