

MyDonate - How to create a fundraising page

A guide to creating a challenge

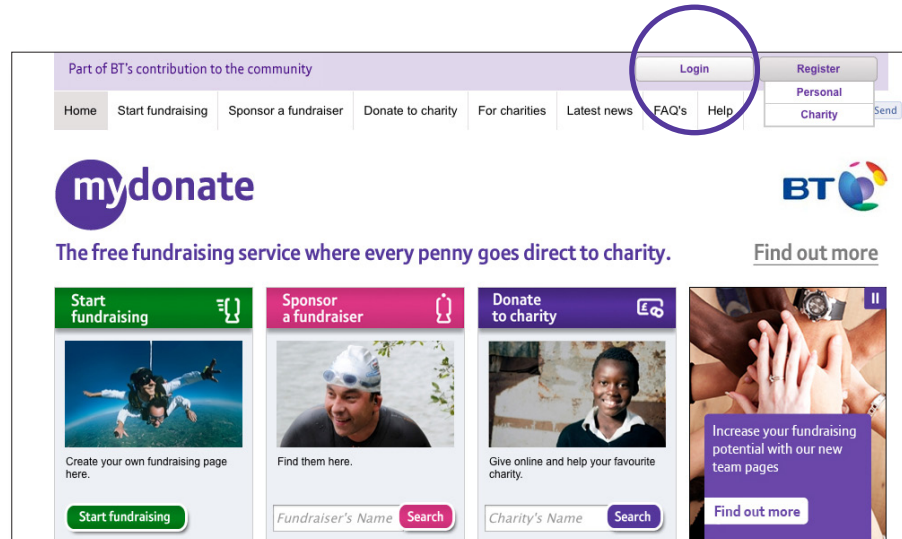


How to create a fundraising page on MyDonate - Creating a challenge

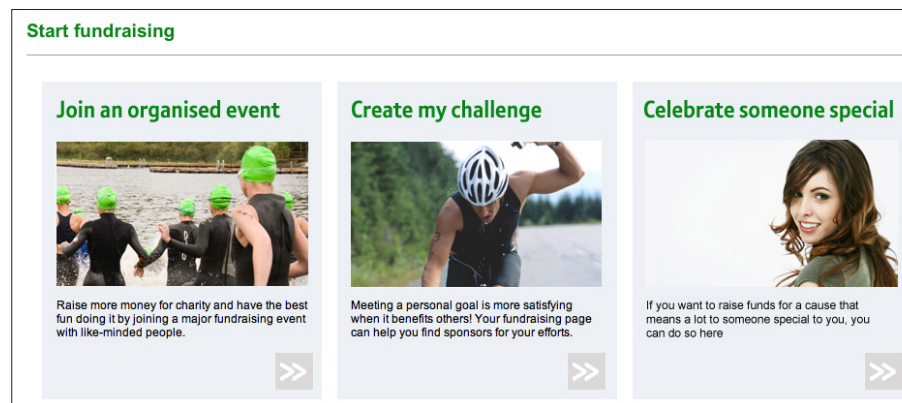
1. Log in to your MyDonate personal account by clicking on the Login button near the top right of the page and select 'Personal' from the drop down. (If you do not have a MyDonate personal account then register at www.bt.com/mydonate)
2. Once you are logged in click on 'Start fundraising' from the from the navigation tabs at the top of the page.
3. Then click on 'Create my challenge' from the middle box on the 'Start fundraising' page.
4. Add details about the type of event you are doing and include the location (if there is one), event dates and whether your fundraising activity is eligible for Gift Aid (see below).

The government allows charities to claim back tax on donations. This tax relief is called 'Gift Aid'. Gift Aid is given by the government on donations at a rate of 25p in the pound, so for every pound you spend the government will give the charity a further 25p if you are a UK tax payer. This means that even more money is going to good causes.

N.B. Your chosen charity must be registered with HMRC in order to be eligible for this.



