

# GUIDE TO YOUR WILLOW CREEK FUNDRAISING WEBSITE

## 1. After you complete your online trip registration, you will receive an email similar to this:

**To:** Lara Olson  
**Subject:** Fundraising link for: Israel Serving Team, March 23-April 1, 2018



Hi Lara,

Now that you have registered, you may take the next steps towards fundraising!

Below is a link to your personal fundraising page. You may edit this page according to the fundraising guidelines outlined in your Global Teams Member Handbook.

To edit, go to your personal fundraising page and click "Login" on the upper right-hand corner of the page. If you do not already have an account with Rock, create one using the email address you used to register for this trip.

***Do not share this page until after your first team meeting and your Team Leader has approved it!*** As a reminder, you may only send this link via email or direct message to people you have a personal relationship with. You may not share this page on social media or other public outlets.

Your personal page to edit & share:  
[https://willowcreek.org/\[link\]](https://willowcreek.org/[link])

To view a detailed list of the actual donations on your page, you will need to sign in using the "Login" button on your page.

If you have any questions please contact us at: [willowglobal@willowcreek.org](mailto:willowglobal@willowcreek.org)

*This is a system-generated e-mail; please do not respond to this message.*

If you did not receive this email, or if you misplaced it, please contact [willowglobal@willowcreek.org](mailto:willowglobal@willowcreek.org)

## 2. Click on the link. This will be the public view of your individual fundraising website.



# Israel Serving Team

[Login](#)

[Copy Profile Link](#)

 **Lara Olson's Trip**

March 23, 2018 to April 01, 2018  
Israel



I'm so excited to go on this trip to Israel! Our serving team is going to be supporting a church that is building a playground for their VBS and children's ministry programs. I need to raise \$2750 by March 1. Will you be willing to support me both in prayer and financially?

*Your donation is tax deductible. Willow Creek Community Church will send you an acknowledgment at the end of the year for tax purposes. If excess funds are collected, they will be donated to a Willow Creek ministry partner or used to assist in the Willow Creek short term teams program as determined by Willow Creek's leadership. All payments are never refundable due to IRS guidelines regarding contributions.*

*If you have any questions, please contact Willow Creek using the contact information below.*

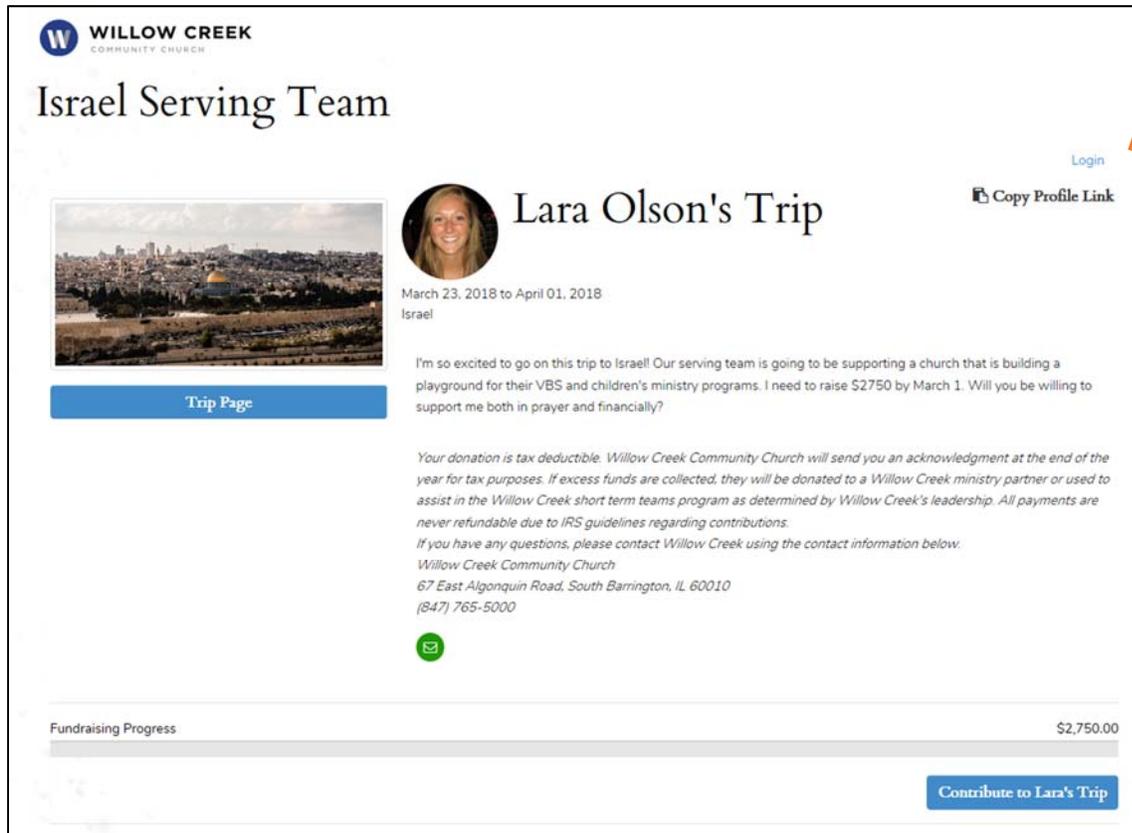
Willow Creek Community Church  
67 East Algonquin Road, South Barrington, IL 60010  
(847) 765-5000



