



## Give A Little – A Step by Step Guide

Online giving provides a quick and easy way for donors to give to a church, enabling gifts to be received remotely, irrespective of whether our churches are open or closed.

There are many online providers available, a list of which can be accessed [here](#). Parish Buying, the procurement arm of the Church of England, recommend Give A Little who have partnered with Sumup. Donations received through Give A Little come with a transaction rate of just 1.95% per donation, as well as providing the opportunity for donors to sign a Gift Aid declaration. Give A Little now also provides the option for donors to give on a recurring monthly basis.

**This step by step guide will help you get your Give A Little online giving account setup. It will take around an hour to complete from start to finish.**

### Step 1 – Register with Parish Buying

If you have not registered with Parish Buying, please do so now - this is easy to do and only takes a couple of minutes, just click on register and follow the steps. To do so visit [www.parishbuying.org.uk](http://www.parishbuying.org.uk).

### Step 2 – Register with Sumup

Once your parish is registered with Parish Buying, the next step is to register a Sumup account. Sumup are a payment provider that handle the payments made to your Give A Little account.

Before starting you will need the following to hand:

- Church bank details
- Your mobile phone number
- Church code
- Church Address and contact telephone number
- A Church website or A Church Near You page or social media webpage link

If you don't know your church code there is a short video on how to find it here: [vimeo.com/346865770](https://vimeo.com/346865770). Or contact the diocesan office.

- a) Start by visiting <https://sumup.co.uk/parishbuyingonline/>.
- b) Click "Get started now". Simply enter your email address and create a password.
  - Please make a note of your username and password as you will need this for the next stage of creating an online giving account.
- c) Click on "I already have a reader" in the top left of the screen to continue with your registration. **Note:** You can choose to purchase a contactless card reader at this stage if you would like to do so alongside online giving.

**Note:** This short guide uses materials from Parish Buying's full guide which can be accessed [here](#). A video guide is also available here [parishbuying.org.uk/categories/giving-and-payments/online-giving](http://parishbuying.org.uk/categories/giving-and-payments/online-giving).



### Step 3 – Filling in Your Sumup Application

- a) Now you will need to fill in all your details. For legal type of your business, select "other legal type".
- b) For type of business, select "limited company" and fill in "company name" with your church name, for example "Ipswich St Mary's".
- c) In the company registration number field please enter your church code adding the two letters CE first, for example CE633xxx
- d) You are unlikely to have a VAT ID, so ignore this field, and move on.
- e) Enter a telephone number and your church website, or your page on [achurchnearyou.com](http://achurchnearyou.com). Enter the address of your church in "business address".
- f) Enter details of two trustees for your church, for example churchwardens/parish priest. Press Save and Continue.
- g) In personal details please enter your first and last name in the fields provided and your date of birth. Your registered home address is needed for verification purposes.
- h) Finally, in the bank account section enter the bank details for your church. This will be the usual bank account used by your church to receive payments.
- i) Enter your mobile phone number - a verification code will be sent to your phone. When you receive it, type the verification code into the box and click on confirm code.

**Your SumUp account is now live and you are now ready to create Give A Little account.**

### Step 4) Setting up Give A Little

By now you will have registered with Parish Buying and created a Sumup account. The final step is to create a Give A Little account, which is where you setup and customise your online giving appeal.

- a) To get started visit <https://givealittle.co/parishbuying>. Login using your Sumup account login details.
- b) When signed-in you will be presented with the Overview page. Next you will need to Click on "Campaigns". A campaign is a webpage that displays your donation amounts and donation messaging. You can have several campaigns running at any given time.
- c) To setup a campaign click on "Add new" and select "Web campaign" then click on "Next". If you already have a contactless donations account through Parish Buying, you will see your campaigns for that account listed here.

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- d) Next you will need to select your layout. You can either choose the default colour and layout by selecting "Basic" or choose your own design by clicking on either "Campaign colours", "Banners" or "Background".
- e) After choosing from the above, under "Heading" write the name of your church. In "Message" write a short tagline for your campaign, such as "supporting the work of our church".
- f) In donor options – enter your donation amounts. It is recommended to have at least 3 or 4 amount options for donors to choose from. For example, £5, £10, £20.
  - If you would like donors to be able to select their own amount, then enable "Choose your own amount", then click "Next".
- g) On the next page, so that donors are able to include a Gift Aid declaration, enable Donor Gift Aid details. On the same page, select "Allow Recurring Donations" if you would like donors to have the option to make their donation recurring. Click "Next".
- h) Enter your "Thank you" message. You can also edit the format of this page if you chose any option other than "Basic" in part d). On the same page, enable "offer donation receipt" to allow donors to receive a receipt via email.
- i) Finally, give your campaign a name – this will be the name associated with the donations, this is important as it is the way your treasurer identifies where the donation came from.

**Now you have entered all the details for your campaign. Double check your details and then click on "Publish".**

## Step 5) Sharing your Giving Page

Now you are ready to start sharing your page so people can give to your church.

- a) To share it, click on "Campaigns" and scroll down to "web campaigns" and click on "copy link". Open another tab in your browser and copy in the link to open your campaign webpage.
- b) Now you can link your giving page to your website, A Church Near You, Facebook page, or post it next to a YouTube video or whilst streaming a service.
- c) You can also download the QR code – displaying in your church, appeals, etc.

## Further Information

For any queries on the above, or if you would like to discuss online giving for your church please visit our website [here](#), or get in touch with Lee Jukes ([lee.jukes@cofesuffolk.org](mailto:lee.jukes@cofesuffolk.org)) or Julie Podd ([julie.podd@cofesuffolk.org](mailto:julie.podd@cofesuffolk.org)).

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