

2027 BLUEBIRD TRIP REGISTRATION INSTRUCTIONS

What's New This Year?

- **Online Registration Only:** We no longer accept paper forms. The entire process is now digital.
- **Electronic Document Submission:** Upload your required documents directly to the portal instead of mailing them.
- **Flexible Payment Plans:** Spread the cost of your trip over time with our new installment options.
- **Purchase Protection:** Optional coverage is now available at checkout to safeguard your investment against unexpected cancellations.

Before starting your online registration, please take the time to read the instructions and related documents carefully. These resources provide crucial information regarding our new payment and protection options, as well as detailed steps on how to download and submit your electronic forms successfully.

Please note that all listed prices are preliminary estimates only.

These figures are calculated based on current rates for hotel accommodations, travel and fuel costs, entrance fees for planned sites and activities, and prearranged meals. While we have made every effort to provide an accurate estimate based on the pricing received, these costs are subject to change.

Once final costs are locked in, your account will be updated based on your selected payment method:

1. **Payment Plan:** Your remaining trip balance will be adjusted accordingly, and you will receive a notification regarding the updated payment schedule.
2. **Pay In Full:** We will notify you by email of any adjustment and, if applicable, provide a secure link to pay any remaining balance owed.

If you have questions about the 2027 Bluebird Trip or need help registering, please contact your Bluebird Co-Chairs [Marylou Darnell](#) and [Cindy Williams](#).

Step-by-Step Registration Guide

Section 1 – Before you register, you will need to select a payment method for your **2027 Bluebird Trip**. Please review the [2027 Bluebird Trip – Payment Options](#) document to learn about the four available payment options, payment plans, registration platform fees, credit/debit card processing fees, and purchase protection.

1. This year, we are offering the following four payment methods
 - a. **Payment Option # 1: Pay in Full (credit/debit card payments only)**
 - i. *Purchase Protection available
 - b. **Payment Option # 2: *Monthly Payment Plan (credit/debit card payments only)**
 - i. *Purchase Protection available
 - c. **Payment Option # 3: Pay-In-Full (check payments only)**
 - d. **Payment Option # 4: Four Installments (check payments only)**
 - e. **Once you have made your selection, on the Events Plus website, select the**
 - i. **Credit/Debit Card** button if you have chosen Payment Option #1 or #2
 - ii. **Check Payment** button if you have chosen Payment Option #3 or #4

Step 2 – (For Bluebirds Only) Next, complete and electronically submit the [2027 Bluebird Tour Release and Medical Information Form](#).

1. **Download the form:** Click on the form link located directly below the row of 4 round photos to download and save the [2027 Bluebird Tour Release and Medical Information Form](#) to a folder on your computer where you can easily find it.
 - a. **Rename the file:** While saving the document, change the file name by replacing the word “name” at the end with your actual name.
 - i. **Example:** Change the file name from “2027BB_Rel_Med_Form-**Name**” to “2027BB_Rel_Med_Form-**Jane Doe**.”
 - b. Open the document, answer all the questions, and provide the requested information. If a question does not apply to you, enter **N/A**.
 - c. **Type** your signature. (Typed names will be accepted with the understanding that you agree to the information and terms provided, and the information you provided is correct to the best of your knowledge.)
 - d. Once complete, **Save** the form.
1. **To upload the form**
 - a. Return to the online registration form and **Click** on the brown “**Browse**” button below the row of 4 round photos.
 - b. Find the saved form, **Click** on the form once to highlight it, and then **Click** the **Open** button.
 - c. The system will think for a bit, and once the form name appears, the upload is complete.

Section 1 - Continue

1. Read the [MSSDAR Privacy Policy](#), [Payment Methods](#), [Terms and Conditions](#), and the [Purchase Protection](#) documents. Links appear here and on the registration form located under the row of 4 round photos. These documents will assist you in making decisions about the payment methods, Payment Plans, cancellations, refunds, etc.

