How to Share a Contribution Page

A contribution page lets family, friends and church members pay toward your trip. You share a link, they pay online, and their gift goes straight toward your trip balance.

> **Look for the orange box** in each picture. It shows exactly where to click.

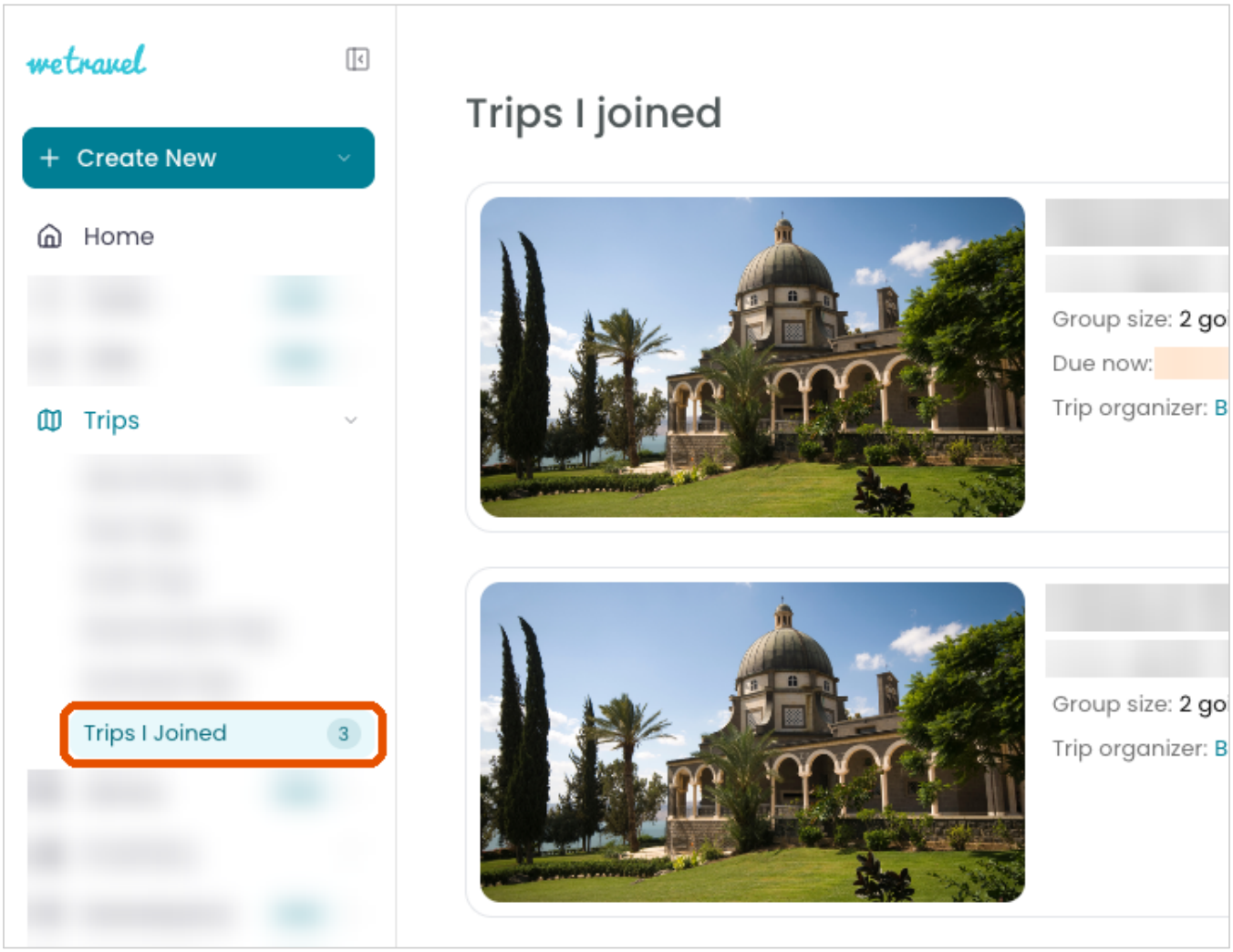
Step 1: Sign in to WeTravel

Go to **wetravel.com** and click **Sign In** at the top right. Enter the **email address of the person who registered for the trip** (the booking party) and click **Next**. WeTravel emails a **sign-in code** to that address. Enter the code to finish signing in. The code expires after **10 minutes**, so use it right away. If that email is a Gmail address, you can also click **Continue with Google**.

