



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 **Star Fundraising**
 5. Register with your email address and password or login to your account.
 6. You will receive an email to verify your account. Click the verification link and access to your account.
 7. Select **Fundraisers for existing campaigns** and choose the campaign you're fundraising for. Click Save and Continue.
 8. 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
 9. Submit your fundraising page
 10. Share your 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 the group page or your personal fundraising page.
 2. Click Donate.
 3. Complete the donation form with your information.
 4. When selecting a payment method, choose **Offline Donation**.
 5. Submit the donation.
 6. Check your email for your donation receipt and next steps.
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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. Submit the donation
 6. Check your email for your donation receipt and next steps.
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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.
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- 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.