

How to set up an online fundraising page on VirginMoneyGiving.com

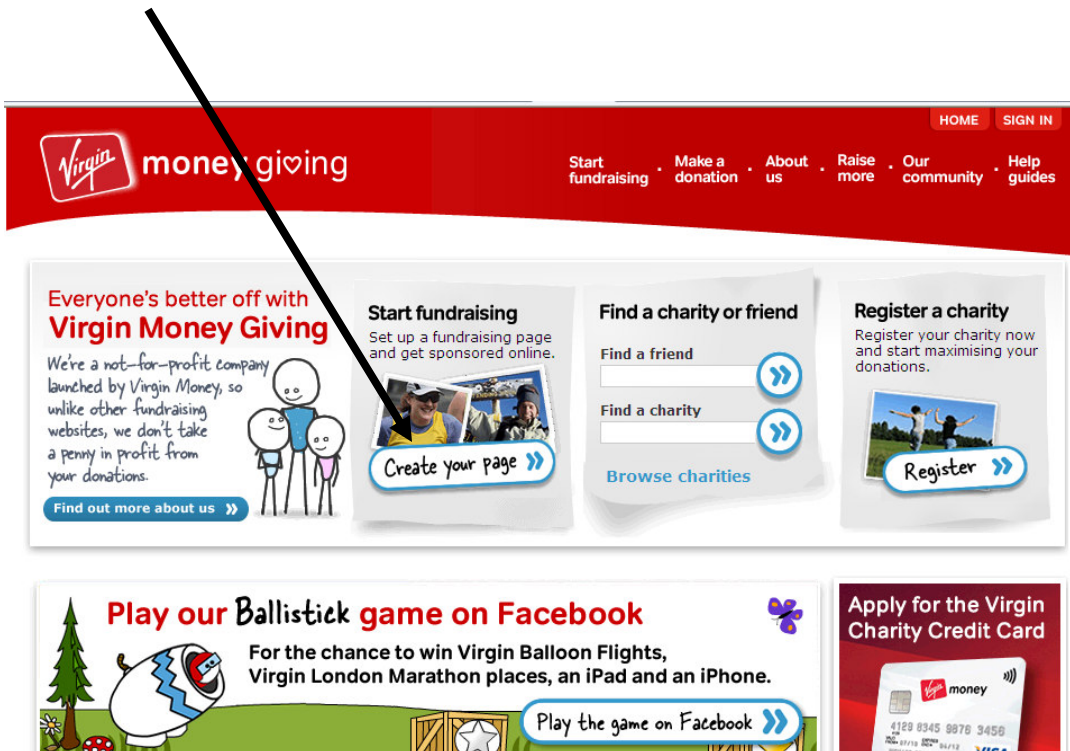
Step 1

Type www.virginmoneygiving.com into your internet browser



Step 2

Click on **create your page** under the **Start Fundraising** section



Step 3

If you are taking part in an organised event such as The Virgin London Marathon, Great North Run, Royal Parks Half Marathon or the London Triathlon, Click on **organised event**

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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 »

If you are taking part in an event that you are doing by yourself, have organised yourself, or an event that can take place at many times during the year (such as a parachute jump), click on **personal challenge** and skip to step 5 on these instructions

Step 4 – organised events only

Type in the name and or date and or location of the event you are taking on. A list of the events on the system will appear below for you to select

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

Showing results 1 - 1 of 1

<input type="radio"/>	2011 Virgin London Marathon	London	17 Apr 11	<input type="button" value="i"/>
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Can't find your event?

