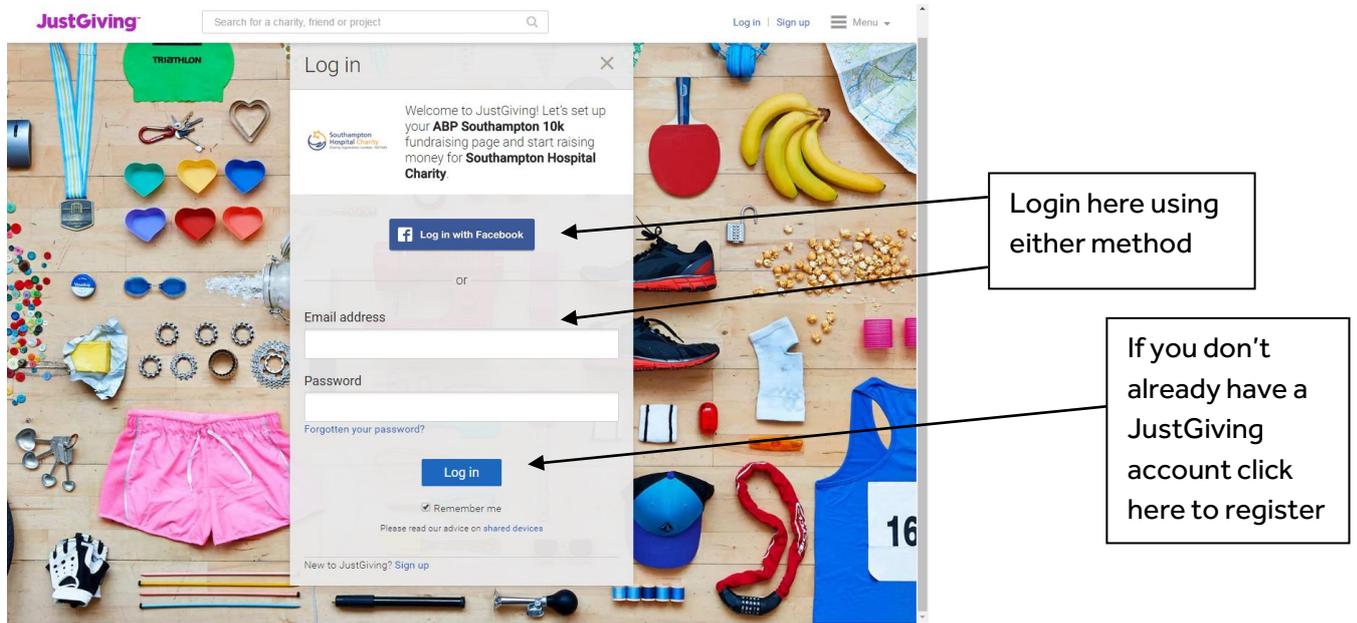


# How to set up a JustGiving page

This whole process should only take 5 – 10 minutes. Here's how...

## 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.



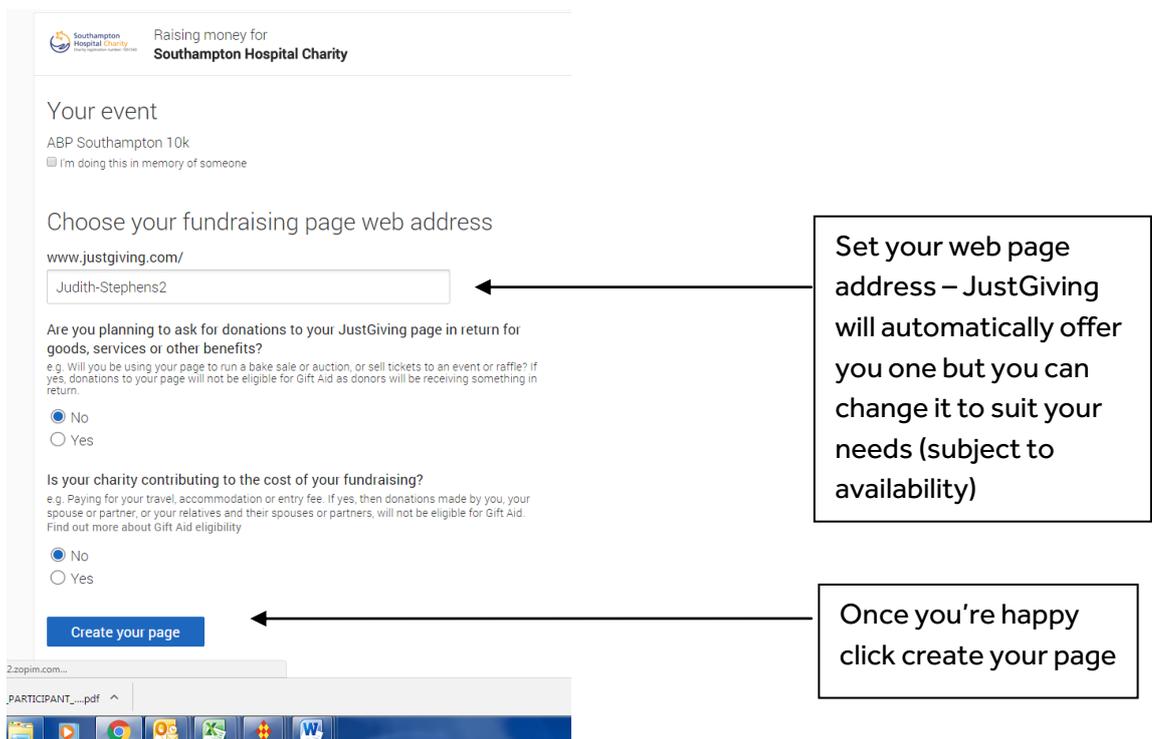
The screenshot shows the JustGiving login interface. A 'Log in' modal window is centered over a background image of sports gear. The modal contains the following elements:

