



Instructions for Setting Up a JustGiving Webpage

Donating through JustGiving is simple, fast and totally secure. It is also a very efficient way to sponsor people or get yourself sponsored. Nottinghamshire Historic Churches Trust (NHCT) receive donations more quickly than traditional methods and, if you are a UK taxpayer, an extra 25% in tax will be added to your gift at no cost to you.

JustGiving do take a small amount in fees but a £10 donation which is giftaided means that NHCT will typically receive £11.74.



Unlike most charities, NHCT do not have to pay a monthly charge. The benefits of using JustGiving far outweigh the small costs involved. If you wish to set up an on---line fundraising page, please use JustGiving rather than one of the other fundraising sites e.g. Virgin Money as all the behind the scenes information transfer is set up around JustGiving and money donated through a different site may not be accredited to the Ride and Stride and your specified church is unlikely to receive its 50% share.

NHCT will use half your donation to give grants to churches and chapels in Nottinghamshire of all denominations towards the cost of major fabric repairs. The other half of the money you raise will go directly to the church that you specify. Alternatively all the money raised can go to NHCT.

Please make sure that you **mention your church's name and its city, town or village** in the 'Your story' section when you edit your message in the next stage so that we can send the money to the right place. Alternatively please state that all the money raised is to go to NHCT.

You may find it helpful to print the instructions (below) for making your own JustGiving web page. It may look daunting but it is actually quick with just 24 short and easy steps! The steps give hints and ideas about the text that you may wish to use. Once you have set up your JustGiving page you can change it later, adding photos, videos or more information, you just need to log back in. This means that you do not have to set it up all in one go.

Instructions for making your own JustGiving fundraising web page.

1. Click on the JustGiving link on the NHCT website (www.nottshistoricchurchtrust.org.uk) in the Ride and Stride section. This will take you to the Nottinghamshire Historic Churches Trust (NHCT) Just Giving page.
2. On the **NHCT page**, click the **Fundraise for us** button.
3. Enter your e-mail address whether you have used JustGiving previously or not. If you have an existing account type in the password and if not click on **New to JustGiving Sign up** and you will be directed to a page to complete some further details. In this case choose and enter a password that you will remember!
4. At the next page, **Let us know what you're doing**, click the **Organised event** button.
5. At **Your charity's favourite events**, click on **NHCT Ride and Stride on 12th September 2015**.
6. Is the charity contributing to the cost of fundraising? Choose **No**.
7. At **Choose your JustGiving web address** leave the offered web address if you are happy with it, otherwise type your preferred address for your JustGiving web page and check that it is available. If you are likely to set one up each year, or for a different charity, you may want to include the year e.g. ANOtherNHCT2014 (no spaces). Write this down for future reference.
8. Click **Create your page**.
9. On the **Personalise your page** page: in Give your page a headline click **edit**. Give your page a title like 'Jim's Ride & Stride 2015'.
10. Input a target amount in round pounds (i.e. no decimal places) that you aim to raise in the **What's your fundraising goal** box. You can always revise this amount later. Make sure that the Fundraising target currency states GBP.
11. **Tell us what you are doing and why**. On the final version of your page this will appear underneath the title of your page. Suggested wording might be: I'm "cycling round about 20 churches" because "NHCT help churches which form part of our heritage." There is a 50 character limit which is very restrictive.
12. In **Your story** click **edit**. The suggested paragraphs are good but we do need to know which church is to receive the half share of your sponsorship money so please make sure you mention it or state that all your sponsorship money is to go to NHCT. If you would rather write this in a Word document it can then be saved, perhaps to be used as a starting point for next year, and then copied into your JustGiving page. The text may also be copied from here and edited.

The following text is only a suggestion that could form the basis from which to write your own message:

You could cut and paste suitable bits of the following but make sure to edit the bits in [SQUARE BRACKETS] if you do!

Thank you for taking the time to visit my JustGiving page.

This is my annual Ride and Stride in aid of the Nottinghamshire Historic Churches Trust and [YOUR CHURCH].

On 12th September 2015 I plan to [CYCLE or WALK] to [THE NUMBER YOU PLAN TO VISIT] churches in neighbouring villages.

About 800 people will be taking part in Nottinghamshire but this is part of a national event that takes place every year on the second Saturday in September. There is always great camaraderie between participants and it is good fun.