> **Your username is always the email used to register.** The person who booked is the booking party, and everyone on that booking is managed from their account. If someone else registered you, sign in with **their** email address, or ask them to complete this step for you. Can't remember which email was used? Check for your WeTravel booking confirmation email, or call our office.

Step 2: Go to “Trips I Joined”

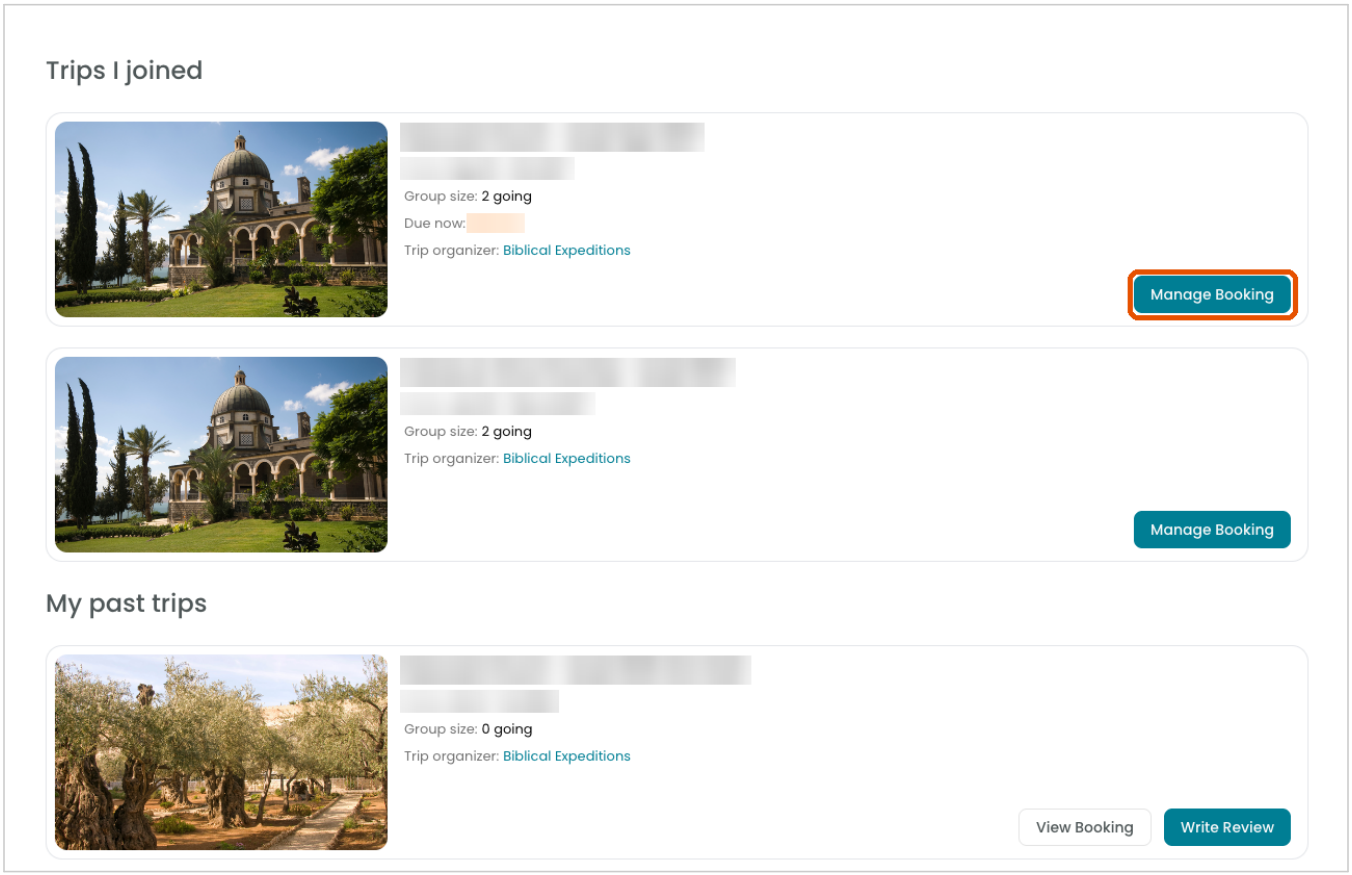
Once you're signed in, look at the menu on the left side of the screen. Click **Trips**, then click **Trips I Joined** just below it.



