

# How To Register, Pay & Manage Your Booking



## A Step-By-Step Guide for **McNeil HS Orchestra** **Roswell, NM 2026**

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



### 1 Trip Details and Payment Schedule

Here are the trip details:

**DESTINATION:** Roswell, New Mexico  
**TRIP DATES:** March 26 -29, 2026

**COST:** \$837 - Student Quad Package  
\$1,007 - Chaperone Double Package

**Registration deadline: November 9, 2025**

**PAYMENT SCHEDULE: (based on student QUAD package)**

PAYMENT DATE	DESCRIPTION	AMOUNT
Upon Registration	<b>Non-refundable deposit</b>	<b>\$151</b>
November 9, 2025	Payment #2	\$184
December 9, 2025	Payment #3	\$184
January 9, 2026	Payment #4	\$184
February 9, 2026	Payment #5	\$184
<b>TOTAL PAID</b>		<b>\$887</b>

NOTE: Payments made online by credit card or electronic funds transfer (EFT) will be subject to online transaction fees.

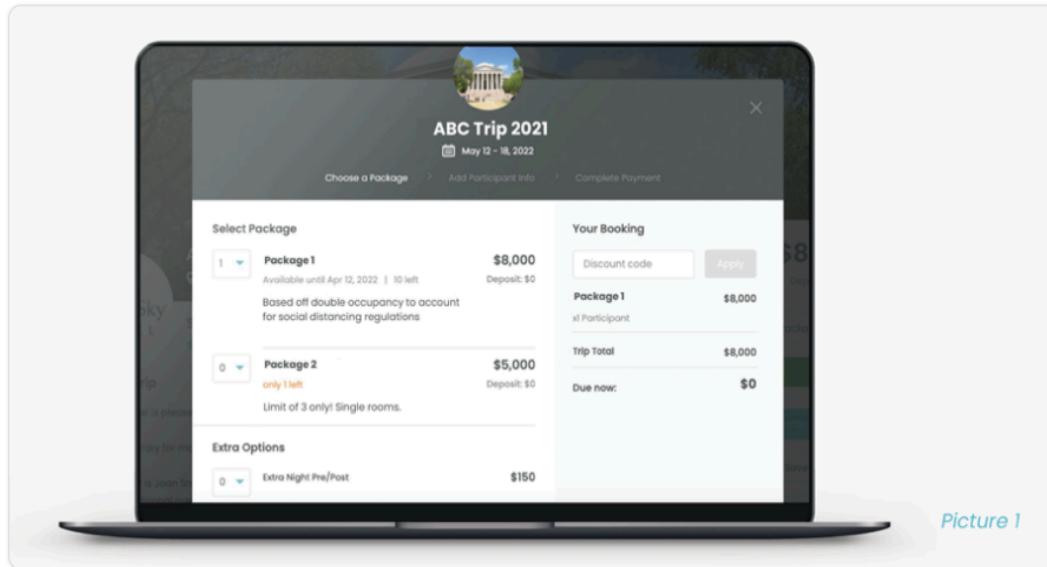
Perform America-TX, LLC will be handling your trip registration and payments. All travelers must register online. A customized web page for your program has been set up that contains all of the trip details and allows you to register and make payments online. With the exception of the initial deposit, payments can still be made by check to avoid fees. Instructions on how to do so will appear on the initial page. The above payment schedule also applies if paying by check. Please contact your PAT account representative if you need to communicate a late payment.

If you have questions about the trip or the registration process, you may call Perform America - TX, LLC at 281-886-7690.  
If you are unable to register online, we can help you make your reservation over the phone.



## 2 Online Registration

1. Go to the trip registration link and register your participant/traveler:  
**[ONLINE REGISTRATION PORTAL](#)**
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 **Buyer (Parent/Guardian)** information, **Please make sure to input Parent/Guardian email as important reminders will be sent to that email address.**
6. Add **Participant (Student/Traveler)** info: fill in the form and agree to the terms and conditions.
  - **Please note that this information might auto-populate from Buyer info, and you will have to delete and enter correct information for Participant (Student/Traveler)**
  - **\*\*IMPORTANT: NAME ENTERED SHOULD BE LEGAL NAME THAT MATCHES ID\*\***
7. Complete payment: type your bank account or card details then click **"Confirm Booking"** to pay securely and confirm your booking. You will receive an email with the receipt of the trip payment. Check your spam or junk folder if it doesn't appear in your inbox.

