Step 1: What school are you with? ________________________________

Note: Your login is your school name or some variation there of…

https://tickets.thelivingcoast.org

Step 2: How will you be arriving? (circle) Click on the correct link!

- School Bus
- Trolley / MTS
- Parent Drivers
- Walking

Step 3: What grade are you? How many classes are you registering for? (circle)

Find the correct one and click ADD TO CART

- 1 K/TK Class
- 2 or more K/TK Classes
- 1 First-Third Grade Class
- 2 or more First-Third Grade Class
- Fourth Grade or up

- Kindergarten Program - 1 Class
- Lower Elementary Program - 1 Class
- Upper Elementary Program

- Kindergarten Program - 2-3 Classes
- Lower Elementary Program - 2-3 Classes

Step 4: What DATE(S)?
**Step 5:** Answer these questions:
1. Main teacher’s first & last name. (Who’s in charge???)
2. Arrival.
3. Which program you want. (Make sure you are picking the correct grade!)
4. Payment:
   - Most groups are “Pay at the Gate”
   - Contract schools (Feaster, Discovery only) chose “Check to be Mailed”
**Important:** ALL TEACHERS ARE RESPONSIBLE FOR GATHERING AND HAVING $$$$ READY ON DAY OF FIELD TRIP. (cash, check, credit card)
5. Tell us teachers that will be attending with your group (for groups with 2+ classes).

**Step 6:** Selecting the correct number of students/teachers
- **Teacher Tickets** – One free teacher / class!
- **Student Tickets** – Number of students in group of no more than 3 classes
  - 1 class – number of students (should be less than 40)
  - 2-3 classes – count up all three classes (should be between 40-80)!
  - Have more classes? You will repeat this process again… so do not fret!!
- **Chaperones Tickets** – Remind chaperones to bring $$ if they are to pay!
- [Add Dissection Fee – For Human Anatomy, CST Review, Something’s Fishy]
- [Charter School Fee – If you see this, copy your student tickets into this box.
  - Remember this FEE is separate and must be paid to CVESD!! (Not the living coast.]
- [Discovery Charter School only pays for 2 chaperones ahead of time.
  - Extra chaperones cost $10!!]

**Step 7:** Check your cart!
- Correct?? Click checkout.
- More classes??? Click back to shopping.
  - Applies to K-3 groups of 4+ classes
  - Applies to 4-8 groups of 2+ classes
- Incorrect?? Click remove, then back to shopping.

**Step 8:** Finish your info and click Next

**Step 9:** Click Submit Order

**Step 10:** Review Email Confirmation!!