

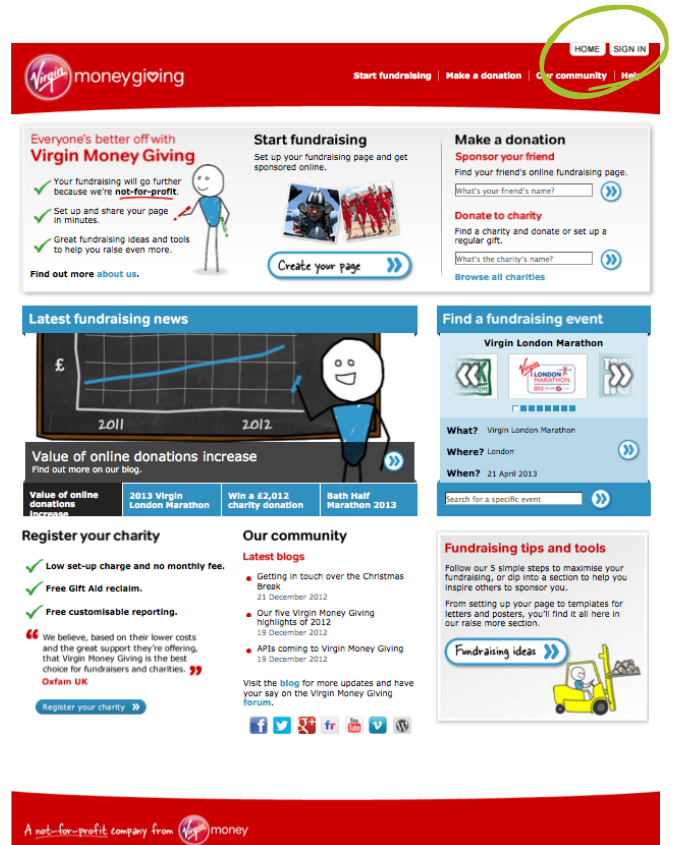
HOW TO ADD OFFLINE DONATIONS ONTO YOUR VIRGINMONEYGIVING PAGE



STEP 1

Log into your account by visiting uk.virginmoneygiving.com/giving and clicking on **Sign In** on the top right hand side of the page.

You will use the passwords and email address that you used to set up your account. If you cannot remember these please call the VirginMoneyGiving team on **0845 610 1046** or email theteam@virginmoneygiving.com

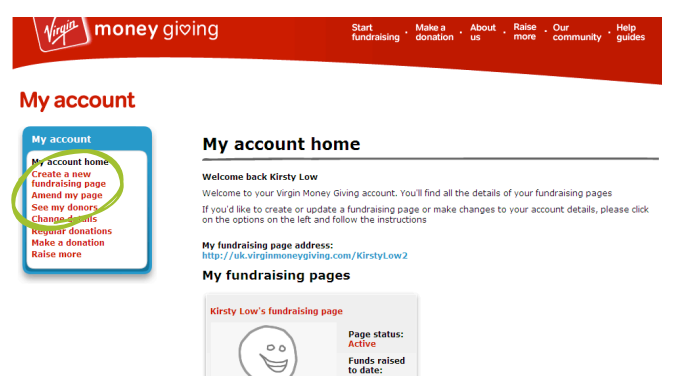


STEP 2

Once logged in, go to the left hand side toolbar and click on **Amend my page**.

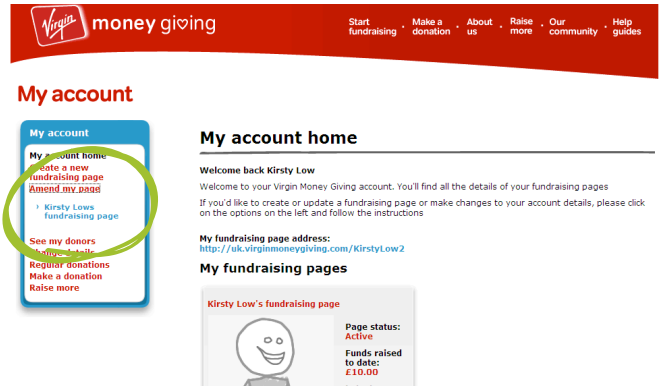
You can send all money raised offline to us by:

- Phone - Call the Events Team on **0303 303 3000** and pay over the phone using a debit or credit card
- Cheque - Send a cheque made payable to Anthony Nolan Trust to; Anthony Nolan Events, 2-3 Heathgate Place, 75-87 Agincourt Road, London, NW3 2NU (please mark your name and VLM 2014 on the reverse of the cheque).



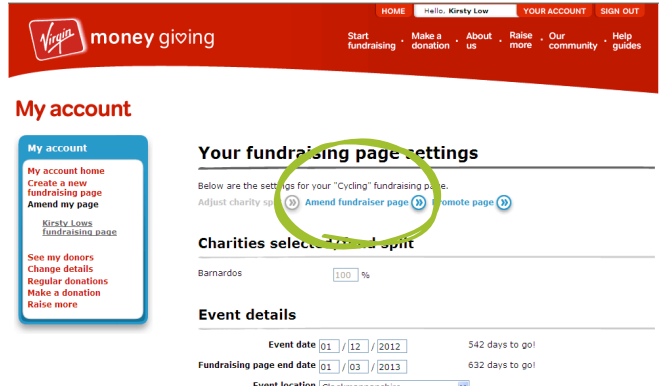
STEP 3

All of the pages you have within your account will show up highlighted in blue below. Select the page you wish to add the offline income to



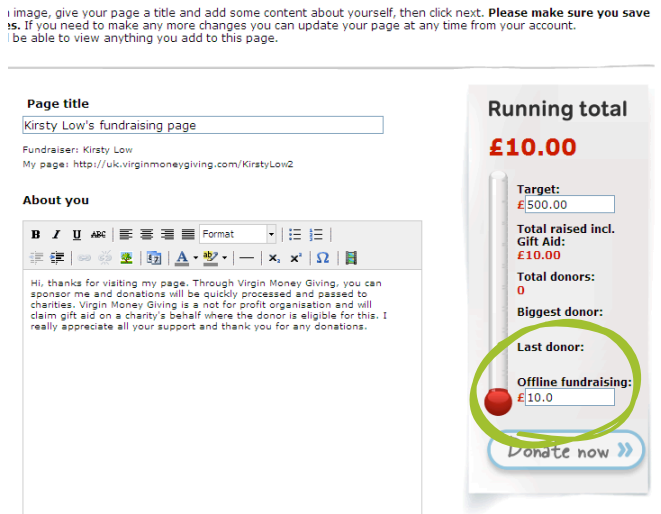
STEP 4

Click on **Amend fundraiser page**



STEP 5

Scroll down the page and free type into the box titled **Offline fundraising**



STEP 6

Scroll to the base of the page and click **Save changes**

The offline amount will now show on your live fundraising page and be added to your running total