

Tutorial for Signing up a New Trip



Internet Instructions for Signing up a New Trip

First

∞ Go to, www.KingswayCharities.org

- On the homepage, move your mouse over the **'Our Charity'** link
 - (It is the third link over, under the Kingsway Charities logo)
- A drop down box will open once your mouse is placed over the **'Our Charity'** link
- In the drop down box, the fourth link down **says 'Register Trip'**. Click on this link.
- The page **'Mission Trip Request Form'** will open up.
- On the **'Mission Trip Request Form'** page, there is a green box that says **'Request Form'**. Click the green box.
- A new page will open up.
- This form is called the **'Mission Trip Registration Form'**

Filling out the Mission Trip Registration Form

☞ Team Member Ordering First/Last Name

- This is the main contact person.
- This person will receive e-mails and be the person we contact with any questions or comments about the ministry/organization being registered.

☞ Team Member Ordering Address

- This is the main contact persons mailing address.

☞ Team Member Ordering E-mail

- This needs to be the contact persons current e-mail address.

☞ Team Member Ordering Phone

- This is the main contact persons phone number.
 - This number must be accurate.
- This is the number Kingsway Charities will use if we need to contact you, other than by e-mail.

Mission Trip Registration Form Cont. Page 1

- ☞ Name of your approved Ministry/Organization:
 - This is the ministry/organization you are currently registering with us.
 - Please do not abbreviate any words.
 - The name must be exactly how it is listed on your 501(c)(3) determination letter.

- ☞ Address of your approved Ministry/Organization:
 - This must be the exact address of the ministry/organization you are currently registering with Kingsway Charities.

- ☞ Ministry/Organization E-Mail:
 - This is the current e-mail address of the ministry/organization you are registering with Kingsway Charities.

- ☞ Phone of Ministry/Organization:
 - This must be the current phone number of the ministry/organization being registered.
 - This number will be used just in case the main contact person cannot be reached.

Mission Trip Registration Form Cont. Page 2

☞ Name of Advising Physician for Ministry/Organization:

- This is the physician who will be responsible for medications that are ordered for the mission trip.
- This physician will have to submit his/her current U.S. physician's license for us to keep on file.

☞ Address of Advising Physician for Ministry/Organization:

- This can be the office or home address of the advising physician.

☞ E-mail of Advising Physician for Ministry/Organization:

- The physician's e-mail address must be his/her current e-mail address.
- Kingsway will send e-mails directly to him/her that will have to be signed by the physician so that medicines can be ordered.

Mission Trip Registration Form Cont. Page 2

- ☞ Leave for Mission
 - This is the date your team will be leaving on your mission trip.

- ☞ Return from Mission
 - This is the date you will be returning/coming home from your mission trip.

- ☞ Receive Your Medicines By
 - The medications/supplies you order will be received on or before this date.

****Notice: If you do not register in enough time, you may be required to pay extra for express shipping in order to receive your supplies on time.****

****VERY IMPORTANT The dates **MUST** be accurate because your order dates will be automatically generated by the date you enter as your 'Receive Your Medicines By' date.****

- ☞ Number of people going on your Mission Trip
 - This is the number of people who will be traveling on your trip.

- ☞ Developing Nation (Third World Country) you are traveling to
 - This will be the country you are traveling to, with the current trip you are registering.

Mission Trip Registration Form Page 2 - Shipping Instructions

☞ Shipping Address is

- Go in the box with your mouse and click on the drop down arrow
- Once you click on the drop down arrow, a box will open up that says 'Commercial' & 'Residential'
- Commercial: Church/Business
- Residential: A home

It is very important that you select the correct one.

☞ Ship to Name

- This must be the exact name of the person the supplies are being shipped to.

☞ Ship to Physical Shipping Address

- This must be the exact address of where the supplies will be shipped to. A P.O. Box will not be accepted.

☞ Ship to Phone

- This must be the phone number of the location/person the supplies will be shipped to.

**** It is very important for deliverer to have an accurate shipping phone number in case there are any problems once it leaves our warehouse.****

NOTICE: The order will be shipped only after it is fully paid for.

Mission Trip Registration Form - Page 3

- ✎ After you are finished, click the Submit button at the bottom of the form:
 - Typing these two items are very important.
 - The form will not be submitted without correctly typing and submitting this form.

Mission Trip Registration Form - Additional Information

- ∞ The Team Leader - is the person leading the team for this trip.
 - We create a file for this trip identified with the team leader's name and all correspondence about the trip is addressed to that person.
 - If we have questions, we'll call that person first.
 - Any questions regarding this trip should be made with reference to the team leader's name or the trip ID number.

- ∞ The Physician with your Ministry/Organization - is the Doctor listed with your ministry/organization and who has sent us a copy of his/her current license and accepts responsibility for the medications and medical supplies for your mission trip.

- ∞ Country of Mission - is the destination country for your trip.
 - It is helpful if you also include the city or district of your destination.

- ∞ Shipping Instructions - should be the physical address and person the medications for this trip should be shipped to.
 - This can be the team leader, but can be anyone else the team leader designates.
 - Trucking companies do NOT accept P.O. Box numbers for shipping as a delivery address.
 - The phone number is also important – some truck lines will not deliver without it.

Contact Kingsway Charities

1119 Commonwealth Ave.

Bristol, Va. 24201-4201

(276) 466-3014

(800) 321-9234

Fax: (276) 466-0955

Email: info@kingswaycharities.org

www.kingswaycharities.org

