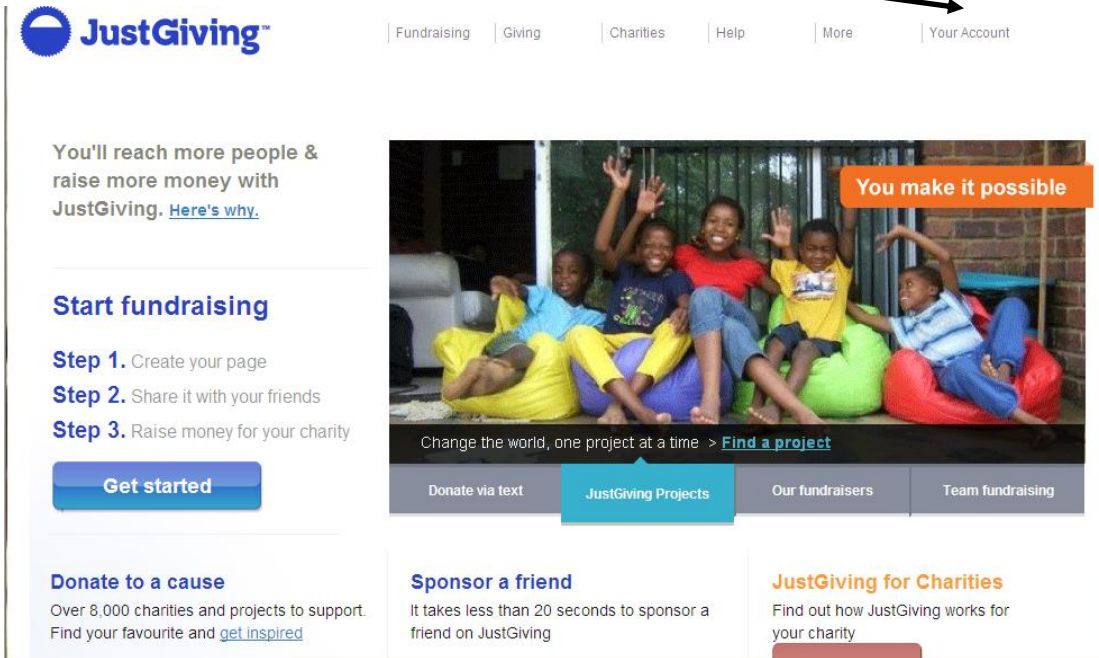
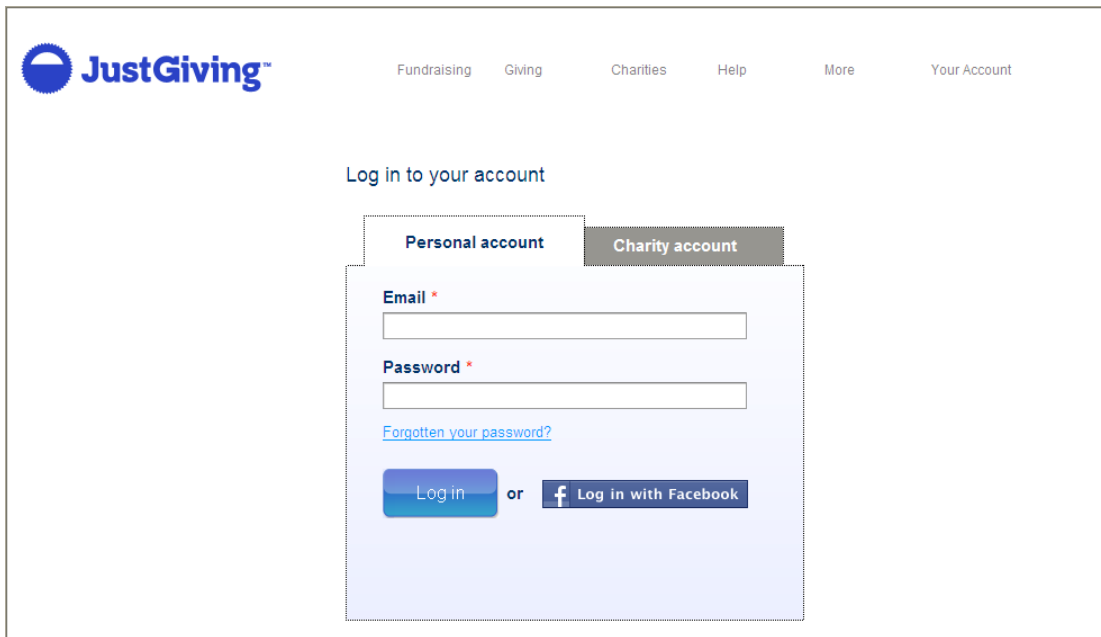


