

Need help paying for your child's tour? Help Me Travel is an easy fundraising tool that allows you to invite friends and family members to contribute to the tour cost. They will love knowing that they helped a student enjoy this once-in-a-lifetime experience!

# HOW IT WORKS:



### REGISTER YOUR CHILD

• Visit mytour.brightsparktravel.com and create your account within minutes

| MyTour Menu          |                                  |
|----------------------|----------------------------------|
| Welcome page         | Ð                                |
| Register a Participa | int 📀                            |
| My Account & Payr    | nents 🕟                          |
| Add/Revise AutoPa    | ıy Details <mark>&gt;&gt;</mark> |
| Bulletin Board       | 0                                |
| Help Me Travel       | 0                                |
| Select another tour  | •                                |

## SELECT HELP ME TRAVEL

• On the left navigation MyTour Menu, click on Help Me Travel

| How it works                   |   |               |
|--------------------------------|---|---------------|
| You have more than one p       | articipant on this tour. Please select a participant for      | this request: |
| LISA SIMPSON                   | \$  |               |
|                                |   |               |
|                                |   |               |
| Please enter the Names a       | d E-mail addresses of the people your would like to           | contact:      |
| Please enter the Names at Name | d E-mail addresses of the people your would like to<br>E-mail | contact:      |
|                                |   | contact:      |
|                                |   | ocontact:     |
|                                |   | o contact:    |
|                                |   | contact:      |
|                                |   | o contact:    |

### FILL OUT THE FORM

- Select your child
- Enter names and email addresses for your friends and family
- Add a personal note to include in the email Helpful hint: You may want to suggest the contribution amount you are requesting
  - Hit the *send now* button

## FOR ADDITIONAL ASSISTANCE CALL: 877.545.0070

Know of someone without computer access who would still like to help? No problem! They can easily mail in their contribution.

Please make sure they include the following information in the envelope:

Student Name School Name Portal Webcode Passenger ID #

Please make checks payable to: Brightspark Travel