On a phone, tap the menu icon at the top of the screen to open this menu. Your menu may show fewer items than the picture; just look for **Trips I Joined**.

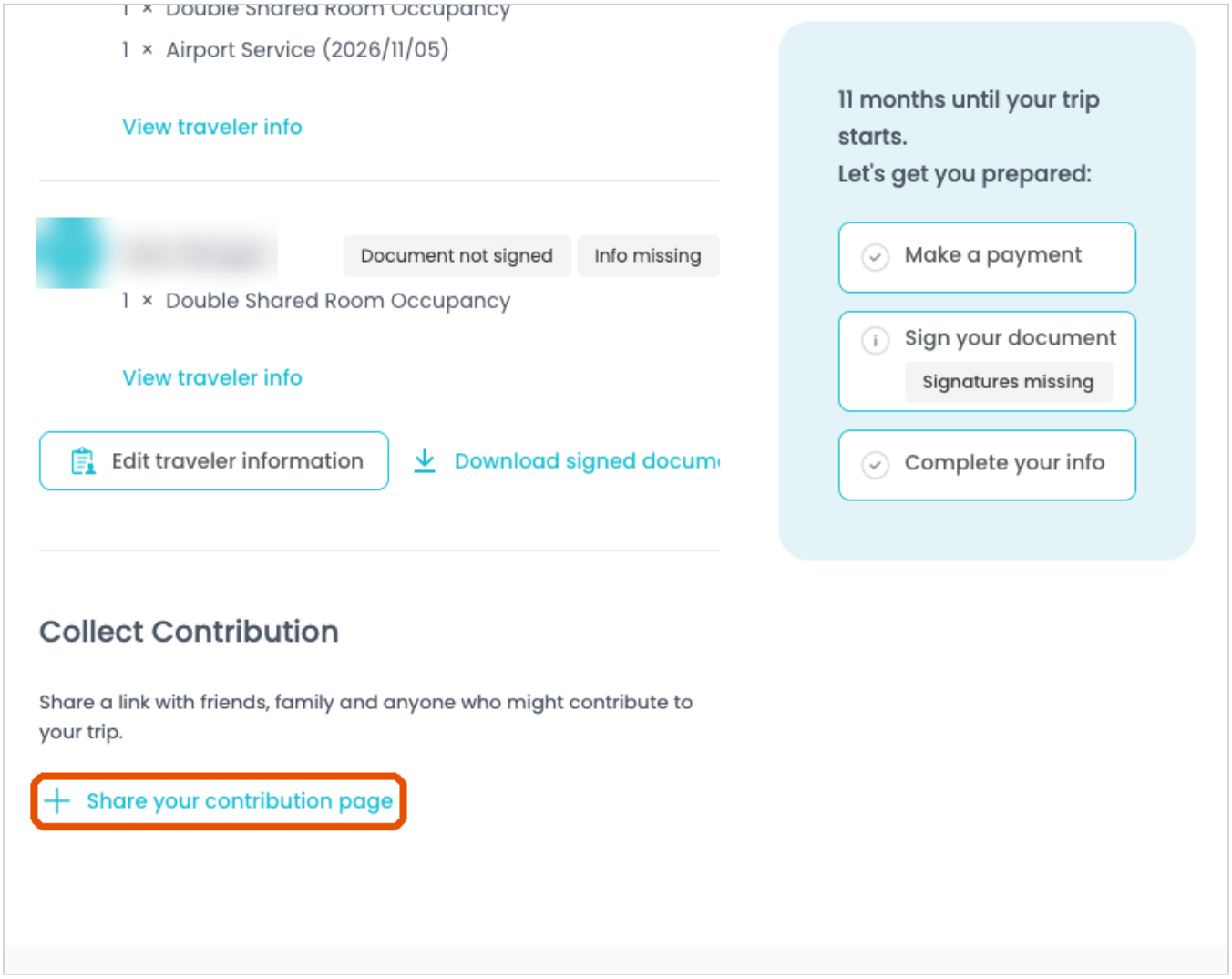
Step 3: Click “Manage Booking” on your trip

Your trips are listed here. Find the trip you're going on and click **Manage Booking**.



