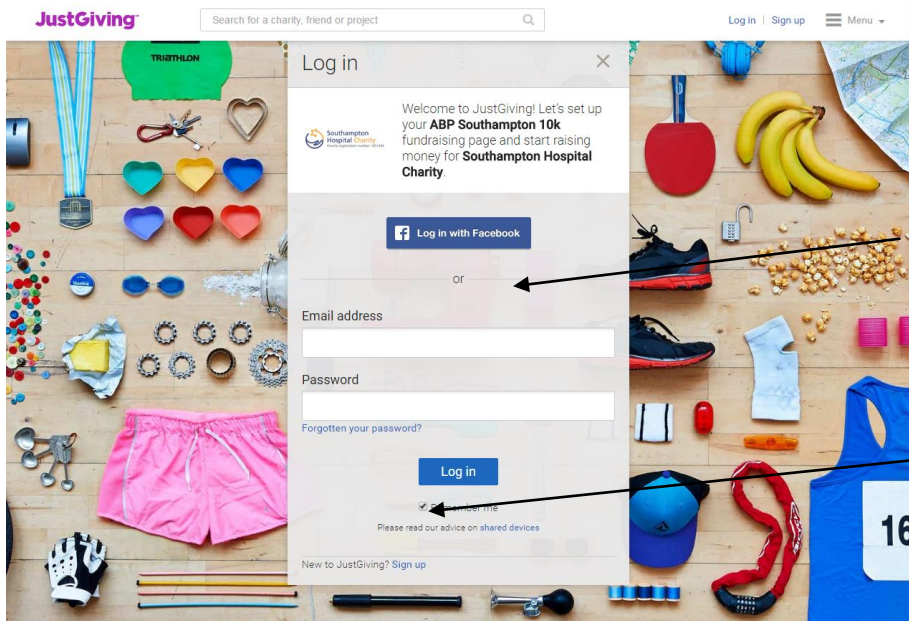


## How to set up a JustGiving page

This should take 5 – 10 minutes

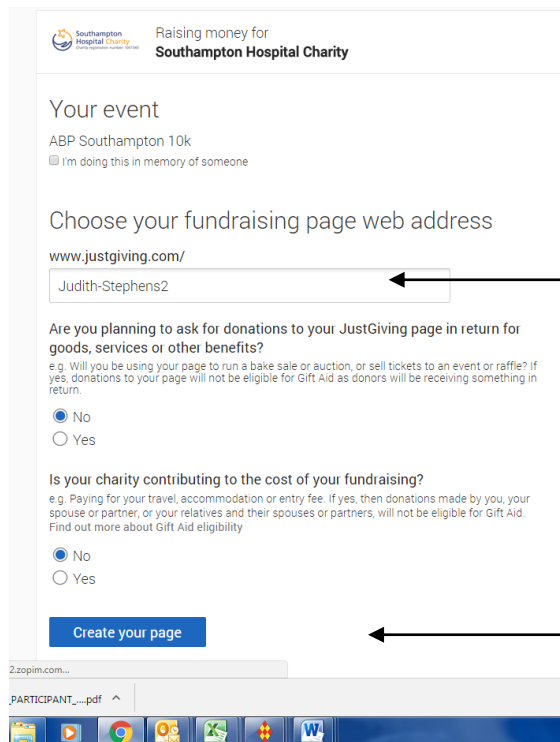
1. [Click here](#) to get started with setting up a page – this link will send you directly to the event you are taking part in and link you to the charity.



