

## How to Check Your Account Balance



Your account has been fully transitioned from our old system. All of your financial transactions and gifts are now available to view online.

Login to "My Trip" at <http://www.NEXTworldwide.org>

Select "My Fundraising Page"

Trip Code	Name	Date	Update	Trip Site
CR12B	CR12B - Costa Rica 2012 Trip B	07/20/12	<input type="button" value="Profile Info"/> <input type="button" value="Travel Info"/> <input type="button" value="Trip Release"/> <input type="button" value="Make a Deposit"/>	<input type="button" value="My Fundraising Page"/>

You will be directed to your personal page, this may require you to login again. This personal page can be bookmarked for future direct access.

On your personal page select "Reports" tab

Your "Transferred Account Balance" is the amount paid/gifted in our old system.



View By: Current Event Donation Statistics | Past Event Donation Statistics

### Janet Franks's Donation Statistics

This is your area to check your donation status. View all your totals and watch them grow to meet your goal! To send email messages to your donors, check the individual boxes for each recipient and click "Send." You will have a chance to customize the email before sending it out.

Goal	
Fundraising Goal	\$1,850.00
Amount needed towards goal	\$750.00
Progress Towards Your Goal	
Confirmed Amount Raised	\$1,100.00
Online Amount - online processing (i.e. credit cards)	\$0.00
Offline Amount - (checks, cash, charge and inkind)	\$1,100.00
<b>Current Balance</b>	<b>\$1,100.00</b>

Your registration fee, if applicable, has been included in the current balance figure. Check with the organization to determine if the registration fee is counted towards the receipt of fundraising prizes.



General account status

Showing 1-4 of 4 records (1 page), 20 records per page.

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Choose columns, export

Send	ID	First Name	Last Name	Company	Amount	Outstanding Amount	Payment Status	Payment Date	Desc	Check Number
<input type="checkbox"/>	133060136	Jackie	Franks		\$250.00	\$0.00	Paid	02/03/2012		3456
<input type="checkbox"/>	133060189	Janet	Franks		\$200.00	\$0.00	Paid	02/03/2012		5267
<input type="checkbox"/>	133059848	Janet	Franks		\$0.00	\$0.00	Paid	02/03/2012		
<input type="checkbox"/>	133060076	Janet	Franks		\$650.00	\$0.00	Paid	02/03/2012	Transferred Account Balance	



Transaction details



Transferred account balance

Additional donor information is available under "choose columns".

You can view the donor's email and mailing address so you can send a personal note of thanks for the gifts received. Check out the email tools as well!