

# NEW YORK TRANSIT MUSEUM

## How to Book a Group Tour Using EXPLORABLE PLACES



1. Visit [explorableplaces.com/places/new-york-transit-museum](http://explorableplaces.com/places/new-york-transit-museum) for tour info and booking process.
2. Read the information about our location then scroll down to “Learning Experiences.”
3. Click your chosen Learning Experience (i.e. Moving the Millions). This will take you to our calendar with up-to-date availability.
4. Find a day and time that works for your class. Times in **green** are available, times in **gray** are unavailable.
5. Complete the booking request form. You will need to create an account if you do not already have one.
6. Click “Request Booking.” You will receive a request confirmation email.
7. Once approved, you will receive a final confirmation and invoice via email.
8. *Note: full payment is due 3 weeks prior to your visit.*

Questions? Email Patricia at [education@nytransitmuseum.org](mailto:education@nytransitmuseum.org) or call (718) 694-1792