Step 4: Click “Share your contribution page”

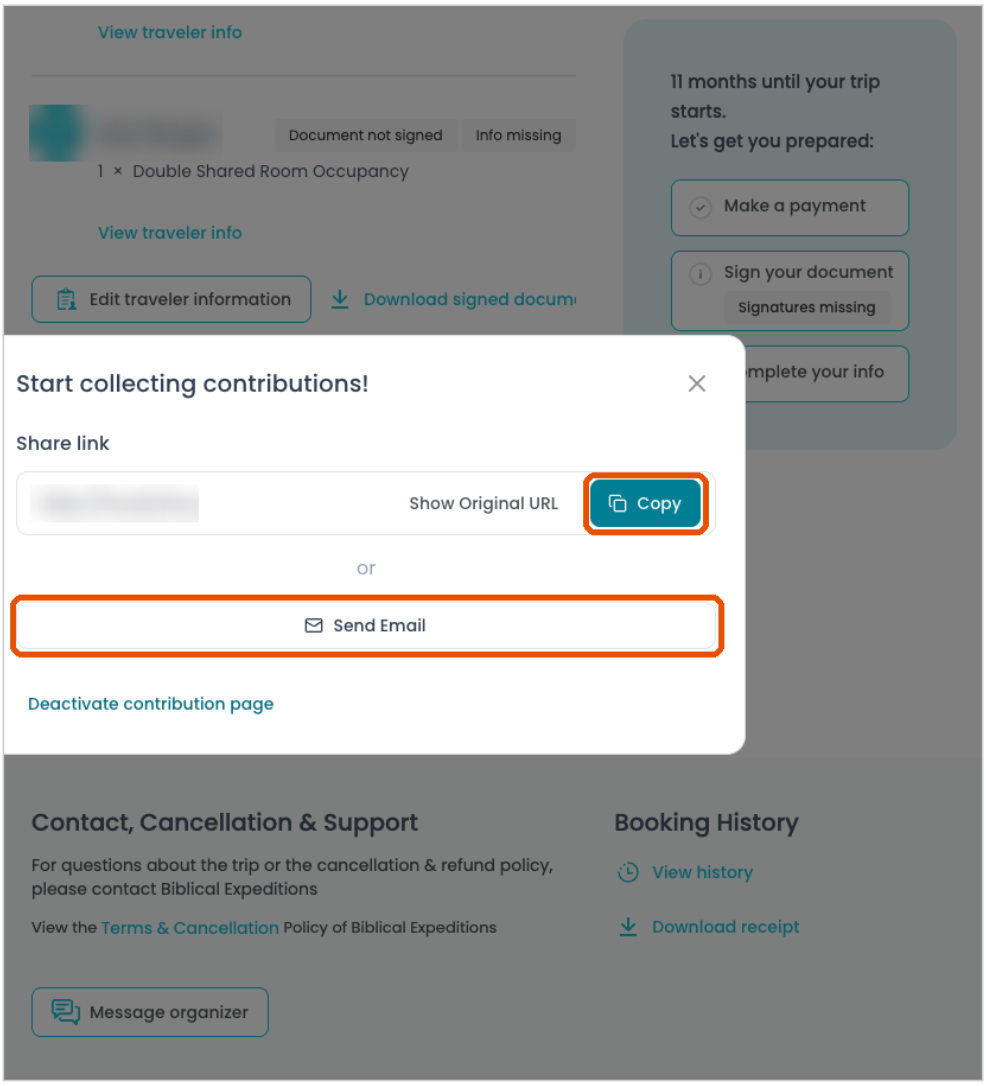
Scroll down your booking page to **Collect Contribution** and click **Share your contribution page**.



Don't see Collect Contribution? It only appears when you have a balance due and have already made your first payment. If you still don't see it, call our office.

