



## Buckinghamshire Historic Churches Trust

### Instructions for setting up a Just Giving webpage

Thank you for supporting us. Donating via Just Giving is simple, fast and totally secure. It is also the most efficient way to get yourself sponsored.

Buckinghamshire Historic Churches Trust (BHCT) will receive your money faster and if your sponsors are a UK taxpayer then Gift Aid can be added to their gift if they wish to do so.

BHCT will use half your donation to give grants to churches and chapels in Buckinghamshire & Milton Keynes towards the costs 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 BHCT

Please make sure that you **mention your church's name and its town or village** in the **"Your Story"** section of your fundraising page so that we can send the money to the right place. Alternatively please state that all the money raised is to go to BHCT.

You may find it helpful to print off the instructions below for making your own Just Giving web page. Once you have set up your page you can change it, add photos, and use additional features. You just need to log back in.

The link below will take you to the BHCT Just Giving web page. Place your cursor over the link, press the "Ctrl" key and click on the link. Alternatively cut and paste the address into your web browser.

[https://www.justgiving.com\\_BHCT](https://www.justgiving.com_BHCT)

It is also possible to visit [www.justgiving.com](http://www.justgiving.com) and search for "Buckinghamshire Historic Churches Trust"

- 1) Once you are on the BHCT Just Giving web page click on the **"Fundraise for us"** button.
- 2) You now need to set up a personal account (unless you already have one). Click on **"new to Just Giving- Sign Up"**

3) Enter an email address, first name and last name and a password (make sure that it is something that you can remember)

**4) Complete your profile-** enter your post code, press the search button and select your address from the list. Alternatively you can opt to complete your address manually

**5) Let us know what you are doing-**click on the **organized event** button and select “ **Ride & Stride 2016**”

**6) Let' s finalise your selection-**select the radio button against “No” at the question about the charity contributing to the cost of your fundraising.

Click on “**Create Your Page**”

**7)Personalise your Page – Tell us what you are doing and why.** These boxes are limited to 50 characters. Suggested wording might be “I’m cycling around 20 churches in Bucks & MK” ...because.. “churches form an important part of our heritage”.

**What is your fundraising goal-** you can put a figure in here if you wish. It can be changed later.

**Tell your supporters your story- *You can personalize this section but it is important that you include the name and location of your chosen church so that we can ensure that 50% of the proceeds are returned to them.***

Click on “**Save my Story**”

Click on “**Save and Continue**”

Your page is now up and running. You can edit the page, add photos and videos etc. by clicking on “**Edit your page**”. You can also get a text code to enable donations to be made by text.

You can share the page with your supporters by using Facebook, Twitter and e-mail by using the appropriate buttons at the top of the page.

You can keep your page and your thank you message up to date.

The tabs at the top of the page take you to various other pages giving further help and information.

Once you are happy with your page you can log out and log in again at any time by using your e-mail and password.

Further help can be obtained by telephoning 0845 021 2133 or by e-mail at [charities@justgiving.com](mailto:charities@justgiving.com)