Section 2: Register for the Bluebird Trip

1. **Missouri Resident:** Please indicate if you are a resident of Missouri.
 - a. If you answer **No** to Missouri Resident, **STOP** your registration.
 - b. Because of our nonprofit status, MSSDAR is only permitted to sell events/merchandise online to Missouri residents with a valid Missouri billing and physical mailing address.
 - c. If you are an MSSDAR member with an out-of-state billing and physical mailing address, please contact your Bluebird Co-Chairs [Marylou Darnell](#) and [Cindy Williams](#) for an alternate method to register and pay for your trip.
1. **Payment Options:**
 - a. If you are paying by credit/debit card, select
 - i. Payment Option #1 for “Pay in Full,” or
 - ii. Payment Option #2 for “Monthly Payment Plan”
 - b. If you are paying by check, select
 - i. Payment Option #3 for “Pay in Full,” or
 - ii. Payment Option #4 for 4 Payment Plan”
 - c. **# of Roommates:** The cost of lodging is based on **two individuals per room**. You can choose to share a room with a roommate or room alone. If you choose to room alone, your total cost will be adjusted to the full room price.
 - i. Select “0” if you would like to room alone, or “1” if you would like to share the room.
 - d. **Roommate Assignments:**
 - i. Select whether you have a roommate or you would like the Bluebird Chairs to select a roommate for you.
 - e. **Your roommate's name:** Enter the name of your roommate;

Section 3: Request hotel accommodations only

1. For those members who are not traveling with the Bluebirds, but would like hotel accommodations in Washington, D.C.
2. **Bluebirds skip this section and go to Section 4**

Section 4: Personal Information

1. Enter your legal name, or your name as it appears on the debit/credit card if paying by card.
2. Enter your name as you would like it to appear on your name badge
3. Your National Number is required
4. Enter your email address and phone numbers where indicated.

Section 5: Purchase Protection

1. Purchase Protection is optional and provides a level of comfort if you need to cancel your registration due to qualifying unforeseen circumstances.
2. If you haven't done so yet, please read the document [Purchase Protection](#); the link is found here and also located under the row of 4 round photos.
3. Also, in this section, you will want to read the **Full Terms** and [Read Full Terms and Conditions](#).
4. Purchase Protection is only offered once, during the initial registration process.
 - a. You cannot purchase the Purchase Protection at a later date.
 - b. Purchase Protection is a separate credit/debit card charge and cannot be included in any payment plans.
5. Select if you would like to **purchase** or **No thanks**

ADD ANOTHER REGISTRANT
DO NOT ADD ANOTHER REGISTRANT. EACH PERSON MUST
COMPLETE A SEPARATE ONLINE REGISTRATION FORM.

Registration Summary

1. Review the registration summary for cost and processing fees.
2. For Credit/Debit Card payments only:
 - a. Select "Pay in Full" or "Pay in Installments"
 - b. You can read "Learn more about payment plans" to learn more about them.
3. For Check Payments, enter check#

Section 6 – Billing Information

Check the box to copy your information from Section 4: Personal Info to Section 6: Billing Information.

Complete the remainder of the billing section providing the requested information.

1. Submitting your registration

- 1.1. **When you're satisfied with your registration and feel confident that all required fields have been completed,**
- 1.2. **Click** on the **Submit** button.
- 1.3. If the page moves upward after selecting the Submit button, more than likely a required question was not answered.
 - 1.3.1. Where the page stopped is where the question was missed.
 - 1.3.2. Answer the question and then click on the Submit button again.
 - 1.3.3. Repeat I through iii until all required questions have been answered and the system accepts your submission.
- 1.4. If the system does not accept your debit/credit card, first check and verify that the card information was entered correctly and try submitting your registration again. If it continues, try a different debit/credit card or contact your financial institution.

2. Submission Accepted – PAID IN FULL & Monthly payments.

- 2.1. If you choose to pay in full or by payment plan, once your registration has been accepted, you will be taken to a confirmation page that summarizes your registration and payment.
- 2.2. You have the option to **PRINT CONFIRMATION** and to **RESEND CONFIRMATION**
 - 2.2.1. Before closing the page, it is important that you print or save your confirmation page. You will want to make sure that you received an email confirmation of your registration also. Check your spam folder!
 - 2.2.2. If you did not receive an email confirmation, you can click on the **RESEND CONFIRMATION** button, enter your email address, and click on the YES, RESEND button.
- 2.3. For payment by check, there is information on how to submit your check along with a copy of the confirmation page to [Event Registration](#).