

Setting up your fundraising page on give.net

1. Go to www.give.net
2. Click on **create a fundraising page**
3. Click on **1st time? Sign up for give.net**
(or log in if you already have a Stewardship account)
4. Fill in the registration page – you will receive an activation link by email to complete registration.
5. Click on **Create a page**
Search for a recipient: type **Alabare** in the name box then click on **Alabaré Christian Care & Support** as shown below.

The screenshot shows the 'give.net' website interface. At the top, there is a navigation bar with links for Home, For Fundraisers, For Charities, Help, About us, and Blog. Below this, a user is logged in as Heather Hitchins. The main content area is titled 'Choose the recipient of your fundraising' and includes instructions on how to select a recipient. A search results box displays 'Alabaré Christian Care and Support' with location 'Salisbury' and account number 'SP2 7UD'. Below the search results, there are input fields for Name, Town/City, and Account number, with a 'Search' button and a 'Can't find them' link. A 'Cancel' button is also present. On the right side, there is a 'Help and support' section with links to 'FAQs and Guidance' and 'Sharing your Details'.

6. On the screen **Create your give.net page**

Your page address

Enter the page address and click on **Check** to see if it is available
e.g. give.net/jennysmith or give.net/jenny_bigsleep.

Which Project?

From the drop-down list select **Drop In Centre – Salisbury** (if you do not make a selection, any funds raised from your page will go to support Alabaré's work in general.)

Is your chosen recipient contributing to the cost of your fundraising?

Click **No** next to Recipient Contributing.

Click the button **Create your page**.

See over for screenshot.

1 points to the 'Your page address' field where 'https://my.give.net/' is entered and 'hollysleepout' is in the suffix box.

2 points to the 'Which project?' dropdown menu showing 'Alabare Drop In Centres'.

3 points to the 'Recipient contributing' radio buttons, with 'No' selected.

4 points to the 'Create your page' button at the bottom right of the form.

7. Click on **Edit Details**

Edit page details:
 Add your personal message.
 Set your target amount.
 Enter amount raised offline e.g. cash/ cheques

Change Theme:
 Select a background for your page

Upload images:
 Add pictures

Callouts point to the 'Edit details', 'Change theme', and 'Upload images' buttons in the top navigation bar.

The form contains fields for:

- Page title: 'Holly, Christopher and Mum's'
- Optional subtitle: 'Supporting Wiltshire's Homeless'
- Page expiry: '15/01/2017'
- Page address: 'https://my.give.net/hitchinsleepout'
- Target amount: '200.00'
- Personal message: 'Please support the family Hitchins sleeping out at Salisbury Cathedral! Heather's 6th, Holly's 3rd and Christopher's 1st Sleep Out. Please give generously, and help Alabare to support those who don't have a safe warm place to sleep tonight.'
- Raised offline amount: '0.00'

- 8. Make sure you click **Save** at the bottom of each screen.
- 9. You are now ready to fundraise! Send the link to family, friends, colleagues and add it to your email signature to reach as many people as possible.

If you have any problems creating your page please call Heather on 01722 344483. Good luck and thank you for supporting Alabaré!