

HOW TO REACH THE NEW PORTAL

This portal (6772022) is now closed. To continue to sign up or make payments, please go to the new portal.

URL: <https://portal.brightsparktravel.com/>

The new tour number is: (TVRG2FW).

THE NEW PORTAL WILL BE OPEN AFTER SEPTEMBER 20 - PLEASE EXCUSE THE DELAY IF YOU WANTED TO LOG ON SOONER. Just click on the URL above and you are at the new portal.

Note: System works best if you are using a laptop or desktop computer, and GoogleChrome or Internet Explorer. The new system does not seem to work well on smartphones or Macs.

IF YOU ARE ALREADY BOOKED ON THE TOUR:

- The first screen you will see is asking you if you are traveling before or after [October 1](#); you will click on "after".
- Since you already put in an email address, sign in on the right side, using the original email address. Note: During system switch over, all email addresses were apparently changed to all lower case. So if you normally type your email using upper and lower case letters, try using just lower case.
- Don't use your old password. Click to request a new password; a link will be sent to your email. Please follow the steps to enter a new password (must be at least six characters long, and include at least one upper case and lower case letter, one number, and one special character). You will then be able to get into your account.

IF YOU ARE NEW AND HAVEN'T BOOKED:

- You will still select *After [October 1](#)*.
- Then you will create a new account by signing in on the left side; just put in your email address and follow the steps.
- **Please note the new tour number above you will need it to register.**

If you are still having problems, call Kim Summers, Brightsparks tour manager, directly at 708-831-7150.