An online giving account is a way for your church to raise money via the internet. By setting up an online giving account people can give to your church without having to visit your church building. It is easy to set up an account through Parish Buying, with our recommended supplier SumUp, the mobile payments provider, and our specialist online giving service which works in tandem with a SumUp account.
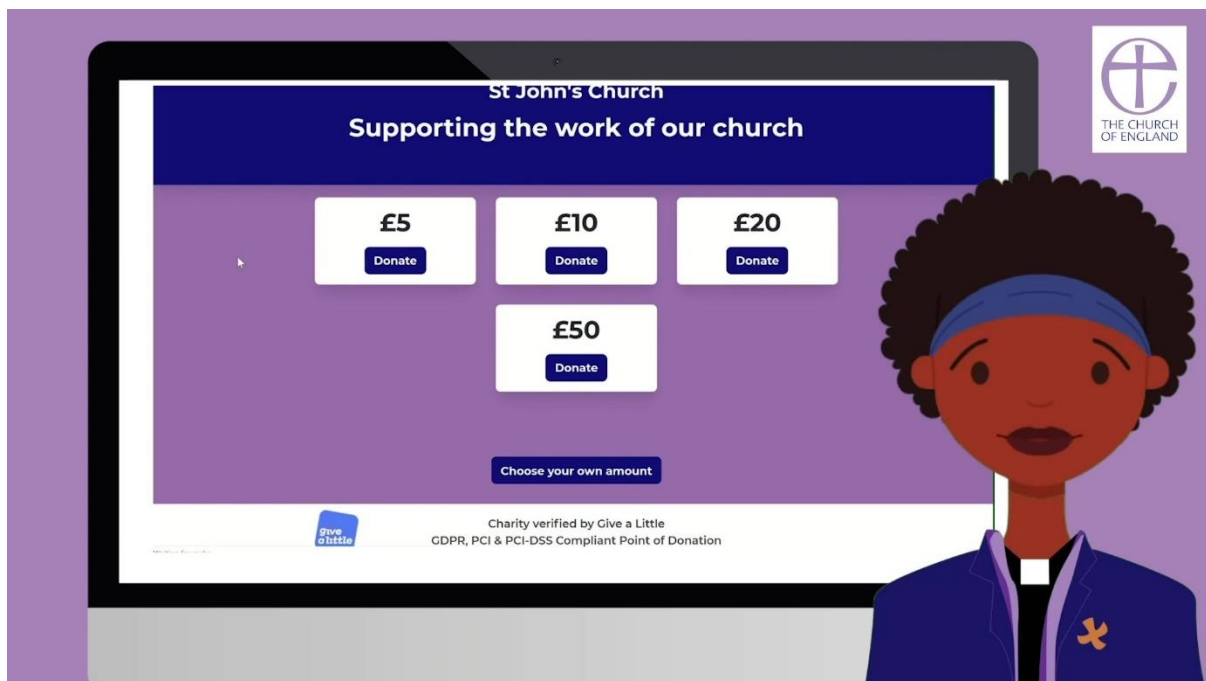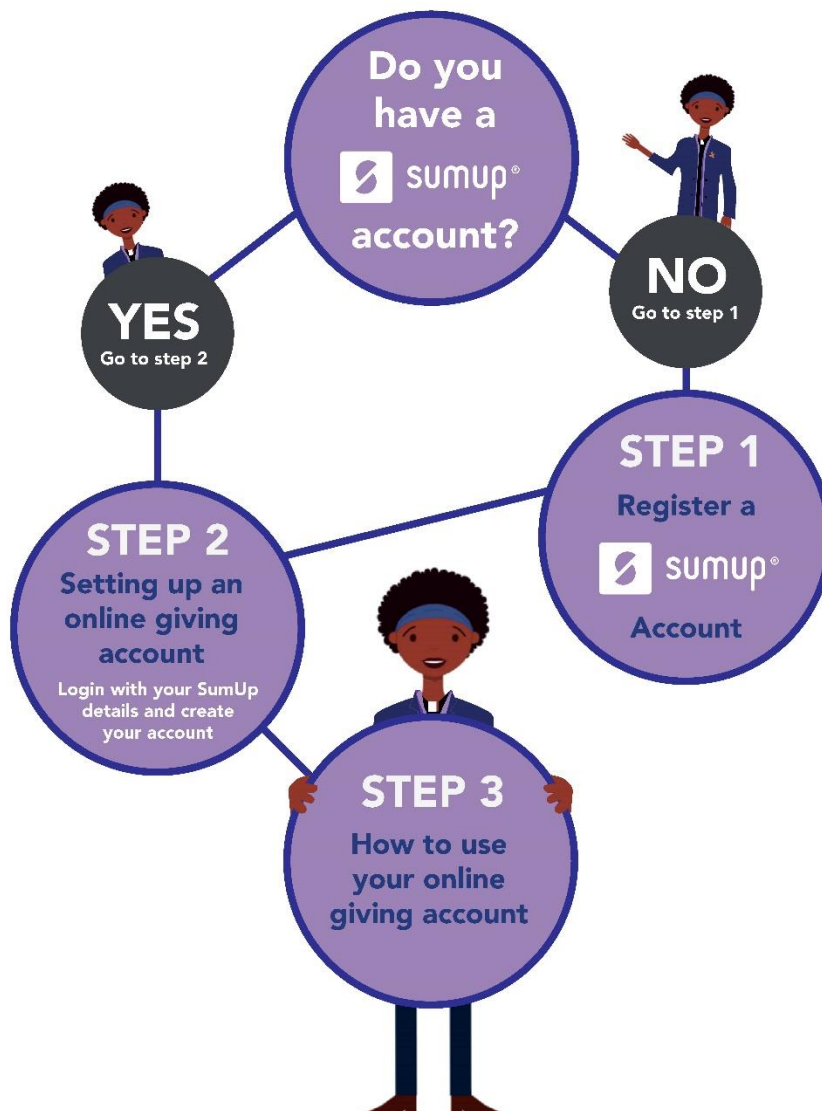

