



Donor Fundraising Page Setup

Create Your Fundraising Page

1. Go to bridgestocommunity.org
 1. Click on **Volunteer Trips**
 2. Select **Find Your Trip**
 3. Click on **your trip name**
 4. Click **Fundraise for This**
 5. Create your personal fundraising page by adding:
 - Your name
 - A short message about why you're joining the trip
 - Any personal story or goal you want donors to see
 - (Optional) Photos or videos
 6. Submit your fundraising page
 7. You will receive an **email confirmation** with your **personal fundraising link**
 8. Share this link with friends, family, and supporters to start fundraising for your trip
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Adding a Check as an Offline Donation to Your Fundraising Page

Use offline donations if you prefer to donate outside the online page. Available options include: check, bank transfer, Zelle, company matching, mail-in donations, charitable trust contributions, and gifting securities.

1. Go to **group page or your personal fundraising page**
 2. Click **Donate**
 3. Complete the donation form with your information
 4. When selecting the payment method, choose **Offline Donation**
 5. Enter the **offline donation amount**
 6. In the notes section, clearly indicate the offline donation method used.
 7. *Example note: Offline donation via bank transfer*
 8. Submit the donation
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Add a Company Matching Donation to Your Fundraising Page

Use this process if your employer offers **company matching** or if a matching amount needs to be added manually.

1. Go to **your group page or your personal fundraising page**
 2. Click **Donate**
 3. Complete the donation form with your information
 4. When selecting the payment method, choose **Offline Donation**
 5. Enter the **company matching amount**
 6. In the notes section, clearly indicate:
 - The company name
 - That this is a **Company Matching Donation**
 7. *Example note:* **Company matching donation from [Company Name]**
 8. Submit the donation
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What Happens Next

- You will receive an **email confirmation** after submission
 - Bridges to Community will **review the donation**
 - Once approved, the **matching amount or any offline donation will be added to:**
 - Your fundraising total
 - Your fundraising progress bar
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Logging Back Into Your Fundraising Page

Once your profile is created, you can return to manage your page at any time.

1. **Go to your group's trip page** — find it under "Find Your Trip" in the Volunteer Trips menu.
 2. **Click "Start Fundraising"** (the same orange button you used to create your page).
 3. **Select "Log In"** instead of creating a new account, and enter the email and password you registered with.
 4. From your dashboard, you can update your story or photo, track donations as they come in, send thank-you messages to donors, and adjust your fundraising goal.
- If you forgot your password, look for the "Forgot Password" link on the login screen to reset it via email.
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Important Notes

- Company matching and any offline donations are **reviewed before posting**
 - Matching amounts may not appear immediately
 - Do not submit matching gifts as online credit card donations
 - If you have questions, contact the Bridges to Community team at info@bridgestocommunity.org
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Troubleshooting

If you experience an error while trying to donate:

- Clear your browser cookies and cache
- Refresh the page and try again
- Try using a different browser (Chrome, Safari, Firefox, etc.)
- If possible, attempt the donation from another device

If the issue continues, please contact the Bridges to Community team at jennifer@bridgestocommunity.org for assistance.