

HOW TO REGISTER ONLINE

→ Go to portal.brightsparktravel.ca

→ Register for a tour

1. Enter the parent/guardian email address
2. Click on “Get Started”

→ Fill out the parent profile

Click on “Create Account”

Password must be six or more characters long and contain at least one capital letter, lowercase letter, number, and symbol.

→ Register for a new tour

Enter the seven-character **Tour Web Code** found in the top right box of the parent letter.

→ Register my child

1. **Child's information:** Fill out the participant's information.
2. **Tour options:** Overview of cost, room occupancy, and Terms and Conditions.
You must check the box to agree to Terms and Conditions before moving forward.
3. **Insurance:** If insurance is optional, you have the choice to select or decline it. If insurance is mandatory or not offered for your tour, no further action is required.

4. Review and confirm

- **Tour amount:** Total trip cost.
- **Payment amount:** Deposit, pay in full, or other amount (must be equal to or greater than minimum deposit amount).
- **Payment method**

5. Payment (required to confirm registration)

- If paying by Visa, Visa Debit, or MasterCard, you will be transferred to Moneris. If autopay is selected, your billing address will be required.
- When payment by Visa, Visa Debit, or MasterCard is successful, you should see a “Success” message.
- If making a bill payment through BMO, Scotia, TD, CIBC, RBC, Tangerine, Meridian, or National Bank, you will be transferred to your banking institution to make the payment. (This transfer will only happen during your initial transaction on Brightspark. For subsequent payments, you'll go directly through your banking institution's website or teller.) Add “Brightspark Travel” as the payee and use the Participant Code as the account number. Bill payments can take up to 72 hours to reach Brightspark. Registration will be confirmed once we've received your payment from the bank.