

Brightspark's **HELP ME TRAVEL** crowdfunding tool easily lets friends and family support your child's trip by making a payment directly to your account. For your convenience, keep in mind:

- If you have multiple kids on tour with us, you can include them all in your Help Me Travel account.
- Help Me Travel will only accept payments up to the amount owed, so you don't have to worry about overpayments.
- Your friends and family don't need to log in to make a payment - they just follow the link provided!

GETTING STARTED

1. After your tour participant has been successfully registered in the portal, click **TOUR DETAILS**.

The screenshot shows the Brightspark Travel portal interface. At the top, there is a navigation bar with the following links: CALL US TODAY: 1-877-545-0070, CONTACT, RETURN TO BRIGHTSPARK WEBSITE, MY TOURS, MY PROFILE, and LOG OUT. The main content area displays the tour details for 'Loose Change Test' (Oct 13 - 13, 2018). The tour code is TA8XMNU. The next payment due now is \$6.00. The participant list includes Daniel David Echolls (Next payment due now) and Ellie Ann Echolls (Paid in full). At the bottom of the tour details section, there are two buttons: 'TOUR DETAILS' (circled in green) and 'REGISTER ANOTHER PARTICIPANT'. Other buttons visible include 'PAY NOW' and 'PARTICIPANT DETAILS'.

2. From the Tour Details screen, click the **HELP ME TRAVEL** tab.

The screenshot shows the Brightspark Travel portal interface with the 'TOUR DETAILS' screen selected. The navigation bar at the top is the same as in the previous screenshot. Below the navigation bar, there are four tabs: 'TOUR DETAILS', 'ITINERARY', 'TOUR INFO & UPDATES', and 'HELP ME TRAVEL'. The 'HELP ME TRAVEL' tab is circled in green, indicating it is the selected option.

HELP ME TRAVEL

Clicking on **HELP ME TRAVEL** leads you to a screen where you can choose which of your participants can receive funds. It also gives you two easy ways to share the tool with friends and family: **SEND AN EMAIL** or **COPY TO CLIPBOARD**.

Help Me Travel

Why not ask your friends or relatives if they can help towards the cost of your tour?

Ask for contributions for:

Joseph Smith [PBBMG3U] for Smithville High School Band 2019 Orlando [REMOVE](#)

[SEND AN EMAIL](#) [COPY LINK TO CLIPBOARD](#)

SPREADING THE WORD

- By clicking **COPY LINK TO CLIPBOARD**, you can write your own email message or social media post and paste the link directly.
- By clicking **SEND AN EMAIL**, you can copy a prepared message and paste it into your own email service. It includes an embedded link that the recipient can use to access **HELP ME TRAVEL**. All other text can be edited to your liking.

We've prepared a ready to use email text that you can copy and send

Hi,

Would you like to contribute the below participants going on a trip?

- **Joseph Smith** [PBBMG3U] for Smithville High School Band 2019 Orlando

You can help us travel!

To contribute online, click this [link](#), enter the amount you wish to chip in and process your payment. There is NO login required.

Thank you!

[COPY TO CLIPBOARD](#)

HELP ME TRAVEL

Once you've spread the word to your friends and family, you'll be ready to receive their trip donations. In case they have questions, here's how it works.

Anyone who clicks on your link will be taken to the **HELP ME TRAVEL** payment screen, asking them how much they'd like to contribute for any participant.

Help Me Travel

How much would you like to contribute?

Joseph Smith [PBBMG3U] for Smithville High School Band 2019 Orlando

Total **\$0.00**

NEXT

MAKING A PAYMENT

5. Your trip supporters can enter any amount they wish, up to the total remaining balance. If they exceed the amount due, the system will notify them to decrease their contribution.
6. After entering their payment amount and clicking **NEXT**, they will be taken to our secure credit card processor and prompted to enter payment details. Once they submit payment, they will see the following confirmation screen.

Payment Successful

Thank you for your payment. Please review the information below. You may want to print this for your records.

Payment Information

Transaction Amount	2.00
Order ID	7245937
Credit Card	xxxx-xxxx-xxxx-4242
Expiration date	03 / 19

BACK

With the support of your friends and family, and with the help of Brightspark's fundraising tools, your child will be ready to see the world on an inspiring student tour!