Of course, other providers are available, but we feature this solution because it offers Parish Buying members an especially low transaction rate of 1.95% per donation, which we believe is the lowest in the market, and free Premium membership until the end of the year, making it easy for donors to make a Gift Aid declaration for their donation – but remember you will only get this rate and offer from the Parish Buying website.

Most of the images used in this document are from the helpful video about creating on online church giving page which you can view here - https://vimeo.com/419992652

Let's go through the process of registering an account with SumUp and opening an online giving account. You start all of them from www.parishbuying.org.uk/online-giving


THE CHURCH OF ENGLAND

Here is a flow chart showing you the steps you need to take to set up and start using online giving for your church.

Do you have a SUMUP account?

YES Go to step 2

NO Go to step 1

STEP 1 Register a SUMUP Account

STEP 2 Setting up an online giving account
Login with your SumUp details and create your account

STEP 3 How to use your online giving account

Are you registered with Parish Buying?

First of all, enter www.parishbuying.org.uk into the browser.

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. Once you are a member you will be able to take advantage of our special negotiated rates with our service providers.
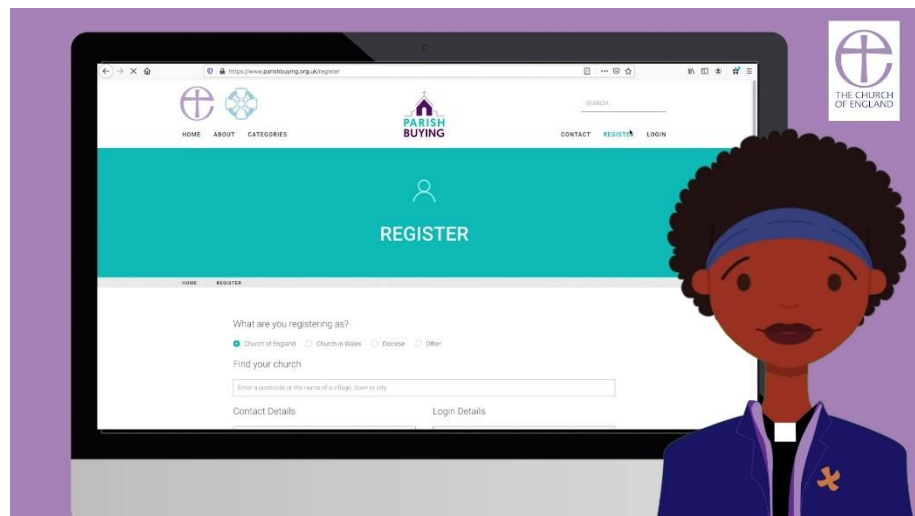
Log in to your account on Parish Buying (enters username and password to log in)

