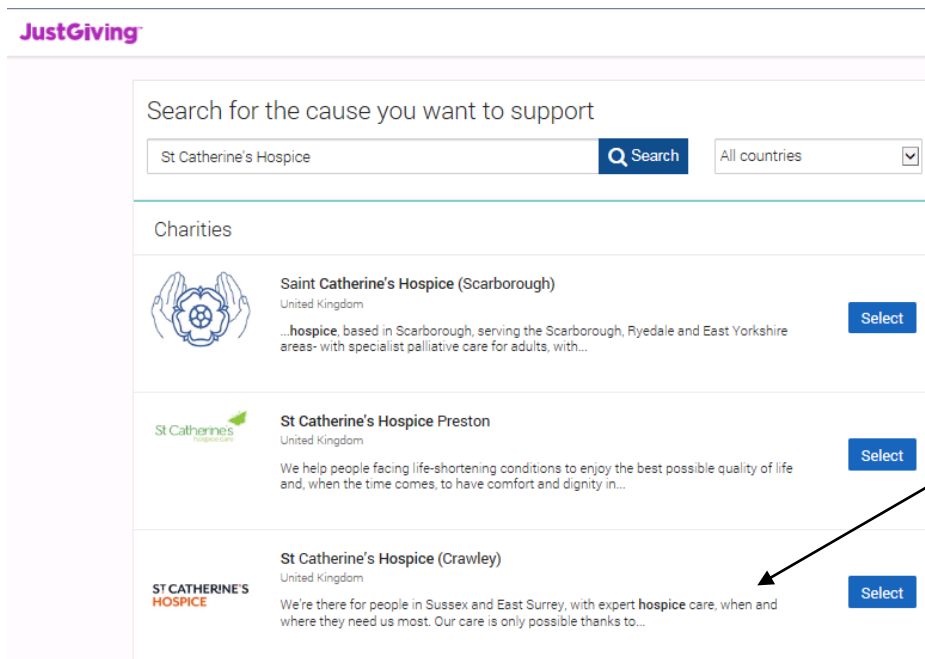


Setting up your JustGiving Page

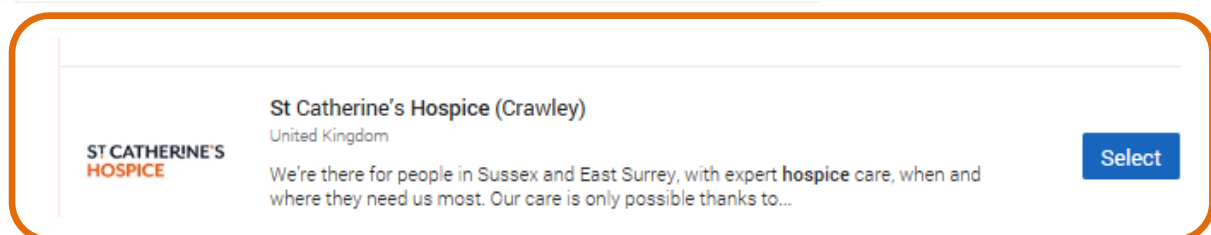
Creating Your JustGiving Page

It's quick and easy to set up your Fundraising Page for your sponsored event in aid of **St Catherine's Hospice**. All you need to do is follow the simple steps below to create your page:

1. If you are new to **JustGiving** you first need to sign up and create an account. If you already have an account with JustGiving there is no need to create another account, simply enter your email and password and you are ready to get started! Once you are logged into your account, click '**Start Fundraising**'
2. When asked 'Are you fundraising for a registered charity?', select '**Yes, continue**'
3. Search for **St Catherine's Hospice (Crawley)** as the cause you wish to support.



As there is more than one St Catherine's Hospice, you will find our St Catherine's Hospice is titled **St Catherine's Hospice (Crawley)** alongside our logo, shown below:



4. Next you will need to select that you are taking part in an event. If you can't see your event listed, select '**Add your own**' at the bottom of the page and include a bit more information about your activity.

5. Choose your **web address** – this is the link you'll be sharing with friends and family when asking them to donate.
6. Finally click '**Create your page**'. Your Fundraising Page is now set up and ready to accept donations. JustGiving will send the money that you raise to St Catherine's Hospice on a weekly basis.

Personalising Your JustGiving Page

It's time to make sure your Fundraising Page stands out from the crowd. Think of it as your own personal fundraising blog. The more you make it your own, the more compelled people will feel to donate. Below you will find steps on how to make your page your own:

1. Visit your Fundraising Page (www.justgiving.com/...), click '**Log in**' in the top right and enter your log in details.
2. Click '**Edit your page**' which can be found above your target.
3. Scroll down to '**Edit and personalise your page**'
4. You also have the option to **edit your title** and grab people's attention with the amazing fundraising challenge you are taking on; **set a fundraising target**; and finally **share your story** with others and let them know why you are taking on your sponsored challenge in support of St Catherine's Hospice. To provide your supporters with a little more information about St Catherine's Hospice we have written some information about the hospice for you to copy and paste into your bio alongside your own personal story:

St Catherine's Hospice is a charity dedicated to providing specialised end of life care and support to local people, their families, friends and carers living in Crawley, Horsham, Mid Sussex and East Surrey. Every day St Catherine's needs over £17,000 in voluntary donations to provide care and support for people with a terminal illness and their families. Without help from people like you, we wouldn't be able to offer the vital services we do. It really does make a difference to our patients, family and friends at a time when they need it most. Thank you!

5. It is estimated that by including a photo to your JustGiving Page, it can help to increase your sponsorship by 14%. To do this, click on '**Add Photos**' in the edit area and then '**Select photo**'. Choose the photo from your device and add a caption (up to 40 characters). Press '**Upload photo**' to finish. If you have any problems, you may need to resize your image. The file size should be no larger than 4MB and the pixel size shouldn't be bigger than 800 x 600. Once you click the **Save** button to save the changes you have made, you are now ready to start fundraising!

If you should have any further problems please do not hesitate to contact the Events Team on 01293 447355 or email events@stch.org.uk