- Header: 'Welcome to JustGiving! Let's set up your **ABP Southampton 10k** fundraising page and start raising money for **Southampton Hospital Charity**'
- Buttons: 'Log in with Facebook' and 'Log in' (highlighted by a callout).
- Form fields: 'Email address' and 'Password' (both highlighted by callouts).
- Links: 'Forgotten your password?' and 'New to JustGiving? Sign up'.
- Footer: 'Remember me' checkbox and 'Please read our advice on shared devices'.

Callouts from text boxes point to these elements:

- 'Login here using either method' points to the Facebook and Log in buttons.
- 'If you don't already have a JustGiving account click here to register' points to the 'New to JustGiving? Sign up' link.

## 2. Set your page details



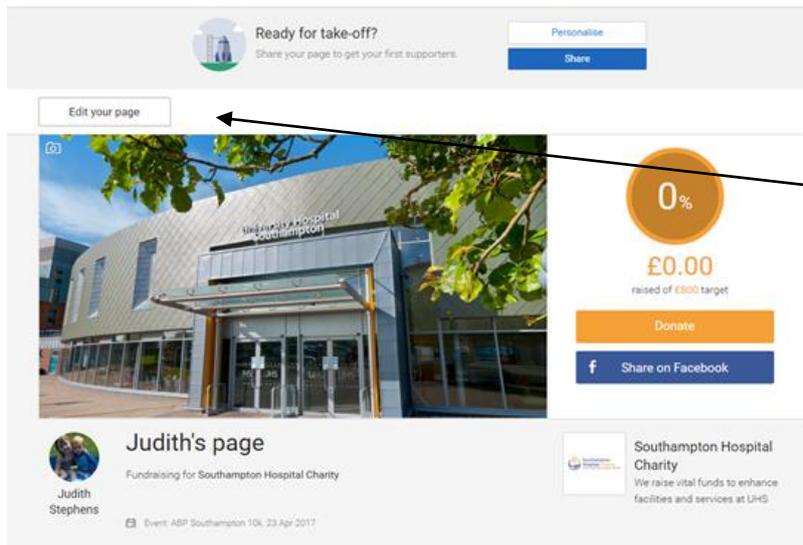
The screenshot shows the 'Set your page details' form for 'Raising money for Southampton Hospital Charity'. The form includes the following sections:

- Your event:** 'ABP Southampton 10k' with a checkbox for 'I'm doing this in memory of someone'.
- Choose your fundraising page web address:** A text box containing 'Judith-Stephens2' (highlighted by a callout).
- Are you planning to ask for donations to your JustGiving page in return for goods, services or other benefits?** Radio buttons for 'No' (selected) and 'Yes'.
- Is your charity contributing to the cost of your fundraising?** Radio buttons for 'No' (selected) and 'Yes'.
- Create your page:** A blue button at the bottom (highlighted by a callout).

Callouts from text boxes point to these elements:

- 'Set your web page address – JustGiving will automatically offer you one but you can change it to suit your needs (subject to availability)' points to the web address text box.
- 'Once you're happy click create your page' points to the 'Create your page' button.

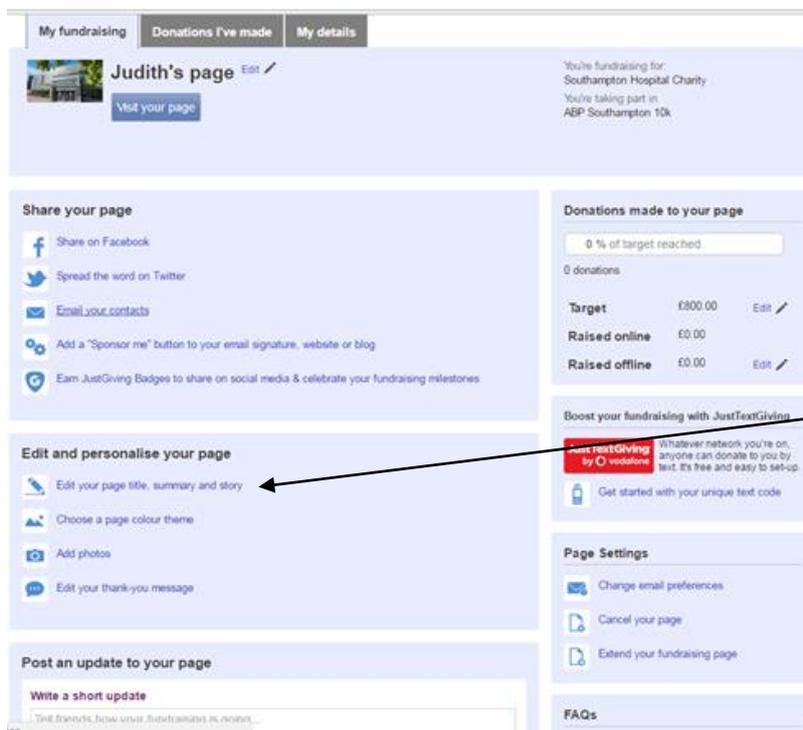
### 3. You're all good to go!



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 hard-copy 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 still show up as part of your overall total.