

## How to create an online fundraising page on virginmoneygiving

### Step 1

Type [www.virginmoneygiving.com](http://www.virginmoneygiving.com) into your internet browser

The screenshot shows the Virgin Money Giving homepage. At the top is a red navigation bar with the logo and links for 'Start fundraising', 'Make a donation', 'Our community', and 'Help'. Below this are three main columns: 'Start fundraising' with a 'Create your page' button, 'Make a donation' with 'Sponsor your friend' and 'Donate to charity' options, and 'Find a fundraising event' featuring the 'Tri Together Triathlon 2012'. A 'Latest fundraising news' section highlights the 'Bupa Great North Run'.

### Step 2

Click on **Create your page**

This screenshot is identical to the one above, but a black arrow points from the text 'Click on Create your page' to the 'Create your page' button in the 'Start fundraising' section.

### Step 3

Select your event;

- Click **organised event** for large mass participation events such as; The Virgin London Marathon, The Great North Run, The Virgin Active London Triathlon, The British 10km **(then go to step 4 in the instructions below)**
- Click **personal challenge** to set up a page for any other event, such as organising your own cycle from Mexico to Canada, organising your own 5km run, hiking the Great Wall of China **(then skip to step 5 in the instructions below)**
- Click **Special occasion** for events such as a wedding or birthday party
- Click **someone special** to remember someone using an online page



## Start fundraising

Please pick the type of event you're taking part in. There might be more than one reason why you're fundraising, so choose the one you feel is most relevant.



Choose this option if you're taking part in any organised event to raise money for charity. Such as the **Virgin London Marathon**.

**Organised event** »



If you're organising your own event or setting a personal goal, pick this option. You may be doing a sponsored silence or losing weight for charity.

**Personal challenge** »



If you're fundraising to mark a special occasion, pick this option. Maybe you'd like friends and family to sponsor you as a birthday present.

**Special occasion** »



Pick this category if you're fundraising for someone special. Perhaps you're supporting a charity close to a loved one's heart.

**Someone special** »

### Step 4 – For organised events only

Type in details to search for your event i.e. Event name = London Marathon or Location = London

## Start fundraising

Start ✓ **Event** ▾ Charity > My details > Team details > My page >

Please fill in at least one of the boxes below, then click 'find event'.

Event name

Event date

Location

Type of event  [Find event](#) »

Select the event you are looking for from the list and click **Next**

## Start fundraising

Start ✓ Event ▾ Charity > My details > Team details > My page >

Please fill in at least one of the boxes below, then click 'find event'.

Event name

Event date

Location

Type of event  [Find event](#) >>

Showing results 1 - 3 of 3

<input type="radio"/>	2012 Virgin London Marathon	London	22 Apr 12	<a href="#">i</a>	
<input type="radio"/>	2013 Virgin London Marathon	London	21 Apr 13	<a href="#">i</a>	
<input type="radio"/>	TeamPB 2012 Virgin London Marathon	The Prostate Cancer Charity, Breast Cancer Care	London	22 Apr 12	<a href="#">i</a>

**Can't find your event?**

Tick the box and click 'next' to type in the details yourself.

[Next](#) >>

Type **Anthony Nolan** into the charity's name section and click search. Add a **target for your sponsorship** and click next

## Start fundraising

Start ✓ Event ✓ Charity ▾ My details > My page >

### My charity

Event  [Change event](#)

How many charities would you like to raise money for?

One  Two or more

Are you fundraising on your own or with other people?\*

Just me  With others

Charity's name\*

Search for the charity you'd like to support by typing in part or all of the charity's name and click search to select it from a list.

[Search](#)

Can't find your charity?  
Your charity may not have signed up to Virgin Money Giving yet.

[Invite them to join](#) >>

How much are you planning to raise? If you haven't got an amount in mind, just leave this blank.

£

Has your charity contributed to the cost of your event?\*

Yes  No

How long after the event would you like to carry on collecting sponsorship money?\*

[Next](#) >>

**Skip to step 6 in these instructions.**

### Step 5 – for Personal challenge events only

Select the type of challenge you are taking on, choose the location and date and click next

**Start fundraising**

Start ✓ Event ✓ Charity ✓ My details ✓ Team details > My page >

**My personal challenge**

**What's your challenge?\***

- Adrenalin rush
- Cycling
- Give up smoking
- Grow a beard or moustache
- Keep fit
- Lose weight
- Running or marathons
- Swimming
- Trekking
- Triathlon
- Walking
- Other

**Where is the event taking place?**

**When will it be completed?\***  
(dd/mm/yyyy)

/  /

**How long after the event would you like to carry on collecting sponsorship money?\***

**Are you fundraising on your own or with other people?\*** ?

Just me  With others

**Next »**

Type **Anthony Nolan** into the charity's name section and click search. Add a **target for your sponsorship** and click next

**Start fundraising**

Start ✓ Event ✓ Charity ✓ My details ✓ My page >

**My charity**

**How many charities would you like to raise money for?**

One  Two or more

**Charity's name\***

Search for the charity you'd like to support by typing in part or all of the charity's name and click search to select it from a list.

[Search](#)

**Can't find your charity?**  
Your charity may not have signed up to Virgin Money Giving yet.

[Invite them to join](#) ?