Once you are logged in hover over 'Categories' in the menu tab

A menu box will appear.

Hover over 'Giving and Payments' and scroll down to 'Online giving'.

Click on 'Online Giving'

As I mentioned earlier, in order to open an online giving account, you will need a SumUp account which you can get from this page on Parish Buying. SumUp are the mobile payments provider that process all the payments made to your online giving account.
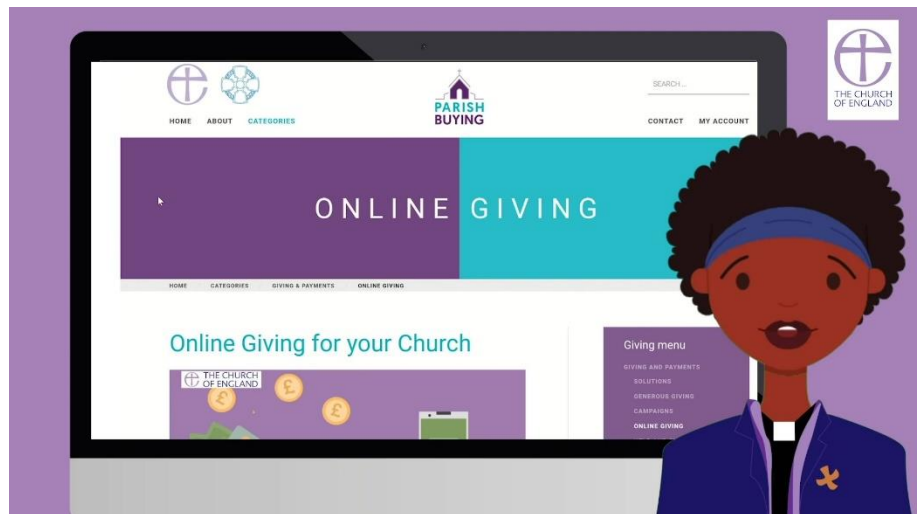
If you already have a SumUp account then you can go straight to step 2

STEP 1 – Registering with SumUp

Opening a church SumUp account is a bit like opening a bank account, and so SumUp must ensure that regulatory requirements are complied with. To register you will need to have these things 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 - https://vimeo.com/346865770

