

# How to pay and manage your booking

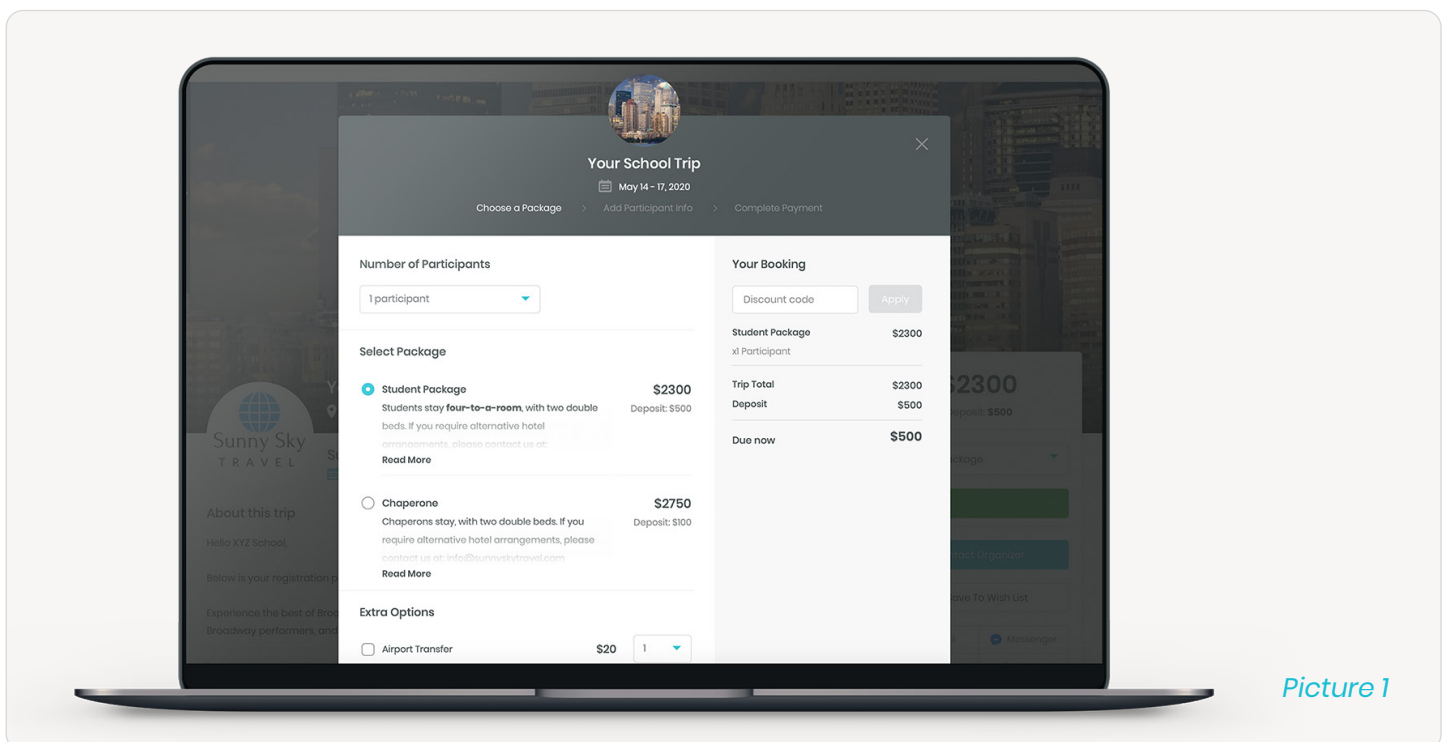
## A *step-by-step* guide

We are supported by WeTravel [www.wetravel.com](http://www.wetravel.com) so you can make payments 24/7 from anywhere and any device.

wetravel

## Registration

1. Go to the trip registration link that you receive from us or the school.
2. Read all the trip details, e.g. available packages, payment plans, terms, and itinerary.
3. Click **“Select”**. In some cases, the button might say **“Book Now”** or similar. A pop-up will appear (*Picture 1*).
4. Choose a package: select the number of participants, the package, and the payment options.
5. Add participant info: fill in the form, upload any requested documents, and agree to the terms and conditions if any.
6. Complete payment: type your bank account or card details then click **“Confirm Booking”** to pay securely and confirm your booking.
7. You will receive an email with the receipt of the trip payment.



