

Legacy Tour & Travel is very excited to launch our newly developed online group travel networking and reservation management system, "Travel Connections". To help our travelers navigate this new system, we have put together the following step by step guidelines:

**Step One:**

Go to - [grouptravelconnections.com/accounts/signup](http://grouptravelconnections.com/accounts/signup)

and create an account (one account required for each traveler). Your e-mail address should be your username, and you will need to create a password that is at least 8 digits.

**Step Two:**

You will receive a verification e-mail at the address that you have provided (if you don't see it in a few minutes, check your junk-mail folder). Follow the link provided to verify your account by confirming your e-mail address.

**Step Three:**

You can complete your personal profile now if you wish, via the "Edit Profile" option on your account page.

**Step Four:**

Go to - [grouptravelconnections.com/group/decorah-dc-2016](http://grouptravelconnections.com/group/decorah-dc-2016)

and log in again with your new credentials, if necessary, and request to join the Decorah Educational Travel Program group, and then wait (up to 48 hours) for email confirmation of membership from your group leader. Prior to your group leader approving your request for membership, you will be able to view the tour provided by your group, but will not be able to access specific tour information, group announcements, FAQs, or the actual reservation part of the system.

**Step Five:**

When you receive the email confirming your membership request has been accepted, log in again to [grouptravelconnections.com](http://grouptravelconnections.com) to now access previously unavailable group information mentioned above via the "Groups" tab on your account page.

**Step Six:**

Select the tour from the group's tour list that you would like to travel on to view specific information including a description of some of the highlights and inclusions of the tour, itinerary, photos from previous groups, tour specific announcements from your group leader, and any helpful documents. If you are ready to make your reservation, click on the "Register Now" button.

**Step Seven:**

Complete your tour registration:

1. Edit and confirm personal information as required.
2. Select your room occupancy preference. Pricing for each occupancy will be displayed. Students should select the "Quad" option.
3. Make note of when the initial deposit is due and the amount which will be due.

Your registration is now complete!

**Step Eight:**

Return to the site as needed to make payments. Check your group and tour pages regularly to stay up to date on any important announcements from your group leader as well as to access information regarding what you can expect from your upcoming tour and how you can prepare to ensure that you have the best experience possible.

Thank you for making travel connections with your group of fellow travelers, and Legacy Tour & Travel!