Staying on the Parish Buying online giving page click on 'Register a SumUp account'.
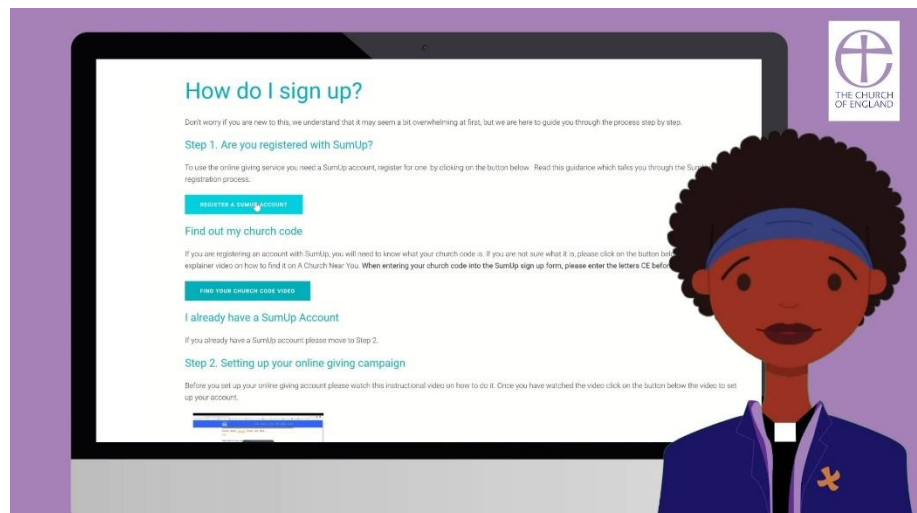
And then 'Get started now'. Simply enter your email address and create a password.
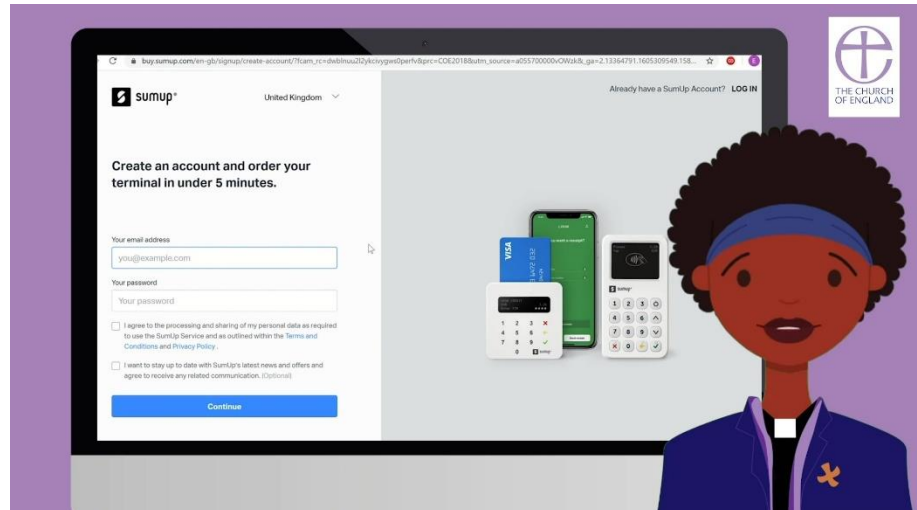
We recommend that you enter a role-based email addresses, such as reverend@stjohnschurch.co.uk or stjohnsreverend@gmail.com as opposed to a personal email address, as part of good governance. If you haven't got one, we strongly advise you to set one up.

Read and Accept the Terms and Conditions. Please make a note of your username and password as you will need this for the next stage of creating an online giving account.
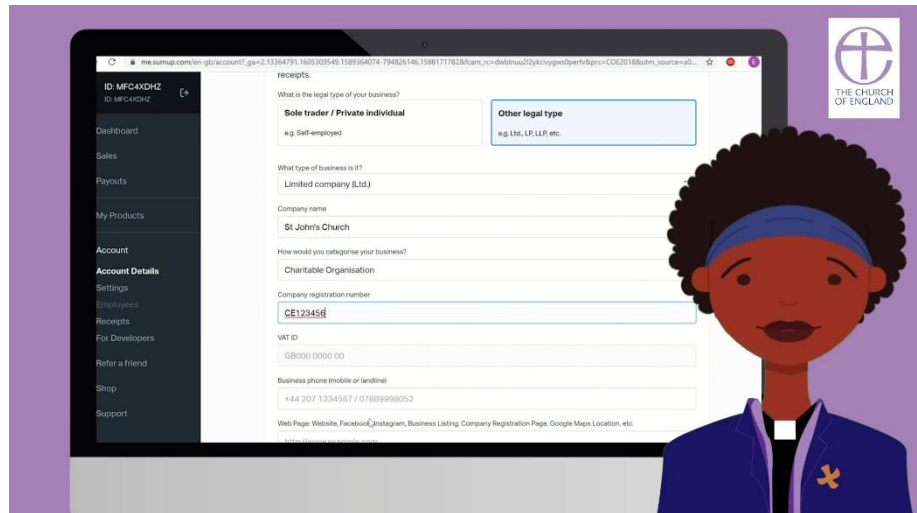
If you would like to order a SumUp card reader for future use to receive contactless payments you can do so here, otherwise if you don't wish to purchase one click on 'I already have