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

If your event does not appear this is because it has not been added to the system. Please tick this box and click **next**

Step 5 – personal challenges and non found organised events

Select the **type of challenge**

Select the location **where your event takes place**

Add in the **date of your challenge**

Choose how long after the event you would like your **fundraising page to stay open for** (we would recommend leaving your page open for 3months after the event has finished. This gives you time to collect all of your sponsorship)

Select if you are fundraising as **part of a team or by yourself** and then click **next**

Start fundraising

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?*

3 months

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

Just me With others

Next »

Step 6

Type **Barnardo's** in the Charity's Name section and click search

Start fundraising

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

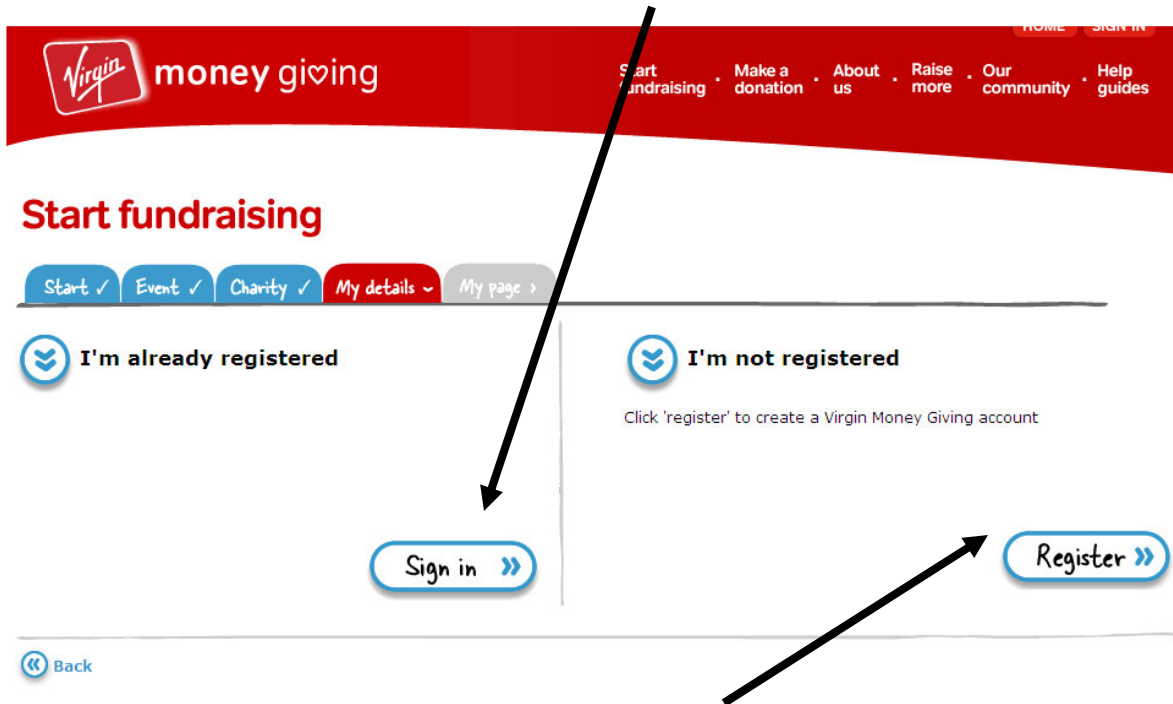
Next »

Add in your fundraising target (it helps raise more money if you set a target for people to help you reach it!) and click **next**

Step 7

You will then be directed to set up an account with Virginmoneygiving so that you can log in to add offline money to your total and also edit your page at any point.