Use words like these to tell your potential sponsors, briefly, what you plan to do on the Ride and Stride.

All the money that you are kind enough to donate through this JustGiving page will come to the Nottinghamshire Historic Churches Trust but the Trust will pay half of the donation to [YOUR CHURCH]. [If your church has a particular project in hand, it does not have to be related to repairing the building, you might like to dedicate this money to that project and explain here what it is.] The share that the Trust retains will go towards grants to churches and chapels in Nottinghamshire of all denominations towards the cost of major fabric repairs.

Donating through JustGiving is simple, fast and totally secure. Your details are safe with JustGiving – they will never sell them on or send unwanted emails. Once you donate, they will send your money directly to the charity and make sure Gift Aid is reclaimed on every eligible donation by a UK taxpayer. This means that it is a very efficient way to donate --- I raise more, whilst saving time and cutting costs for the charity.

Please donate as much as you can.

13. When you are happy with your text, click **Save my story**.

14. When you are happy with your page click on **Save and continue** and this takes you to a preview of your page. Click on **Edit your page** near the top left hand corner. This take you to a screen called Control Panel

15. On your Control Panel there are a number of actions you can take. We suggest the first one should be to click on **Edit your personal thank you message**. Your thank you message will be sent automatically to each of your sponsors so you might like to personalise it.

You may like to use words like these

Thank you very much for your donation. As you may be aware, many church congregations are decreasing and this means that the money available for maintaining church buildings is also decreasing. Your donation helps churches in Nottinghamshire in two ways: half of it will help [Church name, Place,] for [name a project the money will be used for or the General Fund]. The other half will be used by the Nottinghamshire Historic Churches Trust to make grants to churches and chapels in Nottinghamshire of all denominations towards the cost of major fabric repairs. This will help preserve these magnificent buildings for generations to come.

Thank you again. [Your name].

16. When you are happy with your thank you message, click **Save**.

17. To add a photo click on change image followed by Upload. Save image. This replaces the default picture of a shoe. There is the option to add a label but if you want to do this, add the picture later as described further later.

18. Click back to return to the **control panel**.

19. You can get a unique code so that people can sponsor you via text message with JustTextGiving. Click on the picture of the phone under Boost your fundraising with JustTextGiving. You are able to choose your own code, within certain parameters, to make the code more memorable --- 4 letters (perhaps your initials or NHCT) and a 2 digit number between 47 and 99. Alternatively a random combination is provided. If you have a more recent version of Windows you may like to use the snipping tool to get a picture of the phone and your code which you could e---mail out to family and friends. If you change the amount in the Suggest an amount, the amount showing on the phone changes so you may want to increase it. Donations made via JustTextGiving can be GiftAided. The donor will be sent a text message with a link to a GiftAid declaration form. This can either be completed immediately (if the phone is connected to the internet) or later by typing the link into a computer.

20. Click on **Control Panel** at the top of the page to return to the control panel.

21. To add one or more photos click **Add photo**. Select your photo and add a label (caption) if required. The original default shoe picture can be removed and the pictures re---ordered. Click **Save**. It is good to add photos, perhaps of yourself and your church .If you do not have a photo ready, you can log back into your page later and add one or more. If you want to add a caption, add it when you load the photo as you will not be able to add it later.

22. To upload a video first upload it to YouTube and make a note of the YouTube address. Click on **Add a Video**. Enter the YouTube web address. If you want to add a caption, add it when you load the video as you will not be able to add it later. Click **Save**. If you do not have a video ready, you can log back into your page later and add one or more. How about adding a video of your St/Ride after the event to show your friends how you got on and remind them to sponsor you if they have not done so already

23. Back on your Control Panel you can e---mail your page to your family and friends wherever they are in the world, or publish it on Facebook or Twitter. You can also keep your page and your thank you message up to date. You should also receive an e---mail saying that you have set up successfully a JustGiving page and the link to e---mail family and friends should be shown; it will be www.justgiving.com/your web address from point 7 above.

24. At your page people will see a short paragraph explaining what the Nottinghamshire Historic Churches Trust is and does but you may like to add some words to your email explaining why you are sending it.

NHCT hope that the above guidance is helpful. We hope that you will enjoy the day of the Ride and Stride and get much pleasure from your efforts to preserve the historic churches and chapels of Nottinghamshire for posterity.

Many thanks for supporting Nottinghamshire Historic Churches Trust.