



My Gateway – Registering

To secure your place on the Liberty High School Grenadier Band Hollywood Christmas Parade tour, each passenger must be registered on the “My Gateway” online registration system by **September 1, 2019**.

If you’ve registered on a past tour with Gateway you are able to use your same user email.

- At the bottom of the welcome to My Gateway page click on the link “Need to sign up for a tour?”
- Enter in the **new passphrase** for this tour (personal information does not transfer over automatically).
- Once you’ve entered your user profile information you will be prompted to verify the use of this duplicate email for the new tour.

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: **LHSHCP2019**
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, you will need to re-enter your password and 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: “Grenadier Band Member”, “Chaperone”, or “Staff”
- Please complete all the information as accurately as possible. At this point, students should select “quad occupancy” and adults should select “double occupancy” unless they are requesting a single room.

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 tour information.
- View messages posted to your user profile from your group leader or Gateway staff.