

## **How to set up your Fundraising and team page**

*(Print this page for reference)*

The team leader is responsible for setting up the team page, but first of all they have to create a fundraising page

### **How to create your fundraising page**

Log into: [www.justgiving.com/campaign/congletonswimathon25](http://www.justgiving.com/campaign/congletonswimathon25)

- Select **Start Fundraising** (Orange Button) Sign in & follow instructions  
OR Register with Just Giving
  - o Select – **Start Fundraising**
  - o When asked ‘Are you fundraising for a registered charity Select ‘**Yes**,
  - o The cause supporting Enter **Congleton Swimathon**
  - o Select **CongletonSwimathon25** (Rotary Club of Congleton)
  - o Let us know if you are taking part in an event, your target and photo if required.
- **Create your page by adding your name to the URL and launch the page**

### **Now create your team**

Login to your fundraising page created

- Select **Create a Team**
- In memory **No**
- Fundraising Target **Set**
- Page Details **Just enter Team Name** ie Sharks
- Cover Photo if required
- Create team should look like [justgiving.com/team/sharks](http://justgiving.com/team/sharks)

**Send your TEAM URL to all team members and ask them to send this URL via social media to potential sponsors**

If required individuals can join the team from this URL by selecting **Join the Team** and by joining the team sponsors can donate to individual team members rather than just the team

### **How to Join the Team**

From the team page Select **Join the Team**

Register or sign in with Just Giving

Select **Create Fundraising page**

Select **CongletonSwimathon25**

Create your page

This will automatically be linked to the team page