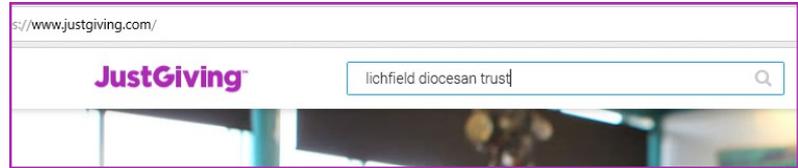


How to set up a Just Giving page via the Diocese

Lichfield Diocese is registered with Just Giving, this means you can use Just Giving for your events and appeals without having to worry about a charity registration number. This also means you do not need to pay the monthly subscription or set up costs.

There are several steps you need to follow:

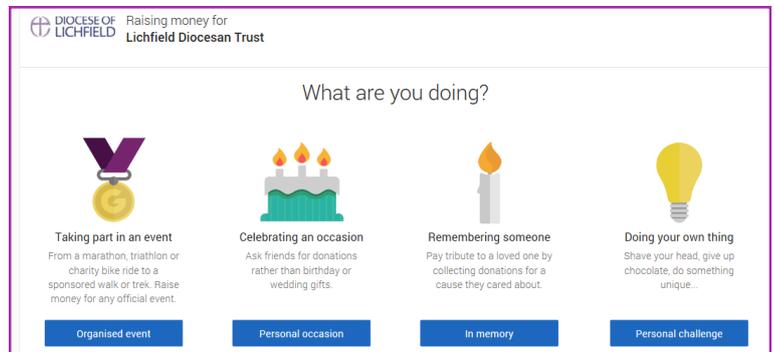
- Go to www.justgiving.com
- Search for “Lichfield Diocesan Trust”



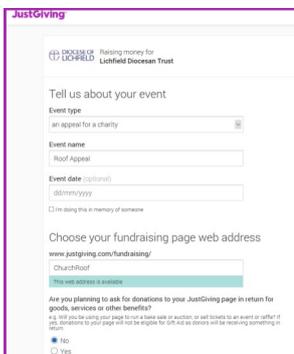
Fundraise for us

- Select the “fundraise for us” button in the top right hand corner
- You will need to create your own log in for your church—it might be best to use an office email address that other members of the PCC could access if they need to.

- Once you are set up you will be asked what you are doing, this could be that you are holding a particular event or celebrating an occasion. If you are running an appeal that will be open for a while you can select “doing your own thing”



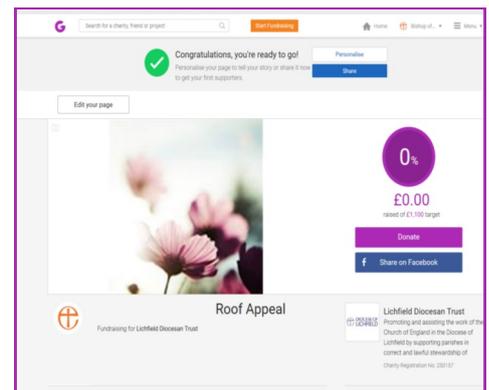
- On the next screen you will be asked details about your event, here you can select that your event is an appeal for



a charity, give it a name, there is no need to enter a date but you will need to complete the fundraising web address, this will be the address you put on all your leaflets and notice board so make its short but try and tell donors what it is about. In the example left the website would be www.justgiving.com/ChurchRoof

- After some questions about personal benefit and email updates you can click the “create your page” button which will give the first look at how your donors will see your page.

- You can now select “edit your page” to add in your own photos, and a story about what you are doing and why. It is important to remind your donors that although you are fundraising via Lichfield Diocesan Trust any monies donated will be passed on by the Diocese to the church.



If you have any queries please call, Jess or Rosemary on 01543 306030

or email parishresources@lichfield.anglican.org