

How to set up your own sponsorship web page

You can simply follow the instructions on the website, but for extra assistance, here are all the steps from the beginning. If you get stuck, please contact Justgiving's helpdesk – details below.

1. Go to the Tools for Self Reliance page on JustGiving.com - ¹the address is www.justgiving.com/Charity/raisemoney.asp?FRSId=51560 and click on the name of the event you are interested in on the Quick Start panel on the right, if it's listed. If your event is not listed, click on the 'Create Your Page' button to be taken to a page where you can choose the type of event for which you will be seeking sponsorship by clicking on one of four 'Select' buttons. You may then be asked to provide such information as the date of the event or when you want your sponsorship page to close.
2. You will now be asked to enter your email address. If you haven't registered previously, you should also select the 'I'm a New User' button, while registered users should select the 'I have an Account' button and enter their password in the adjacent box. Next, click the 'Continue' button.
3. If you haven't registered yet, you must now complete the required details. Registering with Justgiving only takes a minute, and is needed to process your supporters' donations and reclaim Gift Aid tax, where relevant. After entering your details, click 'Continue' and you will then be taken to a web page that will help you create a personalised sponsorship page. If you were already registered, you would have been taken straight to this page.
4. You will need to enter a web address and name for your sponsorship page, a target amount, a special greeting and a thank you message that will be emailed to all donors when they have made a donation. You will also be given the option of either uploading a photo from your PC or using one provided by Justgiving.com. Click the 'Continue' button to see a preview of your page. To complete the page you must now click the 'I am Happy with my Changes' button.
5. You will shortly be sent a confirmation email from Justgiving.com that will include your sponsorship page's web address - you can email this on to your potential sponsors - and also the address of the web page that allows you to edit the contents of your page.

Justgiving.com Help Desk: email help@justgiving.com tel: 0845 021 2110 (local rate)

¹ An alternative way of getting to the Tools for Self reliance page is to go to www.justgiving.com/process/charityguide and type **Tools for Self Reliance** in the Search box