



My Gateway – Registering

To secure your place on the DeKalb High School Marching Band and Orchestra tour of the Czech Republic, each passenger must be registered on the “My Gateway” online registration system by **June 18, 2021**.

If you’ve registered on a past tour with Gateway, you are able to use your same user email.

-On the My Gateway page, enter in the **new passphrase** for this tour (personal information does not transfer over automatically).

-Once you’ve entered your user profile information you will be prompted to verify the use of this duplicate email for the new tour.

A deposit of \$400.00 per passenger is due upon registration.

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: **dhs20cztour**

Under “Create User Account” a parent or student over 18 will need to enter their name, preferred email address* and a password of your choosing to create a “User Account.”

Note: As referenced above, if your email was used on a past tour, you will need to re-enter your password and check the box to use this duplicate email for this tour.

- 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 and can click on the “Register your first passenger” button. You can register for multiple passengers, including yourself, from the Dashboard or the Passengers page.

Note: In passenger profile, options under “Role” are: Chaperone, Staff and Student.

- Please complete all the information as accurately as possible. At this point, students and chaperones should select “double 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.
- View messages posted to your user profile from your group leader or Gateway staff.



My Gateway – Making Payments

Gateway Music Festivals & Tours accepts individual payments online with a credit card (via PayPal) or by personal check via mail.

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

Tour payments can be made by two methods:

Payment Method #1 – pay by check

- Make check payments payable to: Gateway Music Festivals & Tours
- Mail checks to: PO Box 1165, Monticello, MN 55362
- Please indicate your group's name, all passengers' names, and how much of the payment should be applied to each passenger. 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 note 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 members 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 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 will 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."