## How to add offline donations onto your justgiving page

1. Log into your account by visiting <http://www.justgiving.com/> and clicking on **Your account** on the top right hand side of the page



2. Use the passwords and email address that you used to set up your account. If you cannot remember these please call the justgiving team on 0845 021 2110



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3. Once logged in, click on the tab titled **Your pages**

The screenshot shows the JustGiving account dashboard. At the top, the JustGiving logo is on the left, and navigation links for Fundraising, Giving, Charities, Help, More, and Your Account are on the right. A user greeting reads "Hello KPMG Sahara Desert Trek (not you? [Log out](#))". Below the navigation is a horizontal menu with tabs: "At a glance", "Your pages", "Your donations", "Your details", and "Resources". The "Your pages" tab is selected and highlighted. The main content area is divided into two columns. The left column, titled "Your JustGiving pages", contains a table with the following data:

Your JustGiving pages	
<a href="#">Active pages:</a>	1
So far you've raised:	£247.00
Gift Aid + supplement:	£56.97

Below this table is a section titled "Your donations" with the following data:

So far you've donated:	£190.00
Gift Aid + supplement:	£53.59

The right column, titled "Did you know...", contains three tips with icons: a wrench and screwdriver, a clock, and a bar chart. The tips are: "JustGiving page stays open for three months after an event, and you can now extend it yourself?", "you can directly support your favourite charity on JustGiving by making a regular or one-off donation", and "you can update and thank people who have donated to your JustGiving page, right from your account?". A fourth tip mentions "create fundraising team pages on JustGiving?".

4. Your active fundraising page will be listed below. Click on the **page name** to open the page details

The screenshot shows the JustGiving account dashboard with the "Your pages" tab selected. The "Active pages" section is highlighted. It displays a table with the following data:

Page Name	Target	Amount	Donations
KPMG Sahara Desert Trek Team Donations Page	£0.00	£0.00	0 donations

Below the table, there is a description: "Raising money for Barnardo's". A link below that says "This page is linked to: KPMG Sahara D...". To the right of the table is a green button labeled "Make a new page". At the bottom of the section, there is a link "See your inactive pages".

5. Click on the blue wording **edit** to open up a free typing option where you can type in your **offline money raised** and your **fundraising target**

The screenshot shows the JustGiving website interface for the 'KPMG Sahara Desert Trek Team Donations Page'. The page displays '0 donations' and a '% of target reached' progress bar. Below this, there are three columns: 'Raised online' (£0.00), 'Raised offline' (£0.00), and 'Target' (£0.00). A blue 'Edit' link with a pencil icon is positioned to the right of the 'Target' value. A black arrow points from the top of the page down to this 'Edit' link. The page also features a 'We recommend' section with the heading 'Adding photos and a video' and a 'Share your page' section with options like 'Email your contacts', 'Publish to Facebook', and 'Spread the word on Twitter'.

6. Click **save** and your changes will now show live on your fundraising page

This screenshot shows the same JustGiving fundraising page, but with the 'Target' field now containing a text input box with '£ 0.00'. A 'Save' button is visible next to the 'Cancel' button. A black arrow points from the top of the page down to the 'Save' button. The 'We recommend' section now features the heading 'Emailing your contacts' and includes a text area with a suggested message: 'Hello, I'm raising money for Barnardo's using JustGiving and I'd really appreciate your support. You can make a donation via my name...'. The 'Share your page' section remains the same.