



My Gateway – Registering

To secure your place on the Luther College Alumni and Friends Tour, each passenger must be registered on the “My Gateway” online registration system.

If you’ve registered on a past tour with Gateway, you are not able to log into a past account without following the steps below, personal information does not transfer over automatically.

A non-refundable deposit of \$500.00 per passenger is also due upon registration.

How to register on My Gateway:

- Go to: mygatewaytour.musicfestivals.com
- At the right side of the page, enter your passphrase under the “Sign Up” section
- Enter the Pass Phrase for your tour: **LutherCompanion2027**

Under “Create User Account” a parent or student over 18 will need to enter their name, preferred email address* and a password of your choosing to create a “User Account.”

Note: As referenced above, if your email was used on a past tour, check the box ☐ to use this duplicate email for this tour.

- When you register as a user, you must check both boxes and agree to the terms and conditions to continue.
- Once you have registered as a user on the system, you will be directed to the Dashboard and can click on the “Register your first passenger” button. You can register for multiple passengers, including yourself, from the Dashboard or the Passengers page.

Note: In passenger profile, options under “Role” are: Adult Passenger, Minor Passenger, and Staff.

- At this point, group members should select “double occupancy” unless they are requesting a single room.
- Please complete all the information as accurately as possible.

Through the My Gateway online registration system you can:

- Sign up for your group’s tour by completing a user registration and passenger profile.
- View payment dates, amounts, and balances.
- Make payments.
- Purchase travel insurance.
- View tour information.
- View messages posted to your user profile from your group leader or Gateway staff.



My Gateway – Making Payments

Gateway Music Festivals & Tours accepts individual payments online with a credit card (via PayPal) or by personal check via mail.

Before making payments, you must register all passengers for whom you are paying on the My Gateway online registration system.

Tour payments can be made by two methods:

Payment Method #1 – pay by check

- Make check payments payable to: Gateway Music Festivals & Tours
- Mail checks to: PO Box 1165, Monticello, MN 55362
- Please indicate your group's name, all passengers' names, and how much of the payment should be applied to each passenger. It may take up to one week after Gateway receives your payment for it to be reflected on your My Gateway profile. If you would like to purchase additional travel insurance, include this with your check payment and please note it with a separate letter.

Payment Method #2 – pay by credit/debit card online through My Gateway

- Go to My Gateway and log into your account.
- Click on the "Payments" header and select the group members for which you would like to make a payment.
- Follow the prompts to make a payment.
- If you would like to purchase optional travel insurance, you can do so by checking the appropriate box.

Online payments will incur an online administrative fee which will be included when you make an online payment. Gateway Music Festivals & Tours never shares your information with third parties.

Payment Notices

There are two types of automated emails that are sent from My Gateway. The first is an "Upcoming Payment Notice" that is sent 10 days prior to a payment being due. The second is an "Overdue Payment Notice" that is sent 5 days after a payment has been missed or only partially paid. These notices are triggered by the Payment Due Dates and will be sent even if your account reflects a partial amount still due for a particular due date. It is your choice (and there is no penalty) if you want to submit any current outstanding amount immediately or with your next payment.

Waitlist for delinquent payments

If you fall two or more payments behind you will be at risk of being moved to a **waitlist**. Once your account is paid to date we will reinstate your account within 48 to 72 hours based on your group's tour availability.

Travel Protection Plan (see separate document)

Individual travel insurance is not included. Passengers who wish to insure their individual tour package may purchase through Gateway or a vendor of their choice. Gateway must receive the passenger's premium payment at or before the insurance payment due date, and prior to making their final payment. Gateway strongly recommends a plan with the Cancel for Any Reason benefit. For questions regarding coverage call Trip Mate at 1-800-888-7292 and refer to Plan F455F or F465F (Plan with Cancel for Any Reason). You may also visit their website at www.tripmate.com/wpF455F or www.tripmate.com/wpF465F.



Payment Schedule:

The payment schedule listed below will also be displayed in your "My Gateway" account online. Per the terms and conditions, you agree to when registering, "Services are subject to cancellation by Gateway Music Festivals & Tours, Inc. if payments are not received by their due dates."

Payment due dates and approximate amounts (Core Trip Dates):

	Double	Single
Package Price	\$5,450.00	\$6,330.00
Upon Registration – Non-refundable Deposit	\$500.00	\$500.00
1/10/2027	\$2,475.00	\$2,915.00
3/11/2027 – Balance +/-	\$2,475.00	\$2,915.00

Payment due dates and approximate amounts (Extension + Core Trip Dates):

	Double	Single
Package Price	\$7,650.00	\$9,080.00
Upon Registration – Non-refundable Deposit	\$500.00	\$500.00
1/10/2027	\$3,575.00	\$4,290.00
3/11/2027 – Balance +/-	\$3,575.00	\$4,290.00

Cancellation Date Outline:

If you need to cancel your tour registration, please login to your My Gateway account, click 'Passengers' at the top of the screen. You will see your passengers listed with 'cancel registration' next to each name. Follow the prompts to completely cancel each passenger from the tour. You will receive your refund check in 2-3 weeks upon cancellation. Your refund check will be sent to the address in your My Gateway account. Cancellation penalties will apply depending on date of cancel and penalty dates.

Visit the next page for customized cancellation date outlines for the core trip dates or the extension + core trip dates packages.



Cancellation Date Outline (Core Trip Dates):

Core Trip Dates	Luther College Companions				
	Individual Cancellation Date Penalties				
	based on Gateway Music Festivals & Tours Terms and Conditions				
Cancellation time frame	Up to 120 days	119 to 106 days	105 to 61 days	60 to 16 days New passenger fee* applies	15 days to departure New passenger fee* applies
		January 26, 2027 to February 8, 2027	February 9, 2027 to March 25, 2027	March 26, 2027 to May 9, 2027	May 10, 2027 to May 25, 2027
	January 25, 2027				
Land Penalties: (based on occupancy)	\$500 Deposit	25% of land cost	50% of land cost	75% of land cost	100% of land cost
Land - Adult Double	\$500.00	\$1,362.50	\$2,725.00	\$4,087.50	\$5,450.00
Land - Adult Single	\$500.00	\$1,582.50	\$3,165.00	\$4,747.50	\$6,330.00
^^Per the Terms and Conditions, cancellation fees may be subject to additional vendors' fees.					

Cancellation Date Outline (Extension + Core Trip Dates):

Trip Extension + Core Dates	Luther College Companions				
	Individual Cancellation Date Penalties				
	based on Gateway Music Festivals & Tours Terms and Conditions				
Cancellation time frame	Up to 120 days	119 to 106 days	105 to 61 days	60 to 16 days New passenger fee* applies	15 days to departure New passenger fee* applies
		January 26, 2027 to February 8, 2027	February 9, 2027 to March 25, 2027	March 26, 2027 to May 9, 2027	May 10, 2027 to May 25, 2027
	January 25, 2027				
Land Penalties: (based on occupancy)	\$500 Deposit	25% of land cost	50% of land cost	75% of land cost	100% of land cost
Land - Adult Double	\$500.00	\$1,912.50	\$3,825.00	\$5,737.50	\$7,650.00
Land - Adult Single	\$500.00	\$2,270.00	\$4,540.00	\$6,810.00	\$9,080.00
^^Per the Terms and Conditions, cancellation fees may be subject to additional vendors' fees.					