



AHS Concert Choir – Kansas City - 2020

My Gateway – Registration

Each singer will register on the “My Gateway” online registration system by **October 25, 2019**. Registrations will be completed in class on October 10.

How to register on My Gateway:

- Go to: mygatewaytour.musicfestivals.com
- At the right side of the page, enter your passphrase under the “Sign Up” section
- Enter the Pass Phrase for your tour: **AHSC2020**
- Under “Create User Account” - enter your parent’s name, preferred email address* and a password of your choosing to create a “User Account.” YOU MUST share this password with your parent(s) for them to access your account!!!
- When you register as a user, you must check both boxes and agree to the terms and conditions to continue.
- Once you have registered as a user on the system, you will be directed to the Dashboard
- Click on the “Register your first passenger” button.
- In passenger profile, select “Student”
- Under “Contact Information” enter your parent’s information
- Select “quad occupancy”

Through the My Gateway online registration system you can:

- Sign up for your group’s tour by completing a user registration and passenger profile.
- View payment dates, amounts, and balances.
- Make payments.
- Purchase travel insurance.
- View tour information. (itinerary, inclusions, deadlines, etc.)
- View messages posted to your user profile from your group leader or Gateway staff.



My Gateway – Making Payments

Before making payments, you must register all passengers for whom you are paying on the My Gateway online registration system.

Three tour payment options:

Payment Method #1 – pay by check

- Make checks payable to: Gateway Music Festivals and Tours
- Send to: PO Box 1165, Monticello, MN 55362
- Please indicate your group's name, passengers' name(s), and payment amount

It may take up to one week after Gateway receives your payment for it to be reflected on your My Gateway profile.

If you would like to purchase additional travel insurance, include this with your check payment and please not it with a separate letter.

Payment Method #2 – pay by credit/debit card online through My Gateway

- Go to My Gateway and log into your account.
- Click on the "Payments" header and select the group member(s) for which you would like to make a payment.
- Follow the prompts to make a payment.
- If you would like to purchase optional travel insurance, you can do so by checking the appropriate box.

Online payments will incur an online administrative fee which will be included when you make an online payment. Gateway Music Festivals & Tours never shares your information with third parties.

Payment Method #3 – AHS Choir ISA (Individual Student Account)

- Go to: www.armstrongchoirs.org (must be signed in under student's Robbinsdale gmail account)
- On the homepage – click "Student Choir Accounts"
- Verify your ISA balance by clicking "Student Choir Account Balances"
- Return to homepage – click "Student Choir Accounts"
- Click "Request funds to be transferred from ISA"
- Complete google form (Booster Treasurer will forward that amount directly to Gateway)

Payment Notices

There are two types of automated emails that are sent from My Gateway. The first is an "Upcoming Payment Notice" that is sent 10 days prior to a payment being due. The second is an "Overdue Payment Notice" that is sent 5 days after a payment has been missed or only partially paid. These notices are triggered by the Payment Due Dates and will be sent even if your account reflects a partial amount still due for a particular due date. It is your choice (and there is no penalty) if you want to submit any current outstanding amount immediately or with your next payment.

Waitlist for delinquent payments

If you fall two or more payments behind you will be at risk of being moved to a **waitlist**. Once your account is paid to date we will reinstate your account within 48 to 72 hours based on your group's tour availability.



Payment Schedule

The payment schedule listed below will also be displayed in your "My Gateway" account online. Per the terms and conditions, you agree to when registering, "Services are subject to cancellation by Gateway Music Festivals & Tours, Inc. if payments are not received by their due dates."

Payment due dates and approximate amounts:

	Quad	Triple	Double	Single
Package Price	\$539.00	\$572.00	\$639.00	\$838.00
10/25/2019	\$178.00	\$189.00	\$211.00	\$277.00
11/30/2019	\$178.00	\$189.00	\$211.00	\$277.00
1/6/2020 – Balance +/-	\$183.00	\$194.00	\$217.00	\$284.00