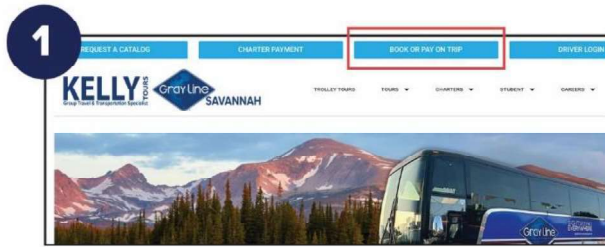


# HOW PARENTS CAN SIGN UP THEIR STUDENT

1. Parents will log into their Kelly Tours account via our website, **kellytours.com**, by clicking the **“Book or Pay”** option at the top of the page. If they do not have an account with us, one can be created by clicking **“Register”** at the bottom on the sign in window.
2. Once logged in, they will enter the **tour number** into the search window at the top right of the page.
3. Parents will fill out their student’s information in the tour booking window.
4. If a parent has more than one traveler attending a trip, multiple travelers can be added by clicking the **“Add a Traveler”** button.
5. If available, parents can choose a payment plan that fits their budget.
6. Once a payment plan is chosen, they fill out their payment information using our secure payment window, review the tour information, and approve their student’s booking.



A screenshot of the 'Sign In' form. It includes fields for 'Email' and 'Password'. Below the fields is a 'Sign In' button. A red box highlights the 'Register' button at the bottom of the form. A message below the form reads 'Please log in to continue'.

A screenshot of the tour booking form. The form title is 'My Bookings' and the tour is 'Trip to Washington, DC'. The price is '\$659'. The 'Add a Traveler' button is highlighted with a red box. Below the button are fields for 'Full Name', 'Address', and 'Phone'.

A screenshot of the 'Create an Account' form. It includes fields for 'Email', 'Password', 'Full Name', and 'Country'. The 'Country' dropdown menu is set to 'United States'.

A screenshot of the payment plan selection screen. It shows three options: '\$100 MONTHLY', '\$186 MONTHLY', and '\$70 BI-WEEKLY'. The '\$70 BI-WEEKLY' option is highlighted with a red box.

A screenshot of the 'Payment Details' page. It shows the tour price '\$659' and the 'Payment Method' section, which is highlighted with a red box. The 'Payment Method' section includes a 'Payment Schedule' table and a 'Payment Method' dropdown menu.

Scheduled Payment Dates	Amount
01/15/2021	\$100.00