

Reserving a School Field Trip to the History Colorado Center

1. Visit the [History Colorado Center Field Trips](#) page on our website to find details about pricing, program descriptions, and answers to frequently asked questions.
2. Once you are ready to schedule your date, please fill out our [History Colorado Center Field Trip Request Form](#). Your answers to the questions in this form enable us to create the best experience possible for you and your students.
3. At the end of the Field Trip Request Form, you will be directed to a webpage where you can select:

A. **The ticket type that you need.**

The default setting is Elementary Student, but use the dropdown menu to select tickets for Middle/High School Students or discounted tickets for Title 1 schools.

B. **The number of students you are bringing.** A minimum of 10 students is required to book a field trip. If you have fewer than 10 students, please email josie.chang-order@state.co.us.

C. **Your preferred payment method.** You can either select to pay later by invoice or to pay by credit card at the time of booking.

D. **Your preferred date and time.** The calendar will show dates that still have availability for the number of students that you have selected. The time slot options below the calendar show how many tickets are available during that time slot.

4. Once you have made your selections, click "Book Now."

School Field Trips

\$5.00 USD
Shipping calculated at checkout.

Schedule Your Field Trip

Ticket Type
Elementary Stud... ⌵ **A**

Quantity - 10 + **B**

Payment Options
Pay by Invoice L... ⌵ **C**

October 2023 < >

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

D

9:30 am - 11:30 am / 84 spaces
11:30 am - 1:30 pm / 40 spaces

Mountain Time (US & Canada)

0% Deposit - \$0.00 Total: \$50.00

Book Now

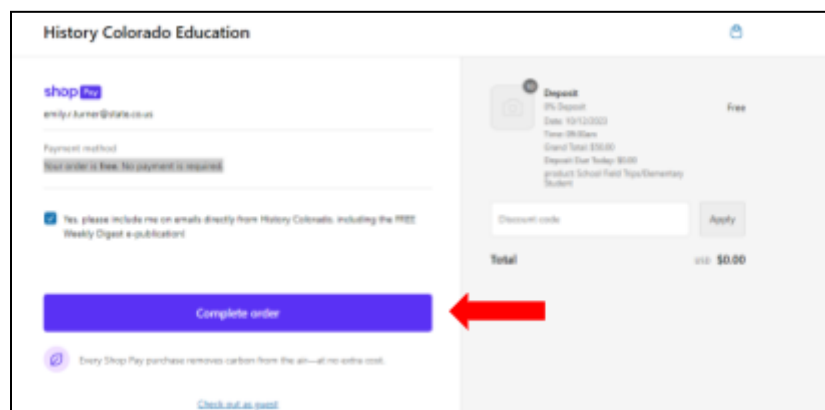
5. Review Selections:

- A. Use the +/- signs to adjust the number of students you are bringing if needed (or simply type in the correct number). If you need to change your ticket type, date, or time, click the back arrow, then refresh your browser.
- B. ***Note:*** *If you select tickets for a new date or time, those tickets will be added to your cart in addition to the tickets you had originally selected. Please double check the ticket selections in your cart before checking out to ensure that you don't have duplicate tickets.*
- C. Once you have ensured that you have the correct number and type of tickets in your cart, click "Check out."



6. Payment OR Deposit:

- A. If you selected the option to **pay for your tickets at the time of booking**, you will be directed to a screen where you can enter your payment information.
- B. If you selected the option to **pay later by invoice**, then you will see a screen that shows a note saying "Your order is free. No payment is required." You will also see that you are paying a \$0.00 "deposit." Click Complete Order.



7. Confirmation & Payment:

- A. You will receive an automated confirmation email.
 - B. If you selected to pay via invoice, a History Colorado staff member will send that invoice once they have a chance to review your order. Please pay for your tickets in one of the following ways:
 - Use the link in the invoice to pay for your tickets online with a credit card.
 - Bring a credit card with you on the day of your field trip to pay for your tickets when you check in.
 - a) ***Note:*** *This will slow down your check-in process at the museum, so we recommend using the link from the invoice to pay for your tickets online the morning of your field trip before you arrive at the museum.*
 - Bring cash or check with you to pay in-person on the day of your field trip.
 - a) If paying by cash, please have the exact amount.
8. You will receive an email from our School Programs Coordinator one week before your field trip. This email contains important information to help your arrival and check-in process go smoothly.

Additional Notes

- During this online registration process, please reserve tickets only for your students. School staff are free and do not need to reserve tickets in advance. Additional adult chaperones are \$8 each, and tickets can be purchased at [this link](#) or at the History Colorado Center front desk on the day of your visit.
- If you have further questions not answered here, please please contact josie.chang-order@state.co.us (preferred) or 303-866-3345.