



## Step by Step Guide for Setting up a Just Giving Page

- Go to <https://www.justgiving.com/cancersupportyorkshire>
- If you have an existing Just Giving account, you will be asked to login. Alternatively, you will need to register with your email and a password.
- Click 'Fundraise for Us' and the GET STARTED page will appear.
- Enter your email address and click on 'Make your page'.
- Enter your contact details and click 'Create your account'
- The next part is about fundraising activity. If you are organising your own challenge, click on 'Personal Challenge' or 'Personal Occasion'. For Cancer Support events click on 'Organised Event' to find the event you want.
- Enter the details of your fundraising event and choose a Just Giving web address – this will make it easier for people to find your page.
- The last step is to name your page and click 'create your page'.
- Once you have done this click CONTINUE and your page details will be displayed.
- At any point you can edit your details and your reason for raising money for us.

### To manage your page, you can:

- **Share your page** – on Facebook, Twitter and email your contacts to ask for sponsor money.
- **Set up a TEXT GIVING** number - for text donations.
- **Set up a target** – this can be changed at any time and can encourage people to help you reach your goal.
- **Edit your page by adding photos** and changing the colour theme.
- **Post updates to keep your supporters engaged** - these can be posts about how your training is going or to give thanks for the support you have received.
- **Check out the FAQ** - for additional hints and tips to help you make the most of your fundraising page.

If you have any problems, please don't hesitate to contact the Fundraising Team.

### Good luck with your fundraising!

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