Picture 1

# Pay your next installment or balance due

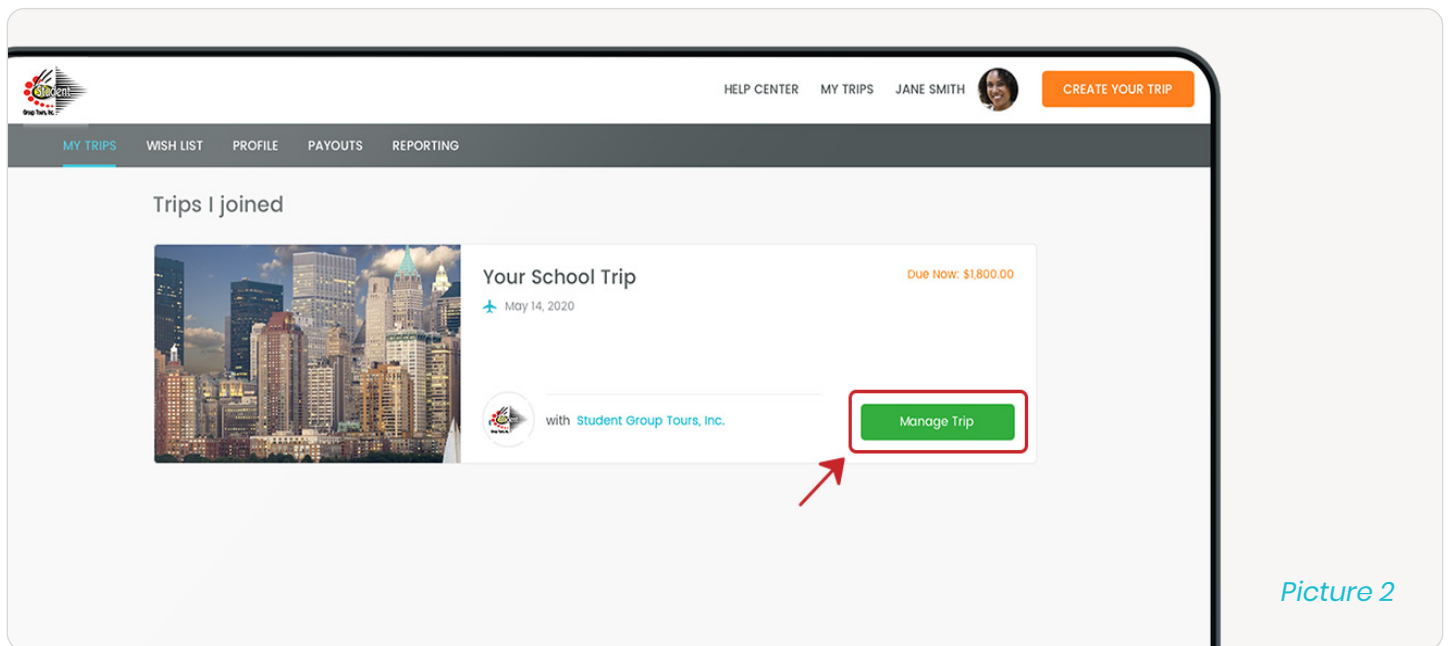
2

- You will receive an email from us. Click “Make Payment”, sign in to your WeTravel account, and you will be redirected to pay your installments.
- Modify your booking. Read below.

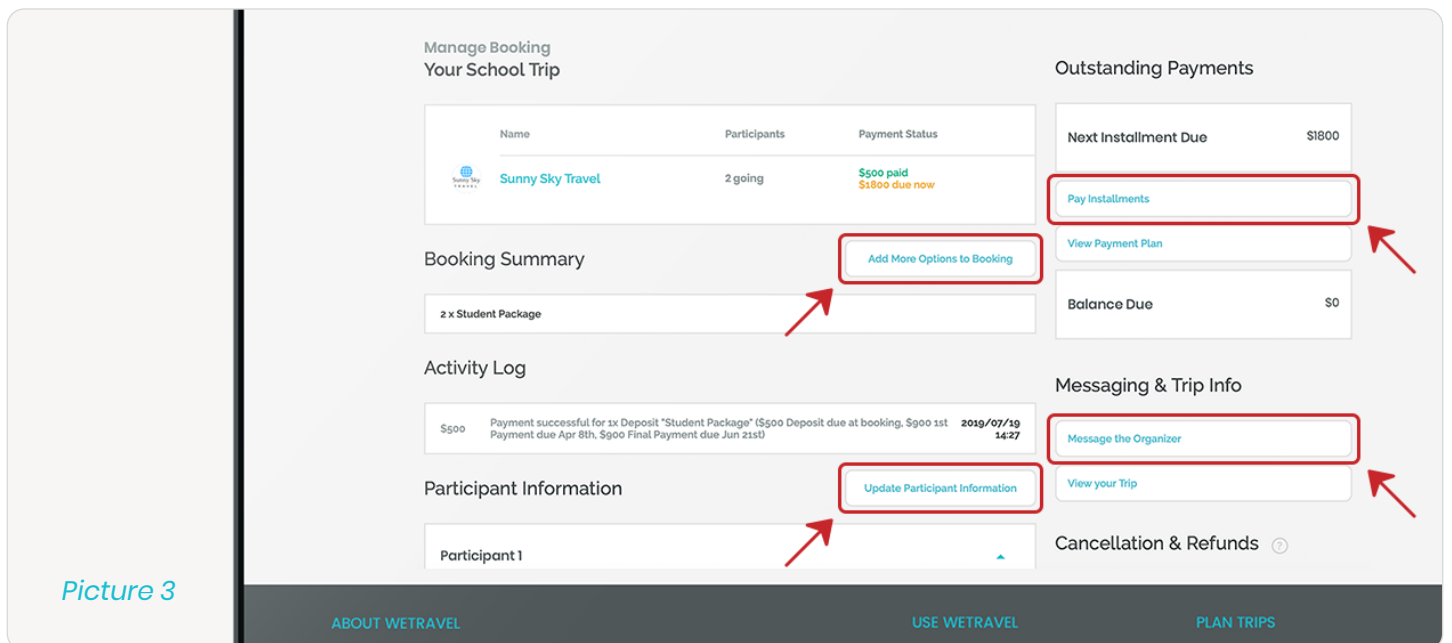
3

## Modify your booking

1. Sign into WeTravel. Click “My Trips” > “Manage Booking” (Picture 2).
2. You can see your booking details and payment status. Also, there are buttons to pay your next installments, add more options to your booking, update your information, or message us (Picture 3).
3. Message us if you want to change the booking, e.g. switch package.



Picture 2



Picture 3

