



Introducing



GiftLink

A New Feature of Trip Account

A trip to any destination can be expensive. Spending a few weeks overseas is an even larger financial investment. But don't forget these wise words: Travel is the only thing you can spend money on that will make you richer!

We realize that you are investing family resources to send your students and sometimes yourself on your next trip. We work diligently to offer a safe and rewarding experience worthy of this financial sacrifice.

To that end, we are proud to present Gift Link.

Gift Link allows travelers to efficiently contact family and friends that are invested in your educational journey. This personal fundraising option transfers 100% of your collected financial gifts directly into your trip account. There is no fee for this feature. Gift Link is a perfect suggestion for birthday or holidays. Our simple, automated process of sending an email describing your upcoming adventure allows your biggest supporters a quick and easy way to provide you with the gift of travel.

Step 1: Go Online

Log in to tripaccount.com.

Step 2: Gift Link Payment Request for Travelers

On the Main Payer's Access Trip page, find **Gift Link Payment Request for Travelers**. Select the link for drop down options.

- Register a Traveler
- Make a Payment
- Gift Link Payment Request for Travelers
- Cancel a Traveler
- Itinerary
- Financial Information

Step 3: Select Traveler

Select the traveler for which you are requesting contributions. A separate request is required for each traveler as each traveler possess a specific ID to apply the funds to the correct trip. An editable email form specifically for that traveler will open.

Click on the traveler that you would like to create a Gift Request link. Once you have created a Gift Request link, you will be able to share it with family and friends. They will be able to make payments towards your trip. **Note:** You will need to repeat this process for each traveler.

[Student Traveler](#) [Student Traveler #2](#)

[Cancel a Traveler](#)

Step 4: Complete Form and Send

When selecting a traveler, Trip Account opens an editable email form so you can send your custom message to perspective givers. The message contains auto-filled information including the traveler's name, group and trip date. The message also contains the specific traveler ID that is connected to authorize.net, which will transfer the giver's contribution to Trip Account. Once the Main Payer is finished adding email addresses and editing the custom message, the Main Payer can simply select send. Repeat the steps to request additional funds for other travelers then wait for contributions to appear in your account.

Register a Traveler

Make a Payment

Gift Link Payment Request for Travelers

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[Student Traveler](#) [Student Traveler #2](#)

TRAVELER: Student Traveler #2

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From:

To:

BCC:

Subject:

Body:

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Hi, My name is Student Traveler. I am planning a trip with Springfield High School, in December, 2029. I am hoping that you would be able to support my travel adventure with a donation to help cover the trip cost. If you are able to help me, you can [donate funds](#) directly to my trip account with Test Business. Thank you so much for considering this request.

Student Traveler

[Send Email](#)

For questions about Trip Account email support@tripaccount.com.

Please include **Trip Number** and **Traveler's Name** in all correspondence.