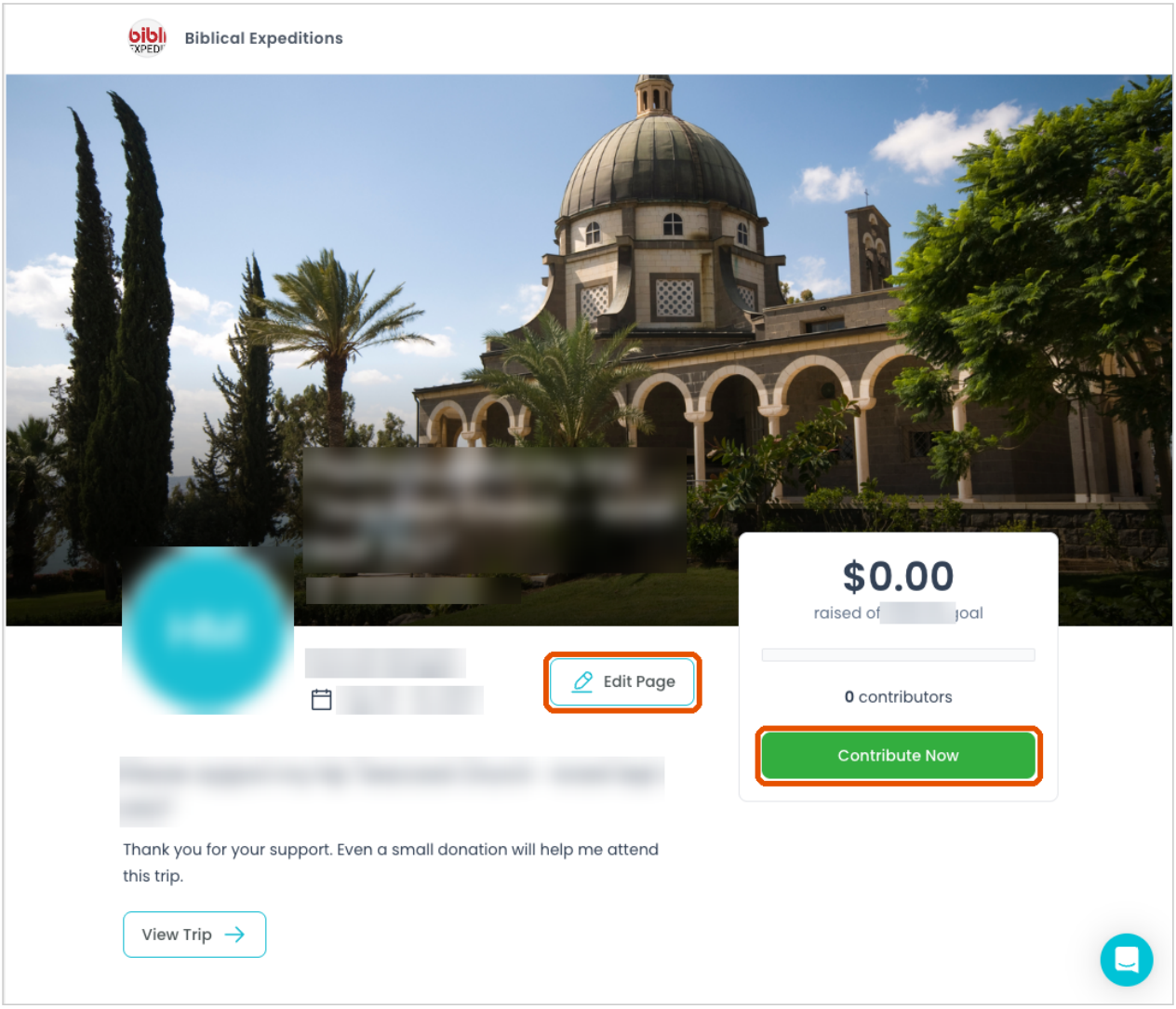
Step 5: Copy your link or send it by email

A window opens with your personal link. Click **Copy** to copy it, then paste it into a text, social media post, church bulletin or email. Or click **Send Email** to email it from WeTravel.