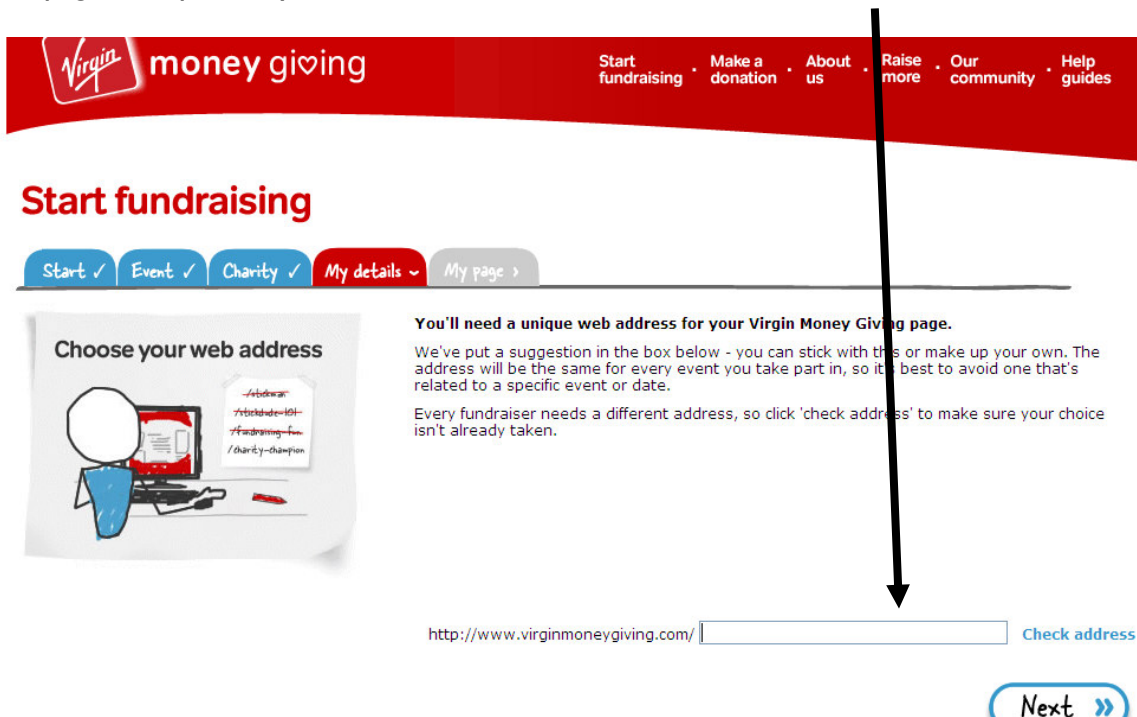
If you have used Virginmoneygiving before, click on **Sign in**



If this is the first time you have used the system, click on **Register**

Step 8

Once you have completed registration, you can now type in your very own **unique web address** – this is the page address that you will send out to all your friends, family and colleagues so they can visit your page and sponsor you



Step 9

Personalise your fundraising page with photos and add your story. Link to your facebook profile or twitter account if you have one.

You can also add videos and amend the wording at any stage later on.

Remember that the more personal your page, the more interesting it is to your sponsors!



The screenshot shows the Virgin Money Giving website interface. At the top, there is a red navigation bar with the Virgin Money Giving logo and several menu items: 'Start fundraising', 'Make a donation', 'About us', 'Raise more', 'Our community', and 'Help guides'. Below the navigation bar, the main heading is 'Start fundraising'. Underneath, there is a horizontal menu with five items: 'Start ✓', 'Event ✓', 'Charity ✓', 'My details ✓', and 'My page ▾'. The 'My fundraising page' section is highlighted with a blue circle and arrow icon. The text below reads: '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:'. A list of options follows: 'Add photos', 'Add videos', 'Add your own wording and links', 'Share your blog posts', and 'Share your Twitter feed'. A 'Create my page' button is highlighted in the list. Below the list, it says 'You can use as many of these features as you like to tell the world about your fundraising and ask for sponsorship.' At the bottom of the section, there is a large blue button with the text 'Create my page »'. To the right of the text, there is a cartoon illustration of a person sitting at a desk with a computer monitor and keyboard.

Step 10

Your page has now been created! Send the **unique web address** you created out to all your friends, family and colleagues. They can then see your page and using a debit or credit card, securely donate towards your sponsorship target.

This money then comes directly into Barnardo's bank accounts and is recorded against your total, saving you all the trouble of collecting in your hard earned sponsorship money.