

10:00 AM Self Guided Visit of the National Gallery of Canada

One of the architectural jewels of Ottawa, the National Gallery of Canada contains paintings and sculptures from around the world. Works by Picasso, Van Gogh, Warhol, Indigenous artists and the Group of Seven are some of the thousands displayed for everyone to enjoy.

11:15 AM Sussex Drive Coach Tour

Drive along the iconic Sussex Drive as your Tour Leader comments on points of interest. This includes the residences of the Prime Minister, the Governor General and many embassies.

11:30 AM Guided Tour of RCMP Rockcliffe Stables

A behind-the-scenes look at the facility where our famous mounted police and their beautiful horses train for their trademark musical rides. See where the horses are groomed and learn about the history of the Royal Canadian Mounted Police.

12:00 PM Board your motor coach and depart for home. Appropriate rest and meal stops will be made en route.

This is your preliminary itinerary. The order of activities on your actual tour may vary based on availability of attractions and restaurants at time of booking. In keeping with Brightspark's commitment to safety and security, all our itineraries are designed to comply with the Department of Transportation's rules and regulations for maximum hours of service for motor coach drivers.



Go to: <https://portal.brightsparktravel.ca>

Click on **LOGIN / REGISTER**

Register for a tour

- Enter the parent/guardian email address
- Click on **GET STARTED**

Fill out the PARENT profile

- Click on **CREATE ACCOUNT**

***Password must be at least 6 characters long and must contain at least: 1 capital letter, 1 lowercase letter, 1 number and 1 symbol**

Register for a new tour

- Enter the 7 character **Tour Web Code** (found in the top right box on parent letter)

Click on Register My Child

- Step 1) Child's Information

- Fill out the participant's information

- Step 2) Tour Options

- Overview of cost, room occupancy and Terms and Conditions.
- *Terms and Conditions box must be clicked that you agree to them to move forward.**

- Step 3) Insurance

- If insurance is mandatory or not offered for your tour, no further action is required.
- If insurance is optional, you have the choice to select or decline it.

- Step 4) Review and Confirm

- Tour Amount (Total Trip Cost)
- Payment Amount (Deposit, Pay in Full or Other Amount (needs to be equal to or more than minimum deposit amount))
- Payment Method (VISA or MasterCard, Bill Payment through bank & option to select Autopay).

- Step 5) Payment (REQUIRED NOW TO CONFIRM REGISTRATION)

- If paying by VISA, VISA Debit or MasterCard, you will be transferred to Moneris (if Autopay is selected, your billing address will be required).
- When payment by VISA, VISA Debit or MasterCard is successful, you should see a "Success" message.
- If making a bill payment through one of these Canadian Banks (BMO, Scotia, TD, CIBC, RBC, Tangerine, Meridian or National Bank) you will be transferred to your banking institution to make the payment. (This transfer will only happen during your initial transaction on Bright spark. **For subsequent payments, you go directly to your banking institution website or teller). Add "Brightspark Travel" as the payee and use the Participant Code as the account number.** Bill payments can take up to 72 hours to reach Brightspark. The registration will be confirmed once we've received your payment from the bank.

STEP 1

Your Child's Information

STEP 2

Tour Options

STEP 3

Insurance

STEP 4

Review & Confirm

Step 5

Payment