Step 6: See what your supporters see

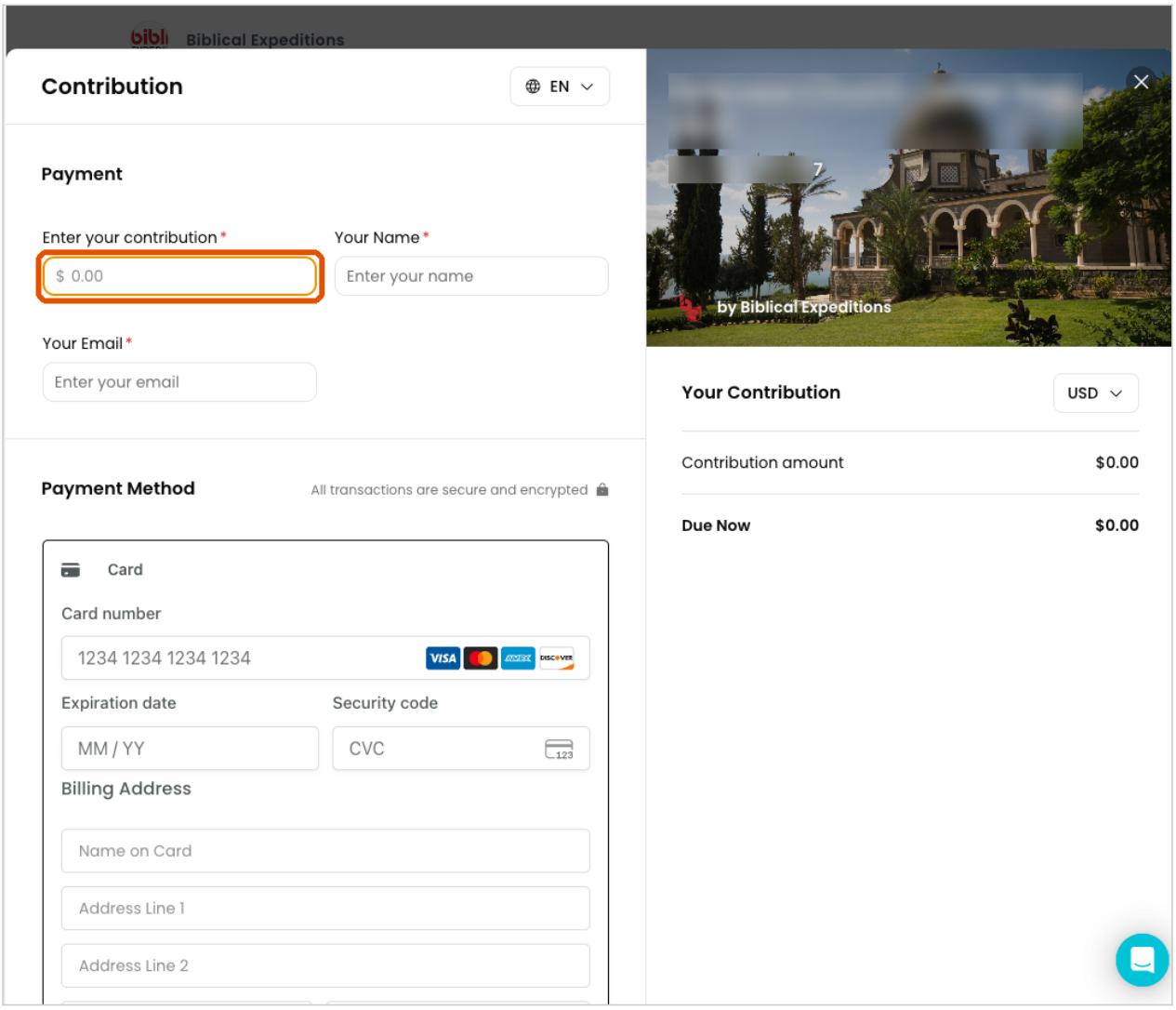
When someone opens your link, they see your trip, your fundraising goal, how much has been raised and a green **Contribute Now** button. When you're signed in, you'll also see **Edit Page**, which lets you change the picture, title and message. Supporters don't see that button.



