

## Create a Give A Little Account

Give A Little is a donations platform that allows your church to receive donations online and using contactless.

### Step 1: Go to the Give A Little website

Follow [this link](#) to start the process of creating an account with Give A Little. It's important that you follow this link, rather than going directly to Give A Little, as this ensures you receive the Premium version of Give A Little for free, which has been specially negotiated for Parish Buying members. Click on 'Create account' at the bottom of the page (see fig. 1).

On the next screen, enter your email address and set a password. It is good practice to create your account using a role-based email address (e.g., [stmarystreasurer@gmail.com](mailto:stmarystreasurer@gmail.com)) rather than a personal email address so that the login details can be shared with others. Click on 'Sign Up'.

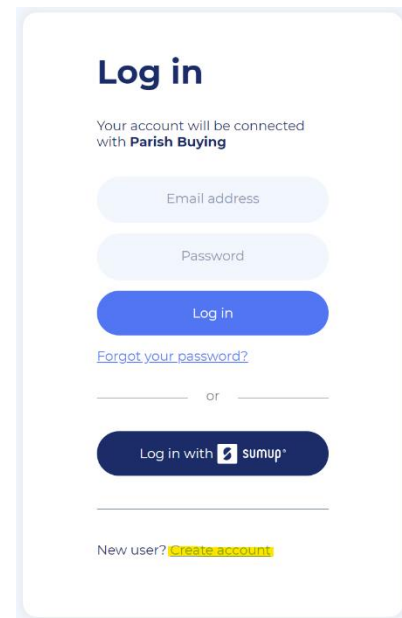


Figure 1

### Step 2: Verify email address

After clicking 'Sign Up', you will see a screen that says 'Verify your email address'. Check the email account you signed up with and you should have an email from Give A Little. Follow the link in that email, or click on 'Resend verification email' if it has not come through.

### Step 3: Accept the terms and conditions

Once you have clicked on the link in the email from Give A Little and successfully verified your email address you will be taken to a welcome screen. This explains what Give A Little is and asks you to agree to their terms and conditions. Scroll down until you see the tick boxes. You must tick the first box but it is up to you whether you tick the second box and subscribe to updates. When you're ready, click 'Next'.

#### Terms and Conditions

Please read our [terms and conditions](#) then make the following declaration to begin using the service:

I agree to the terms and we'll use Give A Little solely for charitable purposes

And optionally, would you like us to stay in touch with you regarding updates and new features to the Give A Little platform? By signing up to our newsletter, you'll also receive useful cashless giving tips and case stories about how charities are using Give A Little.

Yes, please sign me up

We promise to keep your data safe and you can unsubscribe at any time in the future. More information is in our Privacy Policy at <https://givealittle.co/privacy-policy>.

[Next](#)

