

ABERDEEN CYRENIANS GUIDE TO



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JUST GIVING is an easy and exciting online tool used by thousands of charities and fundraisers through the UK. It is a one-stop shop for all your fundraising needs e.g. to be able to communicate easily with possible donors, to set a fundraising target and receive updates on your progress, to inform you family, friends, colleagues and community that you are doing something to support a local, national or global cause, to make collecting your donations easier on your weary feet, especially if you've just taken part in an exhausting event!

JUST GIVING can also be useful for your donors and for the charity you are donating too. By using **JUST GIVING** you can text, e-mail, Facebook and Tweet about your page; directing your family, friends, colleagues and community as to where they can sponsor you in your event. At **JUST GIVING** they can watch your progress and sponsor you easily by donating online.

For the charity or cause you are supporting, the use of **JUST GIVING** can reduce the amount of paperwork and make claiming back on Gift Aid a much easier process for them.

How to set up a **JUST GIVING** page

1. Visit www.justgiving.com
2. On the left hand side of the screen see '**Start Fundraising**'; click on the blue button '**Get Started**'.
3. Read through the '**How it works**' page and click on '**Make your Page**'.
4. Complete the '**Create an Account**' page by filling in your information in the mandatory fields and click '**Create Account**'.
5. The next page will ask you to '**Search for the cause that you want to support**'; search for **Aberdeen Cyrenians**.
6. The '**Let us know what you're doing page**' will be displayed; select '**Organised Event**'. The page will then display popular Cyrenians events on the left hand side; select your event. If you cannot find this page you can create your own event.

7. At this point your basic page should be created and this is where you can now get very creative. **Read on to see how you can make changes to your basic page.**

How to make **CHANGES** to your basic page

1. Once you have created your page log out of **JUST GIVING** and then log back in. This is to show you how your page will be displayed to you each time you log in, and how to find your way around.
2. Once you have logged in you will see 5 tabs on your screen; **At a Glance, Your Pages, Your Donations, Your Details** and **Resources**.

At a Glance Gives you a summary of your **JUST GIVING** page;

Your Pages Gives you access to the different pages you have set up in support of charity;

Your Donations Allows you to see all donations made or donations made during a specific period;

Your Details This is where you can update your personal information or change your password;

Resources

See what **JUST GIVING** has to offer in support and advice on the **JUST GIVING** site and on Fundraising.

We will focus on the tab **Your Pages** as this is what your donors will see when they visit your page.

3. Click on the **Your Pages** tab and select your event. From here you will be able to do many things such as;

Send emails to your family, friends, colleagues, employer, neighbours etc and tell them all about your fundraising.

Publish your fundraising to your Facebook Page with a Widget or Badge, which you can also add to your email to encourage donations or to display your fundraising progress.

You can edit your Thank You message, change the theme of your page; display all the donations that have been made to your page.

4. You can also edit your **JUST GIVING** page; click on the '**Edit your Page**' button. Here you can add photographs;

You can update the title of your page; add all your team member names and a fundraising target;

Explain a little about why you are taking part in the event and what you hope to achieve;

You can also update you donations at the bottom of the page.

Once you have done all of this, click on the title of your page near the top left hand side of the screen. This will demonstrate to you how your page will look for your donors.

5. To share your page with various social media sites click on '**Share this Page**' which is on the lower left hand side of the screen. It will bring up all the different social media sites that you want to include in your fundraising.