



40
Club



Guide to Online Fundraising

Because every day matters
www.hospiscare.co.uk

Registered charity no. 297798



Hospiscare
Caring in the heart of Devon

40 Club JustGiving – How to get started

Nominate one individual from your Business to set up your Main Fundraising page.

1. Click the [link here](#) or visit to create your main fundraising page for the 40 Club

2. Log in to your JustGiving account or sign up if you don't have one

Creating your Fundraising Page

1. Confirm your page web address and whether you're fundraising in memory of someone

2. Confirm a few details about your page and whether you're happy for Hospiscare to contact you

3. Click 'Create your page'

Edit your Fundraising Page

1. You could start with a self-donation to kick-start your fundraising

2. Click 'Edit your page' and personalise your story – make sure you mention what you're doing to raise funds!

3. Use the tools to make your page as engaging as possible. [Here are some tips!](#)

How to use your JustGiving Page

If you are taking part in activities that do not require a minimum fundraising target in order to participate (e.g. you have planned your own sponsored walk/run/swim/silence/bake off etc), you can share the link to your main JustGiving page so that people can show their support and make a donation.

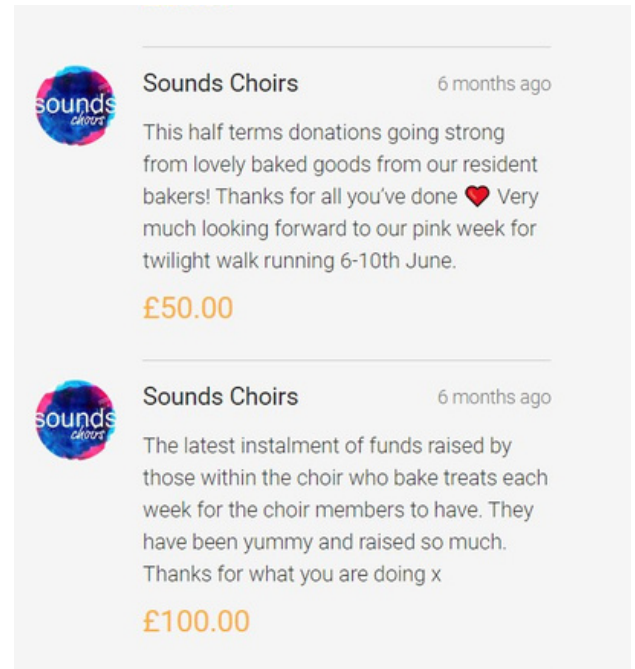
If your fundraising activity does have a minimum fundraising requirements (e.g. you are taking part in a skydive or a wing walk), please see page 5

How to Pay in Offline Donations

If you have held a fundraiser like a coffee morning or a bake sale and have received cash donations, you'll need to pay these in to Hospiscare.

You can do this by:

- Making a donation of the cash amount to your JustGiving page. In the donation message, please note what the donation was for - e.g. 'bake sale donations'
- If the donation is the result of a bake sale or fundraising collection, please do not click the box to Gift Aid it.



Or

- Email fundraising@hospiscare.co.uk to arrange to drop the cash you have collected in to Searle House. It may also be possible to arrange for one of our Fundraisers to collect it.

Or

- If you would like to keep the cash and make a donation via BACS, please ring: 01392 688019.

