

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

- 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

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 Team** and by joining the team sponsors can donate to individual team members rather than just the team.

If **Join Team** next to the Team name is not displayed Select **Edit** and **Settings** and change to read **Anyone can join**

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 and this will automatically be linked to the team page