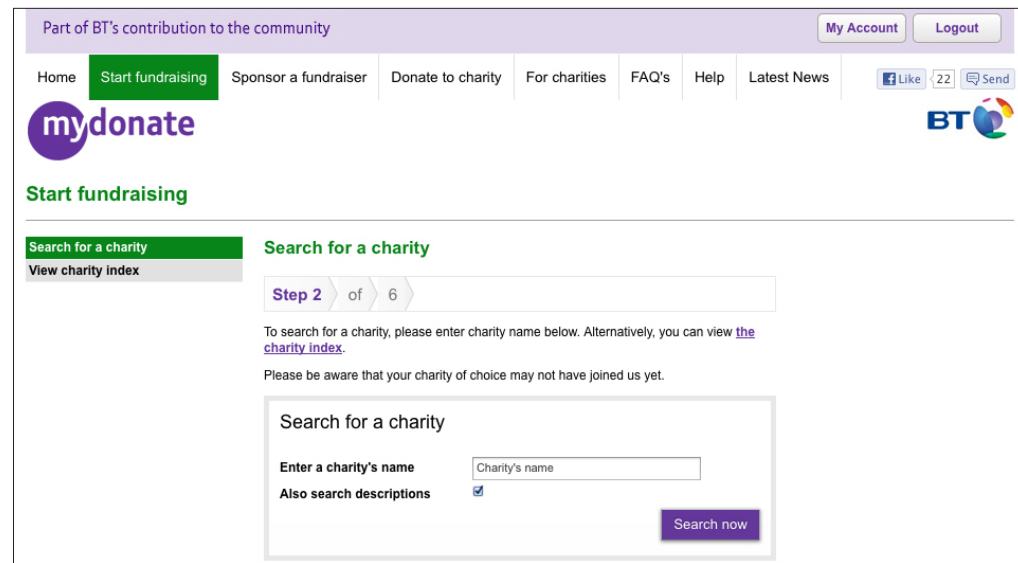
Log in and then select 'Start fundraising'.



Click on 'Create my challenge' and enter details about your event.

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5. On the next page, add the name of the charity you wish to fundraise for in the box, or click on 'View charity index' tab and select a charity.

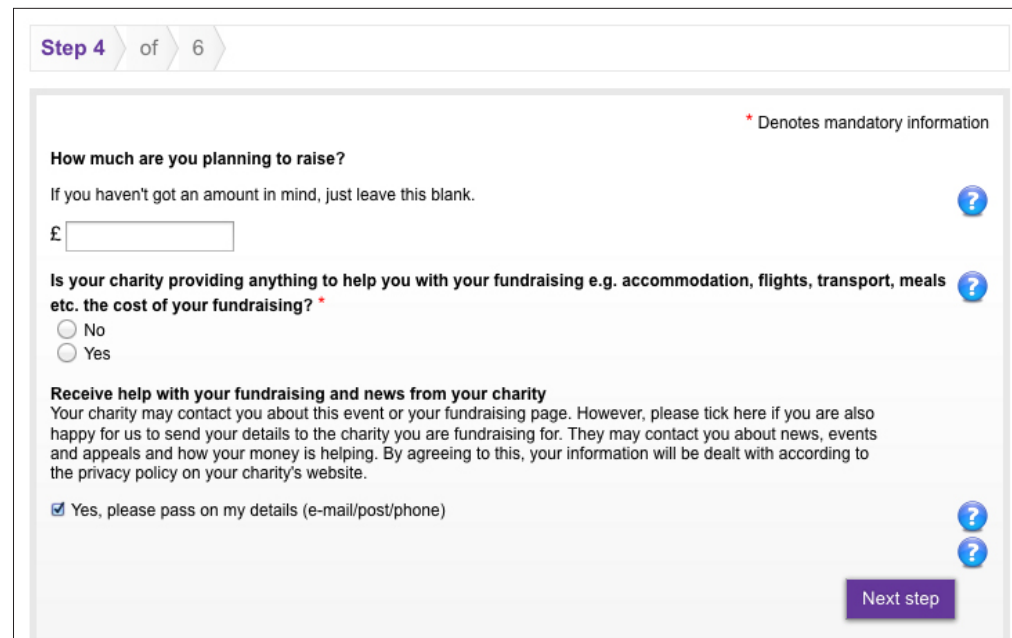


The screenshot shows the MyDonate website interface. At the top, there is a navigation bar with links for Home, Start fundraising (highlighted in green), Sponsor a fundraiser, Donate to charity, For charities, FAQ's, Help, and Latest News. There are also buttons for My Account and Logout, and social media icons for Facebook (Like 22) and Send. The main content area is titled 'Start fundraising' and features a 'Search for a charity' section. This section includes a progress indicator 'Step 2 of 6', instructions to enter a charity name or view the charity index, and a disclaimer that the chosen charity may not have joined. A search form is provided with a text input for 'Charity's name', a checked checkbox for 'Also search descriptions', and a 'Search now' button.