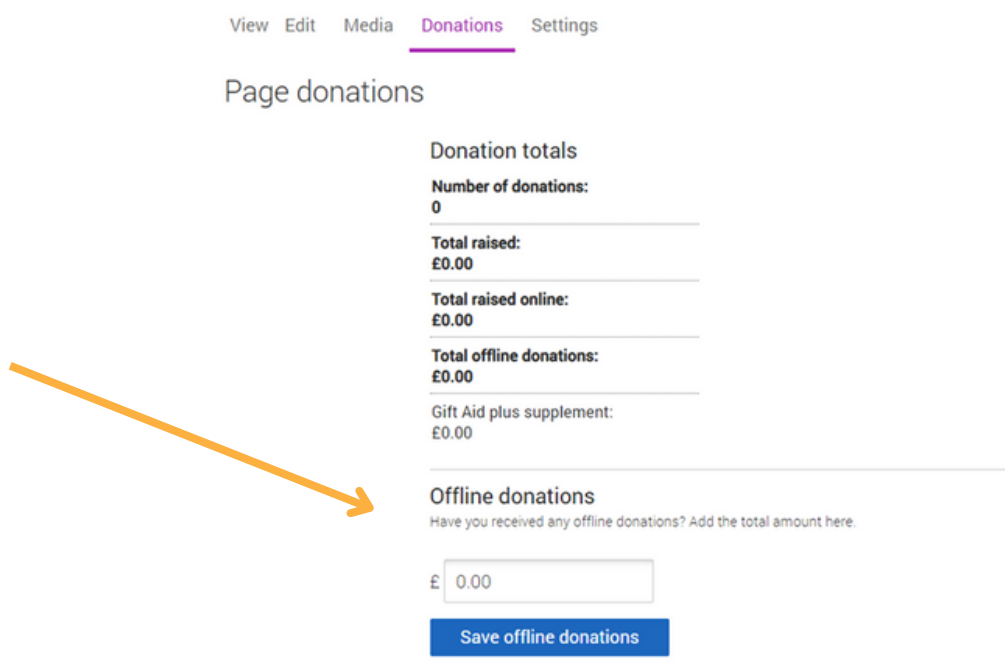
Adding Your Offline Donations to your JustGiving Total

If you pay the cash you have raised in to Hospiscare, they will contact you to confirm the amount.

Once Hospiscare have been in touch to confirm receipt of your cash donation, you can add it to your Just Giving page.

1. Log in to your account and click on your name/icon in the top right corner and select 'Fundraising'
2. Click 'Edit' on the page you'd like to add the balance to
3. Click 'Donations' along the top of the page
4. Enter in the amount box the total amount raised offline and select 'Save offline donations'.

If you'd like to acknowledge the friends and family who've given you money offline, you can add a quick update to your page thanking them for their donation.



The screenshot shows the 'Donations' section of a JustGiving page. At the top, there are navigation links: 'View', 'Edit', 'Media', 'Donations' (highlighted with a purple underline), and 'Settings'. Below this is the heading 'Page donations'. The 'Donation totals' section lists: 'Number of donations: 0', 'Total raised: £0.00', 'Total raised online: £0.00', 'Total offline donations: £0.00', and 'Gift Aid plus supplement: £0.00'. Below this is the 'Offline donations' section with the text 'Have you received any offline donations? Add the total amount here.' and a text input field containing '£ 0.00'. A blue button labeled 'Save offline donations' is at the bottom. An orange arrow points from the left towards the input field.

How to Set Up your JustGiving page if your Activity has a Minimum Fundraising Target

(If you are not sure if your activity has a minimum fundraising target, please contact Hospiscare: events@hospiscare.co.uk)

Each individual taking part in the activity will need to set up their own JustGiving page per activity that has a minimum fundraising requirement

1. Click the [link here](#) to create your fundraising page
2. Log in to your JustGiving account or sign up if you don't have one

Creating your Fundraising Page

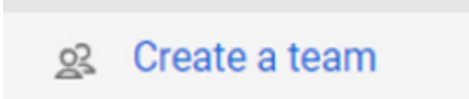
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Edit your Fundraising Page

1. You can start with a self-donation to kick-start your fundraising
2. Click 'Edit your page' and personalise your story – make sure you mention what you're doing to raise funds!
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Once all fundraising pages have been created in your team, nominate one person in each team as the Team Captain – we suggest the person who set up the Main JustGiving Page for your business should be the Team Captain.

Only the Team Captain should create a team page by clicking

A screenshot of a button with a group of people icon and the text "Create a team".

 Create a team

Under the main photo on the Main JustGiving page for your charity.

Alternatively Team Captains can visit 'Edit page' > 'Settings' > 'Create a Team'

Team Captain: Setting up Team Page

1. Set the name (please do not name the team after the activity. Base it on your business or organisation's name - e.g. Team Hospiscare), cover photo, target and story
2. Click on 'Go to my TeamPage'
3. Share this URL with your Team Members

Team members: Join a Team

1. Click on the Team URL your Team Captain sends you
2. Select 'Join the Team'
3. Connect your existing fundraising page to this Team
4. Your fundraising page will then be part of your team, as well as connected to the Hospiscare 40 Club page

Making Changes to your Fundraising Page or Team

You can log in to your account at any time to edit your page or to see how your fundraising is going