## **CREATING A JUST GIVING FUNDRAISING PAGE**

### Step 1:

On the home page of the active fundraising campaign, select the orange "Start Fundraising" button.



### Step 2:

You will be promoted to create a log-in if you are not already a Just Giving user. Click "Sign Up" once complete. If you are already a Just Giving user, use the log-in link under the purple "sign-up" button and skip to Step 4.

PARKVIEW FOUNDATIONS		JustGiving <sup>-</sup>
	Sign Up	
	Sign op	
	Last name	
	Create password	
	Show	
	We want to send you brilliant emails to keep you in the loop about the causes you love and latest fundraising news.	
	• Yes please, opt me in to JustGiving emails	
	O No thanks	
	Sign up	
	By clicking 'Sign up', you are agreeing to our terms of service and privacy policy.	

### Step 3:

### Complete your profile and select "Continue."



### Step 4:

You will be prompted to select how you will be fundraising. You can raise donations through several different activities and efforts. If you'd like to run a generic page, click "Start" under the "Doing your own thing" section.



### Step 5:

You will be prompted to complete 3 steps.

- 1. Select your type of event, enter your event name, and enter the optional event date. For a month-long campaign, it is suggested that you leave this blank.
- 2. Create a unique web address. The system will provide a suggestion and prompt you if your request is unavailable.
- 3. Opt in or out to future email communications.

When complete, select "Create Your Page".



# 1. Tell us about your event

Event type		
an appeal for a charity	~	
Event name		
Diabetes Awareness Month	×	
Event date (optional)		
dd/mm/yyyy		
I'm doing this in memory of someone		

## 2. Choose your fundraising page web address

www.justgiving.com/fundraising/



### 3. Choose your fundraising page settings

I'm happy for Parkview Foundation Inc to keep me informed, by email, about the impact of my fundraising and other ways to stay involved including future events, campaigns and appeals.



NOTE: Parkview Foundation Inc will receive your details and may need to contact you to support you in this fundraising effort. You can update your preferences directly with Parkview Foundation Inc.



By clicking Create your page you agree to our Terms of Service and Privacy Policy

### Step 6:

Your personal fundraising page will load. You can select "Edit your page" to customize your goal, page colors, messaging, and more. You can also manage your online and offline donations and find links to share through the "Edit your page" button. You can add a custom cover photo by clicking on "Change cover."



### Step 5:

Once your page is complete, you can click on the "Share" button (highlighted above) and you will be prompted to share to your networks through different methods.



#### HAPPY FUNDRAISING!