



HOW TO MAKE A PAYMENT ONLINE FOR YOUR SCHOOL TOUR TO PARIS

- Visit www.gtitravel.ie/make-a-payment/ where you will be prompted to either register if it's your first visit or log in for subsequent visits.

An account is automatically created for you on your first visit. A password is sent to the email address you entered. You will need this password for your next log-in and to check the payments made for your child's tour.

- Select the **Make a Payment** option under **School Tours**

School Tours	Escorted Tours	Battlefield Tours	Agricultural Tours
View Tours	Book Online	Book Online	Book Online
Make a Payment	Pay the Balance	Pay the Balance	Pay the Balance

- You'll then be asked for the **Tour Details** which for your school are as follows:

Tour Details

Booking Reference *

22-STM008-1/Your Child's Surname

School/ Group Name *

St Marys Diocesan

Departure Date *

28-10-2022

Destination *

Paris

- You'll then be asked for the **Passenger Details** which are specific to your child. The Date Format for DOB must be DD-MM-YYYY. If no valid passport, please put in A123456 as a dummy number. You can update us by email later.
- Click **Continue to Payment** where you will be taken to the secure payment page. Enter the deposit amount along with your card details. *The deposit of €250 is non-refundable.*
- Click **Pay Now**. Don't forget to tick the T&C box.

Once the payment is gone through, a Payment Reference Number will appear on the screen. This is the number that your teacher will need as proof of payment. An email will also be sent to you.