Login here

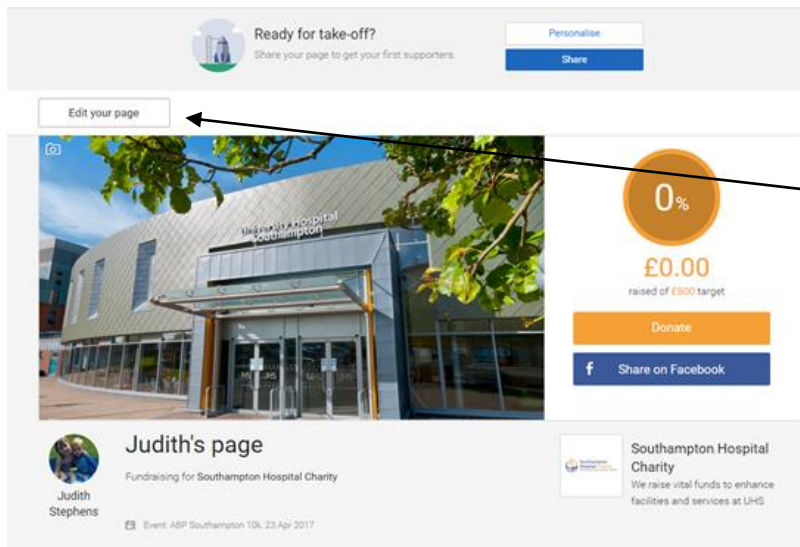
If you don't already have a JustGiving account click here to register

2. Set your page details



Set your web page address – justgiving will automatically offer you one but you can change it to suit you (subject to availability)

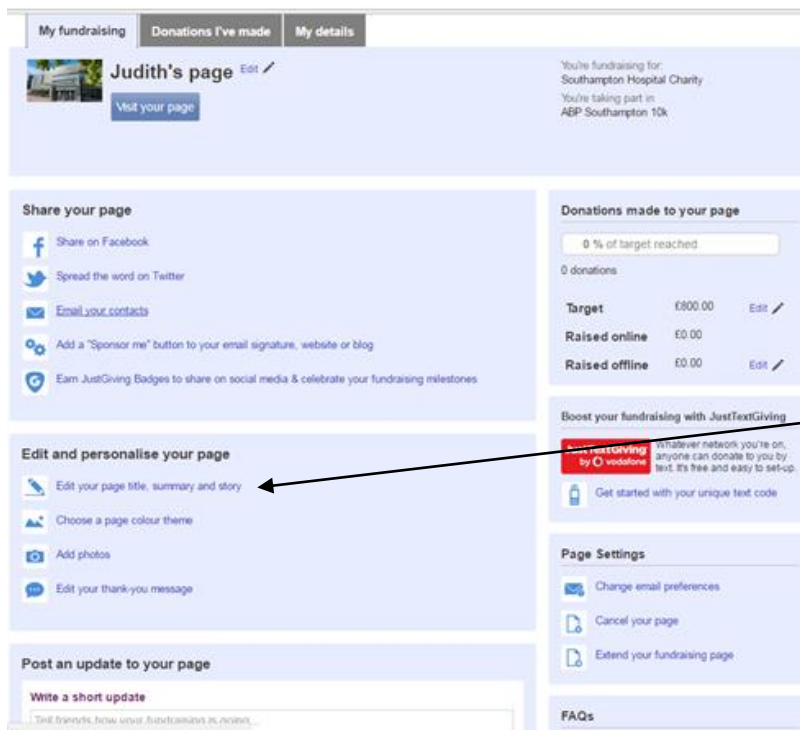
Once you're happy click create your page



3. You're all good to go!

Don't forget to edit your page, fundraisers who edit their page tend to raise 40% more!

Please add your story, why are you supporting us and if you're supporting a specific ward or department mention that here.



4. This is the main hub of your page.

Things to do!

- Create a target for yourself that will be a challenge but is achievable – remember your minimum sponsorship target
- Personalise your page and add photos to your page (in your training and event preparation!)

Don't forget to share your fundraising page with friends, family colleagues. Add the link to your social media pages and to the bottom of your emails!

### Offline Donations

If you have any sponsors that do not feel comfortable donating online, use our sponsorship form. Don't forget to add their donation as an offline donation (located under the target section above). This means the offline donation will show up as part of your overall total still.