**How much are you planning to raise? If you haven't got an amount in mind, just leave this blank.**

£

**Has your charity contributed to the cost of your event?\***

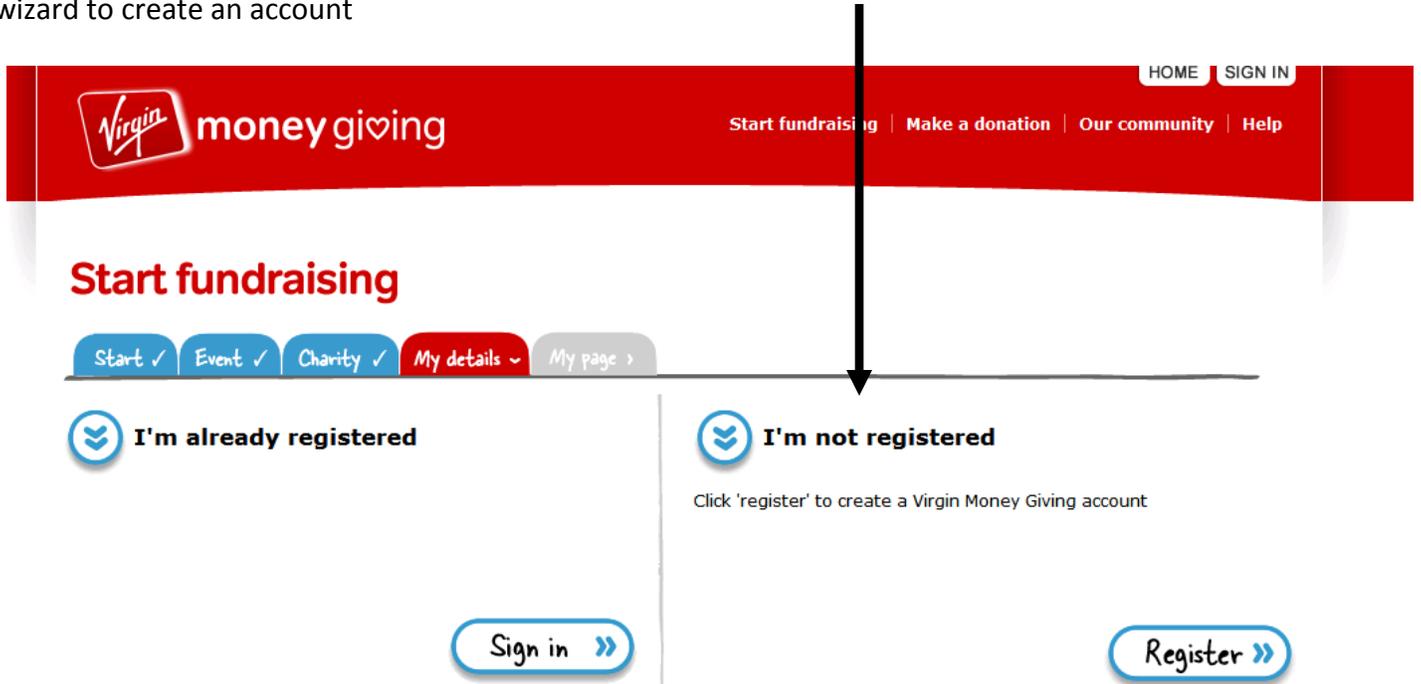
Yes  No ?

**Next »**

**Step 6**

Set up your account or log into your account

Log into your account if you have already have one, or select **I'm not registered** if you do not and follow the wizard to create an account



**Step 7**

Choose your own unique web address by typing it into the box and clicking next



## Step 8

Click create your page

### Start fundraising

Start ✓ Event ✓ Charity ✓ My details ✓ My page ▾



#### My fundraising page

You're nearly there. The last step is the fun part – creating your fundraising page.

We want your page to be as unique as you are, so on the next screen you'll see that you can:

- Add photos.
- Add videos.
- Add your own wording and links.
- Share your blog posts.
- Share your Twitter feed.

You can use as many of these features as you like to tell the world about your fundraising and ask for sponsorship.



Create my page »

## Step 9

Personalise your page with photos, titles, your story and anything to make your fundraisers donate!

HOME | Hello, **Kirsty Low** | YOUR ACCOUNT | SIGN OUT

Start fundraising | Make a donation | Our community | Help

### Start fundraising

Start ✓ Event ✓ Charity ✓ My details ✓ My page ▾

#### Add Widgets

Countdown calendar ?   
  Photo gallery ?   
  Blog ?

Video ?   
  Twitter ?

#### Preview of your page

Now simply upload your own image, give your page a title and add some content about yourself, then click next. **Please make sure you save your page within 30 minutes.** If you need to make any more changes you can update your page at any time from your account. Remember, other people will be able to view anything you add to this page.



Upload your picture

Browse...

Upload »

Charity

**Page title**

Kirsty Low's fundraising page

Fundraiser: Kirsty Low  
My page: <http://uk.virginmoneygiving.com/KirstyLow3>

**About you**

Hi, thanks for visiting my page. Through Virgin Money Giving, you can sponsor me and donations will be quickly processed and passed to charities.

Virgin Money Giving is a not for profit organisation and will claim gift aid on a charity's behalf where the donor is eligible for this.

I really appreciate all your support and thank you for any donations.

Running total

£0.00

Target:  
£1000.00

Total raised incl. Gift Aid:  
£0.00

Total donors:  
0

Biggest donor:

Last donor:

Offline fundraising:

Your page is now ready to be sent out to friends, family and colleagues. Email out the web address you created, add it to facebook and your supporters can visit your page and donate by clicking on donate and using a credit or debit card.