

- Go to: <https://portal.brightsparktravel.ca>
- Click on **LOGIN / REGISTER**
- Register for a tour
  - Enter the parent/guardian email address
  - Click on **GET STARTED**
- Fill out the Parent Profile
  - Click on **CREATE ACCOUNT**
  - Ensure that your password is at least 6 digits long and contains **(1 capital letter, 1 lowercase letter, 1 number and 1 symbol)**
- Register with a New Code
  - Enter the 7 digit Tour Web Code (found in the top right box on parent letter)

→ Click on Register My Child

1. Step 1) Child's Information
  - Fill out the participant's information
2. Step 2) Tour Options
  - Overview of cost, room occupancy and Terms and Conditions. Terms and Conditions box must be clicked that you agree to them in order to move forward.
3. Step 3) Insurance
  - If insurance is mandatory or not offered for your tour, no further action is required. If insurance is optional, you have the choice to select or decline it.
4. Step 4) Review and Confirm
  - Tour Amount (Total Trip Cost)
  - Payment Amount (Deposit, Pay in Full or Other Amount (needs to be equal to or more than minimum deposit amount))
  - Payment Method (VISA or MasterCard, Bill Payment through bank & option to select Autopay).
5. Step 5) Payment
  - If paying by VISA, VISA Debit or MasterCard, you will be transferred to Moneris (if Autopay is selected, your billing address will be required).
  - When payment by VISA, VISA Debit or MasterCard is successful, you should see a "Success" message.
  - If making a bill payment through one of these Canadian Banks (BMO, Scotia, TD, CIBC, RBC, Tangerine, Meridian or National Bank) you will be transferred to your banking institution to make the payment. (This transfer will only happen during your initial transaction on Brightspark. For subsequent payments, you go directly to your banking institution website or Teller). Add "Brightspark Travel" as the payee and use the Participant Code as the account number. Payment will take up to 72 hours to reach Brightspark and once we receive payment the reservation will then be confirmed