## Step 4: Enter your church details

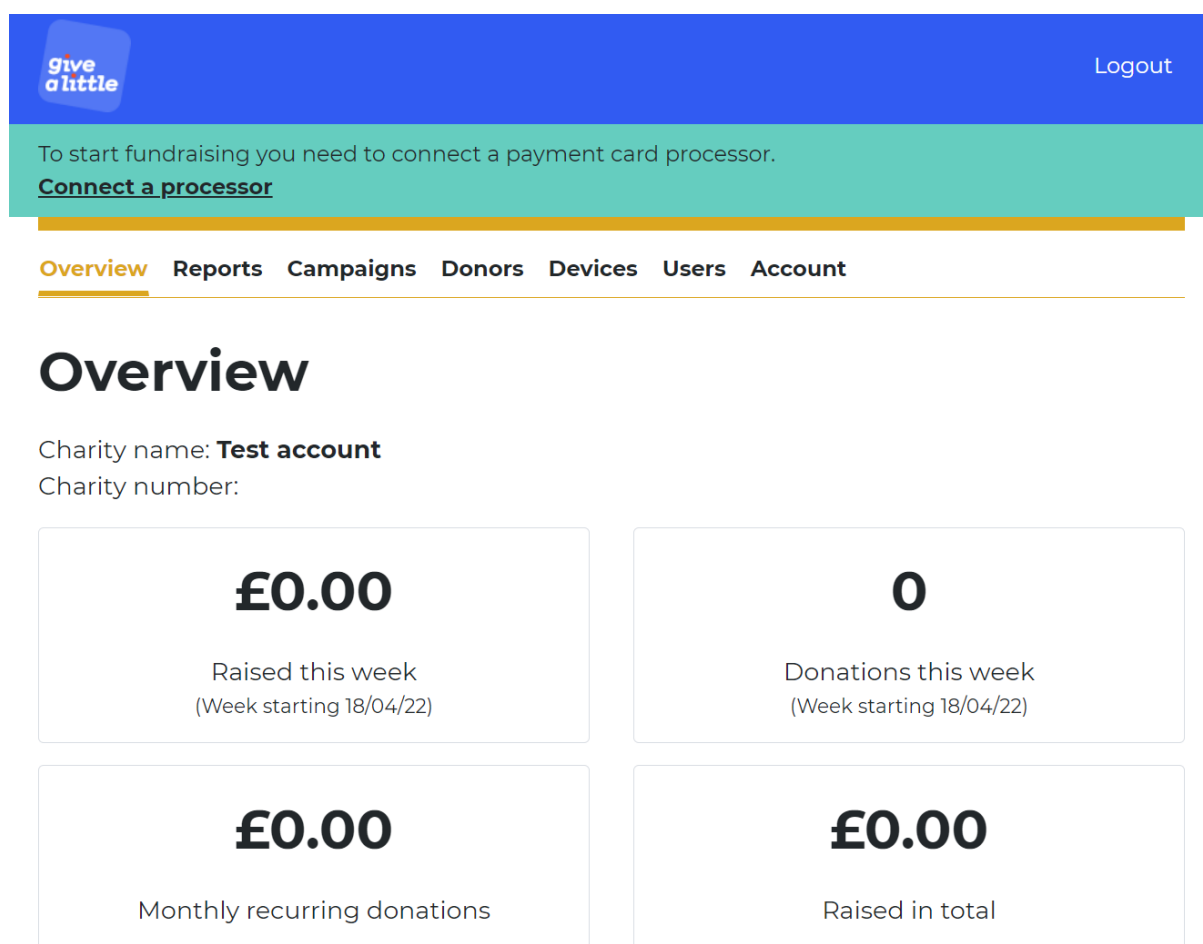
Now you will be asked to enter your church details. It is best to enter your church name in an easily identifiable format including the place e.g., 'St Agatha's, Anytown' rather than just 'St Agatha's'.

Here you also asked for your church code. This is a nationally assigned church code, rather than a code that your diocese may use for identifying your church. [Click here](#) to watch a video to find your church code.

If you are setting up an account on behalf of a multi-church parish, use the church code for the lead church in the parish. If you are setting up an account on behalf of a benefice, you can enter the benefice ID instead (which you can also find by clicking on the button above).

When you're ready, click on 'Next'.

**Congratulations! You have now created a Give A Little account and are ready to connect a payment processor.**



The screenshot shows the Give A Little dashboard interface. At the top, there is a blue header with the 'give a little' logo on the left and a 'Logout' link on the right. Below the header is a teal banner with the text 'To start fundraising you need to connect a payment card processor.' and a button labeled 'Connect a processor'. Underneath the banner is a navigation menu with the following items: 'Overview' (highlighted in orange), 'Reports', 'Campaigns', 'Donors', 'Devices', 'Users', and 'Account'. The main content area is titled 'Overview' and displays four summary cards:

- Charity name: **Test account**
- Charity number:
- Card 1: **£0.00** Raised this week (Week starting 18/04/22)
- Card 2: **0** Donations this week (Week starting 18/04/22)
- Card 3: **£0.00** Monthly recurring donations
- Card 4: **£0.00** Raised in total