## 3 Pay your next installment or balance due

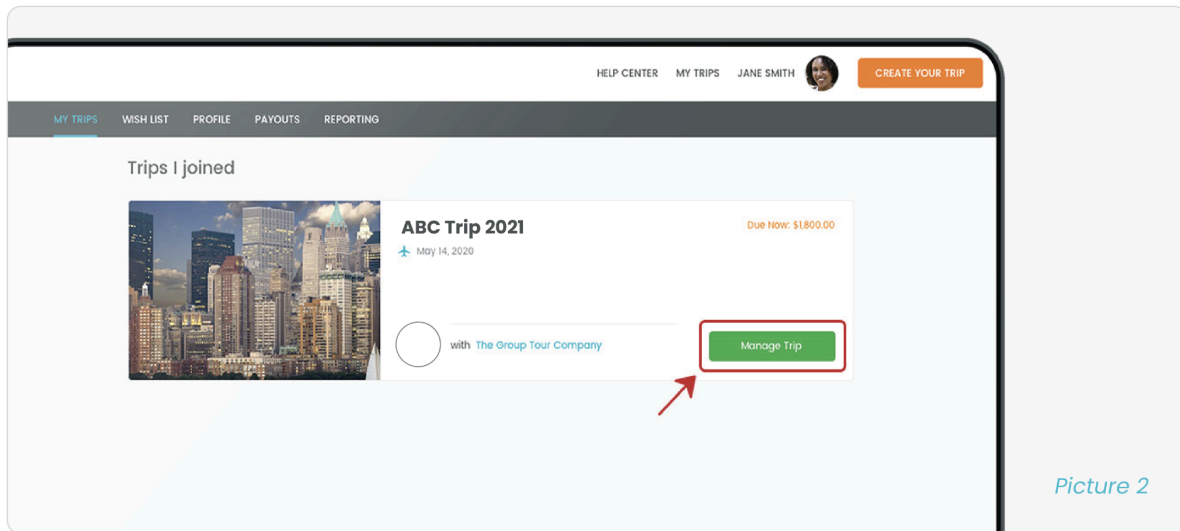
- You will receive an email from us. Click **"Make Payment"**, sign in to your WeTravel account with **Buyer (Parent/Guardian) email** you made initial payment with, and you will be redirected to pay your installments.

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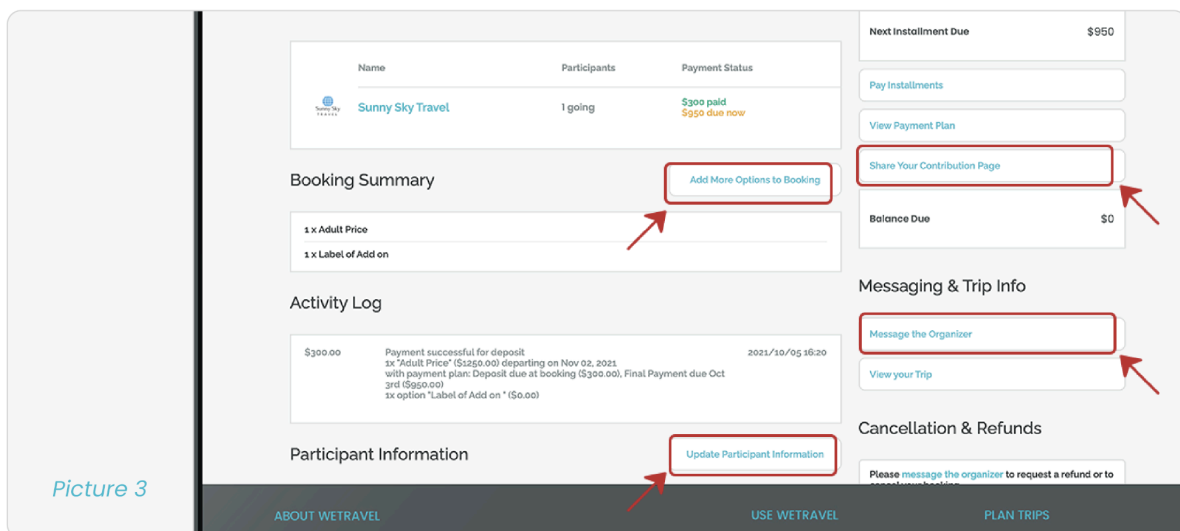


## 4 Modify your booking

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



Picture 2



Picture 3

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## 5 Modify your contact details

1. If you'd like to change the email address associated with your account, you can do that by going to "**Profile**" > "**Edit Profile**" > "**Login & Security**"
2. If you'd like to change the first and/or last name associated with your account, you can do that by going to "**Profile**" > "**Edit Profile**" > "**General Settings**"

The screenshot displays the WeTravel user profile management interface. At the top, a navigation bar includes 'MY TRIPS', 'PROFILE', 'PAYMENTS', 'DASHBOARD', and 'WETRAVEL CARDS'. The 'PROFILE' tab is active, leading to the 'Edit Profile' page. A warning message states: 'Your account is not verified. You can accept payments, but you cannot transfer funds out of WeTravel. Please go to [Trust & Verification](#) to submit your information.' The left sidebar contains a menu with 'Trust & Verification', 'Reviews', 'References', 'Team Members', 'Payment Settings', and 'Notification Settings', along with a 'View Profile' button. The main content area is divided into two sections: 'Login and Security' and 'General Settings'. The 'Login and Security' section includes fields for 'Email' (corley.jen@gmail.com), 'Password', and 'Two-Factor Authentication'. The 'General Settings' section includes 'Current Plan' (WeTravel Basic), 'Account Type' (Personal Account), 'First Name' (Jen), and 'Last Name' (Corley). Two callout boxes provide enlarged views of the 'Login and Security' and 'General Settings' sections, with arrows indicating their location on the main page. The user's name 'Jen Corley' is visible at the bottom of the profile page.

## 6 Travel Insurance

1. Travel insurance is highly recommended. We partner with Travel Insured International to bring you the best plans available including an optional CFAR (Cancel For Any Reason) coverage. You can see their flyer with pricing [HERE](#).
2. Travel insurance information and registration is available on the online registration portal.
3. [CLICK HERE](#) for the direct link to the **STUDENT/CHAPERONE** travel insurance.
4. If interested in travel insurance, you must purchase before making your final payment.
5. *If you are wanting to add CFAR (Cancel For Any Reason) coverage to your policy, it must be purchased within 14 days of your initial trip deposit.*
6. ***If paying for your trip in full, you must purchase travel insurance FIRST.***

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