

QUICK REFERENCE

CREATE & SHARE YOUR CONTRIBUTION PAGE

Let family and friends help pay toward your trip!

1



SIGN IN TO WETRAVEL

Sign in to your WeTravel account.

2



SELECT TRIPS

Click on Trips in the main menu.

3



SELECT YOUR TRIP

Choose the trip you would like contributions for.

4



CLICK MANAGE BOOKING

Click Manage Booking for your trip.

5



SELECT SHARE YOUR CONTRIBUTION PAGE

Find and click "Share Your Contribution Page".

6



CUSTOMIZE YOUR PAGE

Edit your profile picture, page title, name, and description.

7



CLICK SAVE CHANGES

Save your changes to update your Contribution Page.

8



SHARE YOUR LINK

Share your Contribution Page link with family and friends!



**LET OTHERS HELP
MAKE YOUR
TRIP POSSIBLE!**



IMPORTANT

If the same email address as your booking is used for a contribution payment, the payment method may be set as the default for any future payments.

MANAGE YOUR PAGE

You can deactivate or reactivate your Contribution Page anytime.

TO DEACTIVATE:

- 1 Go to Manage Booking.
- 2 Click "Share Your Contribution Page".
- 3 Click "Deactivate" Contribution Page".

To reactivate, simply return to "Share Your Contribution Page" and reactivate.

CONTRIBUTION PAGE FAQ



CAN MULTIPLE PEOPLE CONTRIBUTE?

Yes! There is no limit to the number of people who can contribute.



WHAT INFORMATION IS REQUIRED FROM THE CONTRIBUTOR?

The contributor simply enters the contribution amount, name, and email.



WHAT IS THE MINIMUM CONTRIBUTION?

The minimum contribution is \$5 or the equivalent amount in the trip's currency.



CAN THE CONTRIBUTOR CHOOSE THE AMOUNT THEY WANT TO PAY?

Yes, the contribution amount can be freely chosen.



WHAT IS THE MAXIMUM CONTRIBUTION AMOUNT?

The maximum is the remaining balance (including future installments).
Example: If \$200 of a \$1,000 trip has been paid, the maximum additional contribution is \$800.



WHAT WILL APPEAR ON THE CREDIT CARD STATEMENT?

Payments will appear as:
"WT* Participant First Name"
Trip Payment (max 22 characters).



IS THE CONTRIBUTION PAGE AVAILABLE IN ALL CURRENCIES?

Yes. Contributors may be able to pay in USD, EUR, GBP, CAD, AUD, NZD, CHF, DKK, NOK, SEK, PLN, HKD and MXN (if supported for the trip currency).



CAN A CONTRIBUTION BE REFUNDED?

If you need to request a refund of a contribution, please contact Group Travel Consultants. Contributions are subject to the payment and cancellation policies of the trip.