

How to set up your Just Giving Page – The Basics.

Setting up a Justgiving page is simple, and will help you gain your sponsorship upfront – which means less chasing after the event!

Step 1

Open your web browser to <http://www.justgiving.com>



Step 2

Click on Make your Page

You will then be taken to another page where you need to click on Make your page, again.

Step 3

a) If you **DO NOT** already have an account, you will now need to create one. Simply fill out the form with your name, address, etc. Then click on Create an account.

b) If you **DO** have an account, please Login (on the right of the page) instead.

Step 4

You will be asked to enter the Charity name 'SVP' or 'St Vincent de Paul'. Our logo will appear.

Click Choose



The screenshot shows the JustGiving website interface. At the top, there is a navigation bar with the JustGiving logo on the left and links for 'Home', 'About us', 'Your account', and 'Help' on the right. The main content area is titled 'Find your charity' and contains a search form. The form has a text input field with 'svp' entered and a 'Search' button. Below the search form, it states 'We have found 1 charity matching "svp".' A result for 'St Vincent De Paul Society' is displayed, including its logo, a brief description, and a 'Choose' button. Arrows from the text on the left point to the search input field and the 'Choose' button.

Step 5

Select '**An organised event**': This includes marathons, treks, walks, cycling, swimming, triathlons, skydiving, overseas events and any other SVP organised event. This will bring up a list of registered SVP events. Select the appropriate event*.

*If your SVP event is not listed, please contact jessicab@svp.org.uk

Step 6

Create a name for your page. This may be your name, or a suitable name for the event. Then check availability.

Tick any relevant boxes

Click Make your Page

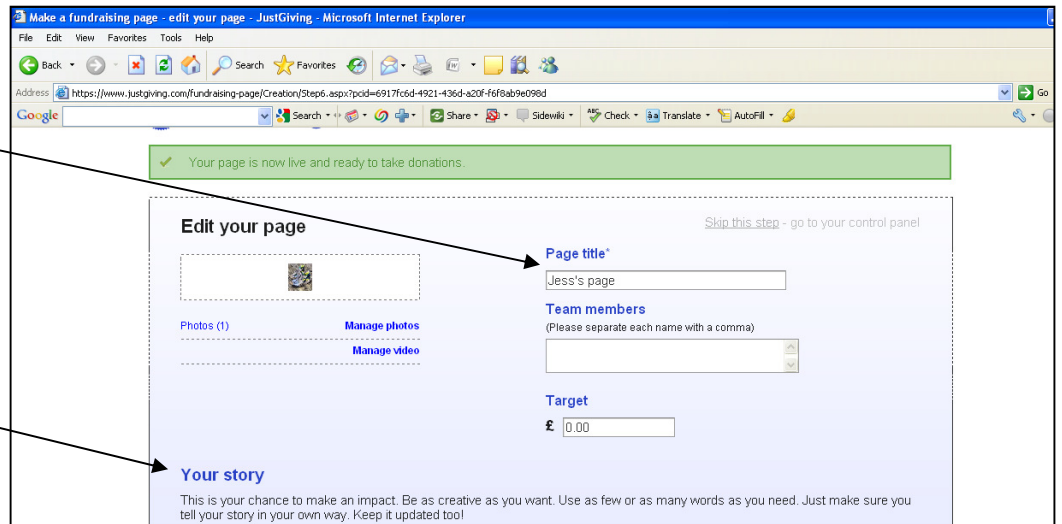


The screenshot shows the JustGiving website interface for creating a page. At the top, there is a navigation bar with the JustGiving logo on the left and links for 'Home', 'About us', 'Your account', and 'Help' on the right. The main content area is titled 'Choose your own web address - the more memorable the better:'. It contains a text input field with 'www.justgiving.com/SVP_testpage' entered and a 'Check availability' button. Below this, there are two sections: 'Stay in touch' and 'Now one last question about Gift Aid...'. The 'Stay in touch' section has two checkboxes: 'with your charity' and 'with JustGiving'. The 'Now one last question about Gift Aid...' section has a dropdown menu with 'is not' selected and a 'Make your page' button. Arrows from the text on the left point to the web address input field, the checkboxes, and the 'Make your page' button.

Step 7

You can now change the Page Title, Photo, Target, and Story.

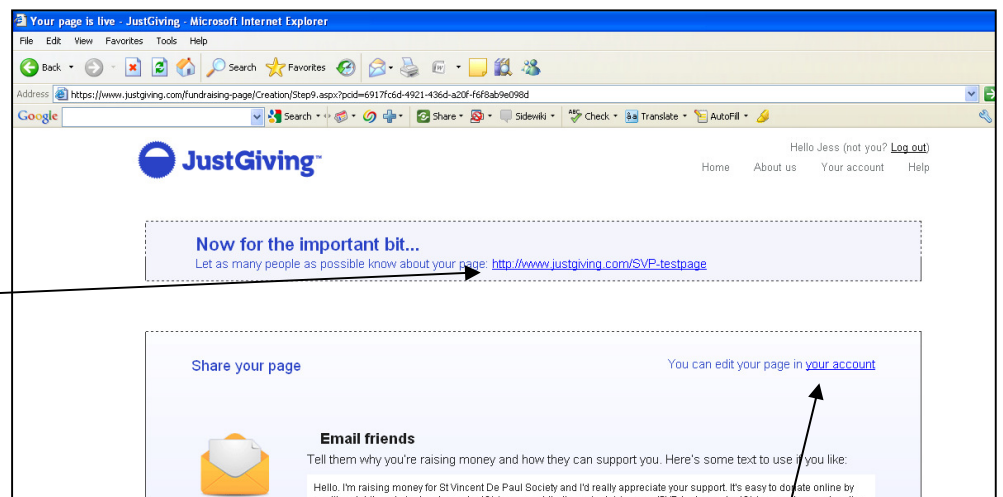
It's an idea to write something catchy but not too long (or no one will read it!). Once you're happy with your amendments, click save



Step 8

You will now be directed to a page with options to email friends or add an application to Facebook. **Both options are highly recommended.**

Your website address will appear here



Other

If you go to Your Account, you can make more detailed amendments, track the progress of donation and edit your thank you message.