Add the name of the charity you wish to fundraise for.

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6. If you know how much money you are planning to raise, you can enter your target into the box, otherwise leave it blank.
7. Check the relevant boxes if you are receiving any benefits from the charity you are fundraising for (e.g. accommodation, flights or meals). If you are, your donations will not be eligible for Gift Aid.
8. Untick the box if you do not wish to receive information (e.g. news, events, appeals etc.) from the charity you are fundraising for. However, they may need to contact you about your fundraising event.
9. Next, you need to build your fundraising page. **You have 30 minutes to complete your page before your session times out.** Add page titles, information about you and your event details. Include the web URL's for your Flickr set/gallery and YouTube video if available. You can upload a main event image (and add additional images later by editing your event once it's created). Include a memorable web page address and add any offline donations which will also show on your page. You can choose whether you want your URL to be searchable on MyDonate and also whether you want to be notified whenever someone makes a donation to your page.



The screenshot shows a form titled "Step 4 of 6". It contains the following sections:

- A progress indicator at the top: "Step 4 of 6".
- A note: "* Denotes mandatory information".
- A section titled "How much are you planning to raise?". Below it is the text "If you haven't got an amount in mind, just leave this blank." followed by a text input field with a "£" symbol and a question mark icon.
- A section titled "Is your charity providing anything to help you with your fundraising e.g. accommodation, flights, transport, meals etc. the cost of your fundraising? *". Below it are two radio buttons: "No" and "Yes".
- A section titled "Receive help with your fundraising and news from your charity". Below it is the text: "Your charity may contact you about this event or your fundraising page. However, please tick here if you are also happy for us to send your details to the charity you are fundraising for. They may contact you about news, events and appeals and how your money is helping. By agreeing to this, your information will be dealt with according to the privacy policy on your charity's website." Below this text is a checked checkbox with the label "Yes, please pass on my details (e-mail/post/phone)".
- A "Next step" button at the bottom right.

Untick the box if you do not wish to receive information from the charity.

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10. When a donation is made to your fundraising page, the donor will automatically receive a confirmation and thank you email from MyDonate.

It's a good idea to personalise this by adding your own message.

11. On creating your page, you will see a confirmation screen, you'll also receive an email containing your clickable URL so that potential donors can easily visit your page and make a donation.

If you have any queries or need any help regarding MyDonate, please contact the MyDonate help desk via the 'Help' section on the website. Your options for getting in touch include 'Live chat' and email.

Please enter a message*
(Max 500 characters)

Enter your personal thank you message here

The screenshot shows a text input area with a rich text editor toolbar containing icons for bold, italic, list, link, and code. A blue question mark icon is visible in the top right corner of the editor area.

For a personal touch add your own thank you message

Part of BT's contribution to the community

My Account Logout

Home Start fundraising Sponsor a fundraiser Donate to charity For charities FAQ's Help Latest News

Like 17 Send

mydonate BT

Start fundraising

Nic, your fundraising page has been created!

Thank you for choosing MyDonate to create your fundraising page.

While your event is active your fundraising page can be reached directly at:

<https://mydonate.bt.com/fundraisers/nicweeks1>

View my Page

The screenshot shows the top navigation bar with 'Part of BT's contribution to the community' and 'My Account Logout'. Below is a menu with 'Home', 'Start fundraising' (highlighted in green), 'Sponsor a fundraiser', 'Donate to charity', 'For charities', 'FAQ's', 'Help', and 'Latest News'. There are also social media icons for 'Like 17' and 'Send'. The main content area features the MyDonate logo, the BT logo, and a green heading 'Start fundraising'. A confirmation message is displayed in a white box with a green title: 'Nic, your fundraising page has been created!'. The message text says 'Thank you for choosing MyDonate to create your fundraising page. While your event is active your fundraising page can be reached directly at: https://mydonate.bt.com/fundraisers/nicweeks1'. A purple button labeled 'View my Page' is at the bottom right of the message box.

You will see the confirmation screen once your fundraising page is set up.