

USA Student Travel

5080 Robert J. Mathews Parkway
El Dorado Hills, CA 95762
(916) 939-6805

Please refer to the following instructions on how to register online for the upcoming Student Television Network Convention

- Step 1: Go to www.usastudenttravel.com
- Step 2: Click on the "REGISTER NOW" tab highlighted in red
- Step 3: Click on "REGISTER HERE" tab highlighted in red again on the right below "Broadcast Journalism"
- Step 4: The next page requires 2 pieces of information: Travelers "ZIP CODE" and SCHOOL/GROUP NAME which is "Alpharetta".
(No need to enter the trip departure date)
- Step 5: Click to AGREE TO TERMS AND CONDITIONS at the bottom
- Step 6: Next page provides the Alpharetta High School trip, click on "ALPHARETTA HIGH SCHOOL" option and click "CONTINUE"
- Step 7: Complete all traveler information on this page, then click "CONTINUE"
- Step 8: Next page pops up as "TRIP REGISTRATION-INFO & OPTIONS", which lists the previous traveler information entered, then click "CONTINUE"
- Step 9: Next page requires payment information to be entered. First enter \$300 as the Registration Deposit Amount.
- Step 10: Enter cardholder information
- Step 11: Decide and check the box for auto pay if you choose to have the payments charged automatically on the listed due dates on the trip itinerary, or leave blank if you do not want this option
- Step 12: Click to AGREE TO TERMS AND CONDITIONS
- Step 13: Fill in name required for E-Signature
- Step 14: Click "CONFIRM REGISTRATION"

Once the registration has been processed, a confirmation invoice will be emailed to the email account(s) on file.

Thank you