Fundraising Progress \$2,750.00

[Contribute to Lara's Trip](#)

3. To edit your personal message or to view donation detail, click on “Login” in the upper right-hand corner.



**WILLOW CREEK**  
COMMUNITY CHURCH

# Israel Serving Team

[Login](#)

 **Lara Olson's Trip**  Copy Profile Link

March 23, 2018 to April 01, 2018  
Israel



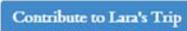
I'm so excited to go on this trip to Israel! Our serving team is going to be supporting a church that is building a playground for their VBS and children's ministry programs. I need to raise \$2750 by March 1. Will you be willing to support me both in prayer and financially?

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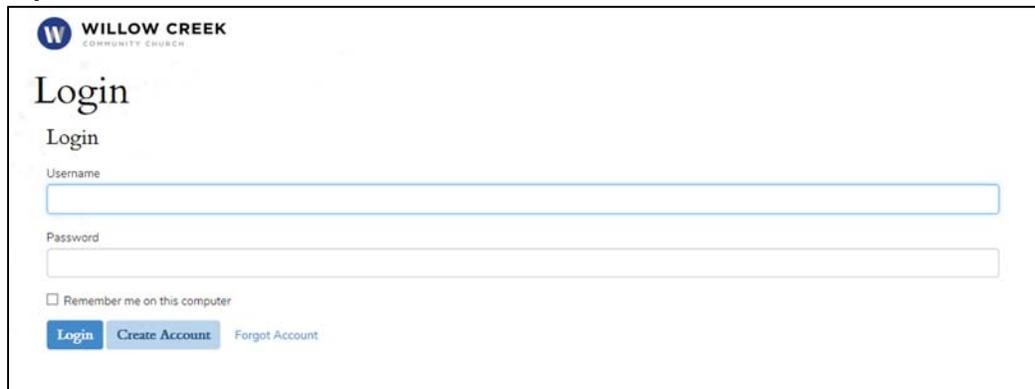
*Willow Creek Community Church  
67 East Algonquin Road, South Barrington, IL 60010  
(847) 765-5000*



Fundraising Progress \$2,750.00



4. If you don't have an account, create one.



**WILLOW CREEK**  
COMMUNITY CHURCH

# Login

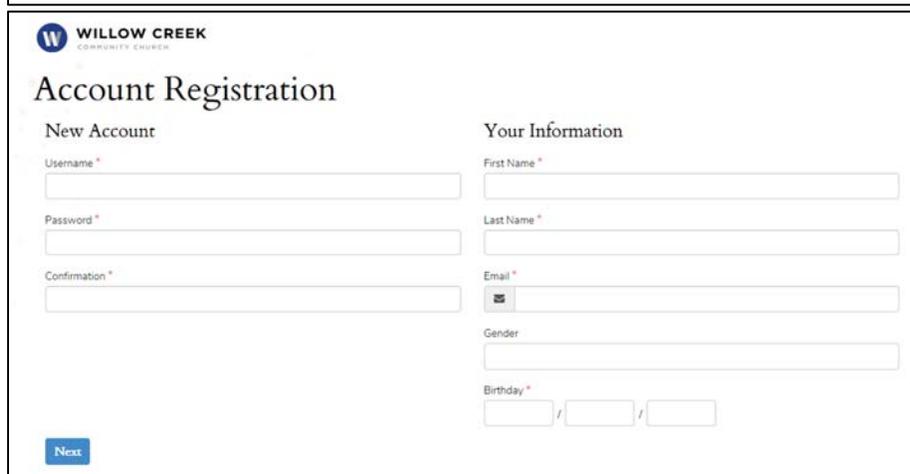
Login

Username

Password

Remember me on this computer

[Login](#) [Create Account](#) [Forgot Account](#)



**WILLOW CREEK**  
COMMUNITY CHURCH

# Account Registration

New Account

Username \*

Password \*

Confirmation \*

Your Information

First Name \*

Last Name \*

Email \*

Gender

Birthday \*  /  /

[Next](#)

Remember to use the same email address that you used when you completed the online trip registration!

5. After you login, this is your profile view. You can edit your personal message from here. Click on "Edit Profile."

WILLOW CREEK  
COMMUNITY CHURCH

## Israel Serving Team

Hello Lara ▾

Copy Profile Link

### Lara Olson's Trip

March 23, 2018 to April 01, 2018  
Israel

I'm so excited to go on this trip to Israel! Our serving team is going to be supporting a church that is building a playground for their VBS and children's ministry programs. I need to raise \$2750 by March 1. Will you be willing to support me both in prayer and financially?

