

Online Sign-up Process for Parents

It is highly suggested to **DO** this process on a **DESKTOP/LAPTOP** computer and **NOT** a **PHONE/IPAD/TABLET**

Login and Create Account

- 1) Visit www.brightsparktravel.ca → Click on the green login button on the top right hand corner of the page next to the search button. 
- 2) Create the Parent Account (found on the right hand side of the page).
- 3) Enter the **PARENT/GUARDIAN** details (email address, first name, last name, password, tour webcode).
PLEASE NOTE: It is imperative that you enter the PARENT/GUARDIANS information and NOT the STUDENT.
- 4) The **TOUR WEBCODE** is a **UNIQUE 7-DIGIT** number located on the right hand side of the first page of the parent information package provided to you by the school.

SAMPLE TOUR WEBCODE → **TOUR WEB CODE**
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- 5) Read the [Terms and Conditions](#) → click **'Create account'**.
- 6) You are now on the **'Tour Homepage'** and will have to **'REGISTER A PARTICIPANT'**.

PLEASE READ AND FOLLOW THESE DIRECTIONS CAREFULLY

- 7) → Click on the **'REGISTER THE PARTICIPANT'** link found on the **'My Tour Menu'** on the top left hand side of the page.
- 8) → Click on the **'Register & Pay'** button found on the middle of the page.
PLEASE NOTE: If you see your name under 'my accounts' (because of previous registrations with us) DO NOT click the 'view and edit' button. It will take you to the wrong area.



- 9) Fill out all of the necessary fields. If they have any **ALLERGIES** fill out in the bottom section of the page.
PLEASE NOTE: DO NOT add the participants email.
- 10) The next page shows the cost of the tour based on quad occupancy and allows you to choose the **INSURANCE OPTION**. You will be asked again if you have read the [Terms and Conditions](#) and you must click before proceeding → Click **'Next Step'**.

- 11) You are now on the **'Deposit'** page where you have two options of payment **'Pay by Visa or Mastercard'** OR **'Pay by Online Banking'**

Online Banking Option

- 12) Your **'Reservation ID'** will be given to you on the next page.

SAMPLE RESERVATION ID  **Your Reservation ID: - - - - -**

PLEASE NOTE: You must make note of this **UNIQUE 6-digit number** that is assigned to you.

- 13) You will also be given the deposit amount owing.
- 14) → Click on the financial institution that you bank with.
- 15) You will be taken from our portal directly to your banks homepage (For subsequent payment go directly to your bank website)
- 16) From here you will log into your bank account
- 17) → Set **Brightspark** up as a **'Payee'** and follow your bank instructions from there.
- 18) When it asks you for your **'Account #'**, enter your 6-digit **'Reservation ID'** provided on the previous page.
- 19) Online payments can take up to 72 hours to reflect on your Brightspark reservation.
- 20) You can go into your reservation and print an account summary at any time.

Credit Card Option

- 21) → Click **'Pay Now'**. You will be given the deposit amount due at time of booking **BUT**, if you prefer to pay the full amount right away → click **'Another Amount'** and change the amount owing to the full cost of the tour.
- 22) You will also see the **'AutoPay'** option which is automatically selected.

AutoPay - Your subsequent payments will automatically be processed on the due dates as per the payment schedule. Should you wish to deactivate this option un-click the box

- 23) If you do not wish to setup **'AutoPay'**, simply uncheck the box.
- PLEASE NOTE:** If the card # changes before one of the next payments, you will need to change that on the auto-pay feature or the card will not work for any future payments.
- 24) → Click on **'Pay Now'**. You will be re-directed to the **Moneris website**.
- 25) Enter your credit card information.
- 26) You have now completed the registration process.

If you have any questions; please call 416-486-6440 x 2 for our Customer Service Team