Make it personal. Use Edit Page to share why this trip matters to you. A short personal note usually brings in more support than the default message.

Step 7: How supporters give

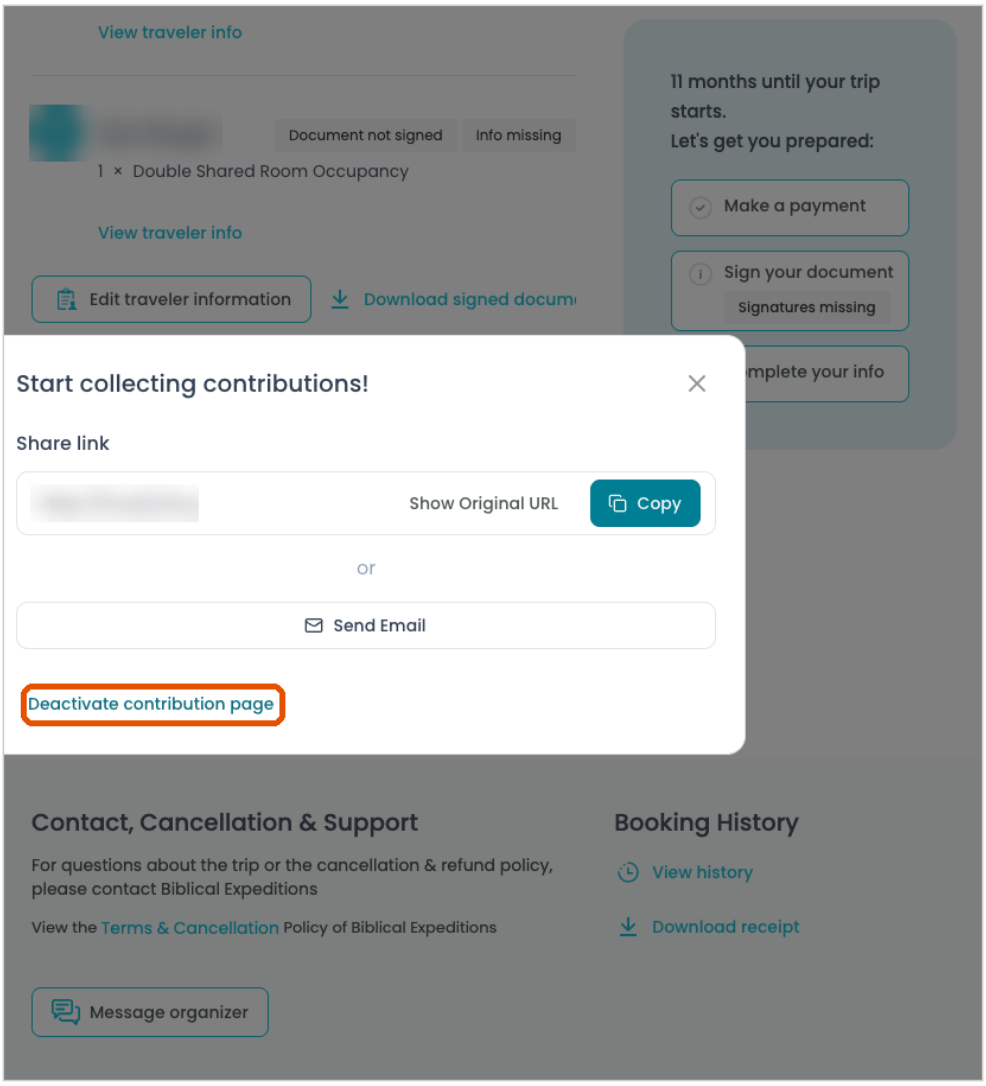
Your supporter clicks **Contribute Now**, enters an amount, their name and email, and pays by card, Apple Pay or Google Pay. They don't need a WeTravel account.



Contributions start at **$5** and can't be more than your remaining trip balance. Each gift is applied to your balance automatically.

Step 8: Turn your page off when you're done (optional)

To stop accepting contributions, go back to **Share your contribution page** and click **Deactivate contribution page**. You can turn it back on anytime.



Still stuck? Reply to your trip emails or call our office at 417.408.8511 and we'll walk you through it.