*Your donation is tax deductible. Willow Creek Community Church will send you an acknowledgment at the end of the year for tax purposes. If excess funds are collected, they will be donated to a Willow Creek ministry partner or used to assist in the Willow Creek short term teams program as determined by Willow Creek's leadership. All payments are never refundable due to IRS guidelines regarding contributions.*

*If you have any questions, please contact Willow Creek using the contact information below*

Willow Creek Community Church  
67 East Algonquin Road, South Barrington, IL 60010  
(847) 765-5000

Fundraising Progress \$2,750.00

Make Payment

**Edit Profile**

This indicates you are logged in

WILLOW CREEK  
COMMUNITY CHURCH

## Israel Serving Team

Hello Lara ▾

### Lara Olson's Profile for Israel Serving Team

March 23, 2018 to April 01, 2018

Photo

Personal Opportunity Introduction

I'm so excited to go on this trip to Israel! Our serving team is going to be supporting a church that is building a playground for their VBS and children's ministry programs. I need to raise \$2750 by March 1. Will you be willing to support me both in prayer and financially?

Save Cancel

Remember to include the due date for when you need to be fully funded (recommended: 3 weeks before trip departure)

6. Use the email button on your site to easily send your fundraising link to friends and family via email.

The screenshot shows a fundraising page for 'Lara Olson's Trip' under the 'Israel Serving Team' banner. The page includes a header with the Willow Creek Community Church logo, a 'Login' link, and a 'Copy Profile Link' button. A profile picture of Lara Olson is shown next to the trip title. Below the title, the dates 'March 23, 2018 to April 01, 2018' and the location 'Israel' are listed. A 'Trip Page' button is visible under a landscape image. The main text describes the trip and the fundraising goal of \$2750. A green email icon is highlighted with a large orange arrow pointing to it. At the bottom, there is a 'Fundraising Progress' bar showing \$2,750.00 raised and a 'Contribute to Lara's Trip' button.

Remember to review the fundraising guidelines in your Global Teams Member Handbook.

- Your team leader needs to review your website before sending to friends and family.
- You cannot share your individual fundraising site on social media!

7. Your friends and family can click on the "Contribute" button to donate to your trip.

This screenshot is identical to the one above, showing the fundraising page for 'Lara Olson's Trip'. In this version, a large orange arrow points to the 'Contribute to Lara's Trip' button at the bottom right of the page.

The progress bar will automatically update, and you will receive an email when someone has donated to your trip.

8. When you are logged in, you will be able to view the donation detail below the progress bar. This is cannot be seen on the public view.

The screenshot shows a fundraising profile for 'Lara Olson's Trip'. At the top right, it says 'Hello Lara' and 'Copy Profile Link'. The profile includes a photo of Lara Olson, a date range 'March 23, 2018 to April 01, 2018', and the location 'Israel'. A blue button labeled 'Top Page' and a link 'Edit Profile' are visible. A paragraph of text describes the trip and fundraising goal. Below this is a 'Fundraising Progress' bar showing \$2,650.00 raised, with a 'Make Payment' button. At the bottom, a table lists a donation from Lara Olson on 2/1/2018 for \$100.00.

**Fundraising Progress** \$2,650.00

**Make Payment**

Name	Date	Amount
Lara Olson	2/1/2018 3:53 PM	\$100.00

9. If the due date is approaching for your trip to be fully funded, you may need to pay the balance. You will do this by acting as a donor of your own trip. Click on the “Contribute” button. You will see this form.

The screenshot shows the 'Fundraising Transaction Entry' form. It includes the Willow Creek Community Church logo and a 'Login' link. A disclaimer states that donations are tax deductible and that excess funds will be donated to a ministry partner. The form displays 'Fundraising Opportunity: Israel Serving Team' and 'Participant: Lara Olson'. It shows a 'Fundraising Goal' of \$2,750.00 and an 'Amount Remaining' of \$2,750.00. The 'Contribution Information' section has a 'Donation Amount' field set to \$ 0.00. The 'Donor Information' section includes fields for 'First Name', 'Last Name', 'Address', 'City', 'State' (IL), 'Zip', and 'Email'. A 'Give As' dropdown is set to 'Person'. 'Previous' and 'Next' buttons are at the bottom.

**Fundraising Opportunity**  
Israel Serving Team

**Participant**  
Lara Olson

**Fundraising Goal**  
\$2,750.00

**Amount Remaining**  
\$2,750.00

**Contribution Information**

Donation Amount  
\$ 0.00

**Donor Information** Give As: **Person** Business

First Name  
Last Name  
Address  
United States  
Address  
City IL Zip  
Email

Previous Next