

WE ARE EXCITED YOU ARE INTERESTED IN TAKING A TRIP WITH US!

Below you will find an overview of your Trip Account, step-by-step instructions on how-to apply for a trip, and how to set up a fundraising profile through your Trip Account.

TRIP ACCOUNT BENEFITS :

- 24/7 **ONLINE ACCESS** to your current balance
- View all **UPCOMING MEETINGS, TASKS, AND GOALS**
- Download all **REQUIRED TRIP FORMS**
- Email your trip coordinator
- Set up an **ONLINE PUBLIC PROFILE** to help raise support
- You only need **ONE ACCOUNT** for all trips taken with us

HOW TO APPLY FOR A TRIP:

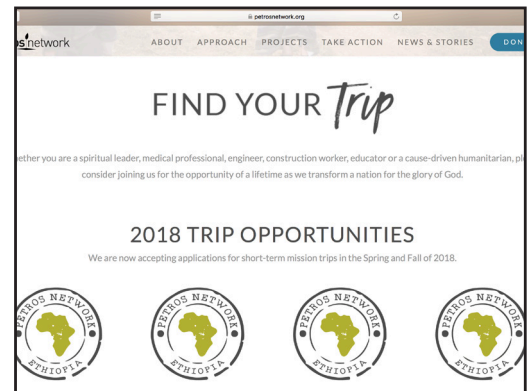
1. Go to www.petrosnetwork.org/trips/ for a list of all upcoming trips.
2. Click on the link to the application for your trip.
3. Enter your **Petros Network Trip Account Login** or request a login if a first-time user. **First-time users see instructions below.*

FIRST-TIME USER:

WHAT IS MANAGED MISSIONS? The software we use to facilitate all of our Petros Network Teams.

- Select the bottom button “I don’t have a login.”
- Enter an active email address.
- Wait for an email asking you to set up your password.
- Once you have set up a password you can now begin to complete your trip application.

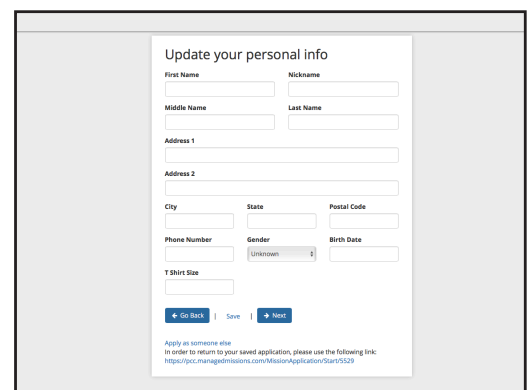
4. Fill out the application fully and then click submit.
5. Wait for an response from our Travel Department that your application has been approved.
6. Once you have been approved for your trip, you will be able to login to your Trip Account at petrosnetwork.org.



Step 1: Select Your Trip!



Do you have a Petros Network Trip Account Login?



Online Application Process

QUESTIONS ABOUT THE APPLICATION PROCESS :

Q: What if I can't finish my application in one sitting?

A: If you need to pause your application and come back to it, save the blue link at the bottom of the application in order to return to your saved application.

Please note: The link in the image at right will not work for your application. Each application has a different reference number, which is the last four digits of the link.

Q: Whose email should you use if you have multiple users on one Trip Account?

A: Decide what email you want to receive all financial notifications and reminders and then share the same login information to both users.

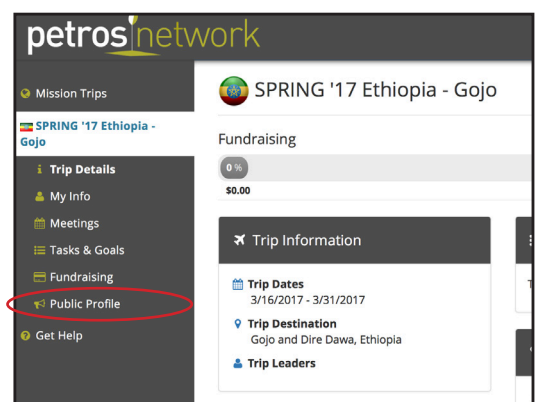
Do you need to save application and return to it later?

HOW TO CREATE YOUR OWN FUNDRAISING PROFILE :

- Once you have been approved for your trip, login to your Trip Account at www.petrosnetwork.org.
- Click on the name of your trip to view trip details.
- Select the "Public Profile" tab on the far left.
- Check the "Enable My Public Profile" checkbox.
- Fill in the below fields:
 - Upload a **Public Profile Image**: We recommend using one of two sizes for a photo: (1) Approximately 1200 X 540 for a landscape view or (2) 150 X 225 "headshot" view. The software will resize your photo for you but these are the ideal dimensions.



Trip Account Login



Petros Network Trip Account

petros network trip account

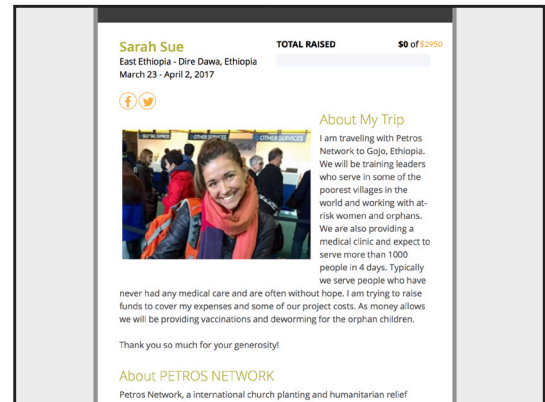
- Give an overview **About My Trip** of your trip, your needs, and what you desire God to do in and through you on this trip. Here is some copy to help you get started:

In March I will be traveling with Petros Network to Gojo, Ethiopia. We will be training leaders who serve in some of the poorest villages in the world and working with at-risk women and orphans. We are also providing a medical clinic and expect to serve more than 1000 people in 4 days. Typically we serve people who have never had any medical care and are often without hope. I am trying to raise funds to cover my expenses and some of our project costs. As money allows we will be providing vaccinations and deworming for the orphan children. Thank you so much for your generosity!

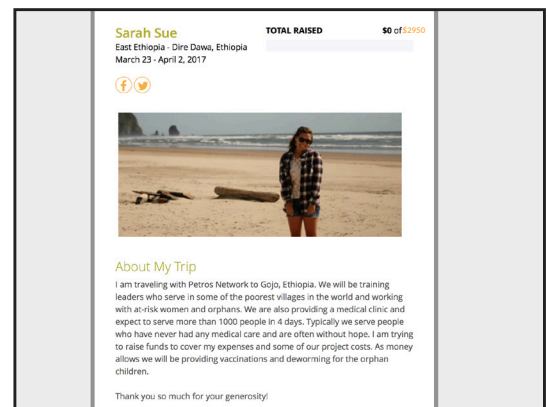
Kindest Regards,

Sarah Sue

6. Click "Save and Preview to preview your profile.
7. If you are satisfied, select "Save and Publish."
8. Your page will be approved within 24 hours.
9. Once approved you can share your personal link on Facebook and other social media venues to help fundraise for your trip.
10. You will always have access to your fundraising progress from your Trip Account.



Sample Public Profile : Example A



Sample Public Profile : Example B

HAVE QUESTIONS?

Contact our Travel Department at travel@petrosnetwork.org or call our office at 844.773.8767