a reader' to continue with your registration. A voucher for a discounted reader will remain available on your account for you to claim if you choose to purchase a reader later.
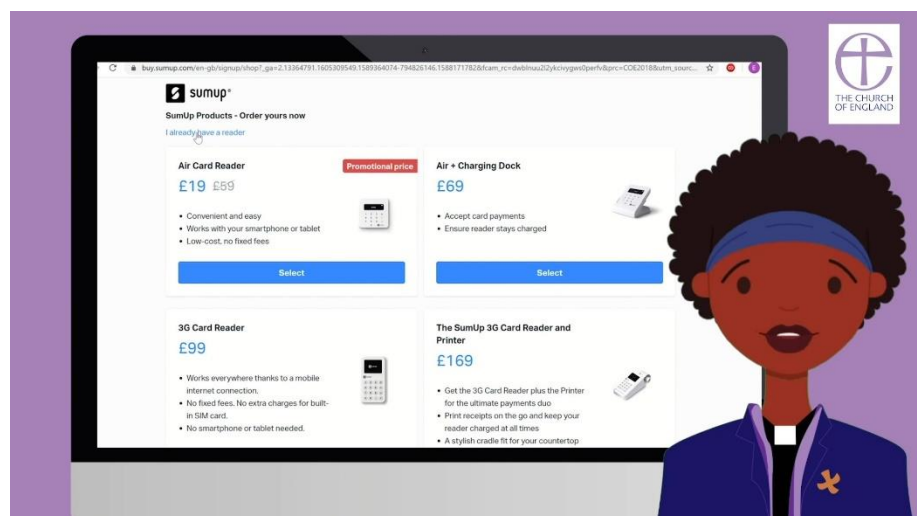
Next you need to fill in all your details. For legal type of your business, select 'other legal type'. For What type of business, select 'limited company'.
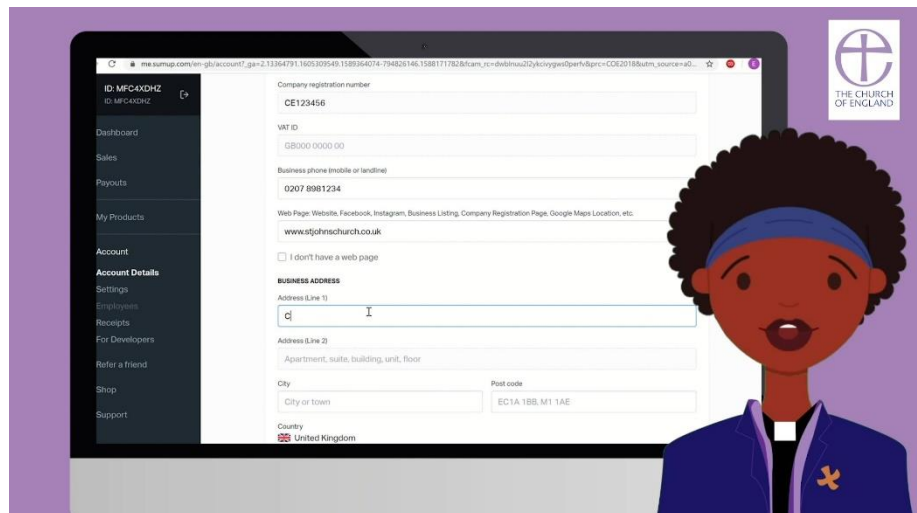
In the company name field type the name of your church. Where it asks "How would you categorise your business", scroll down to 'other' and select 'charitable organisation'.

In the company registration number field please enter your church code adding the two letters CE first, if you don't know what your church code is, there is a link on the online giving page to a short explainer video which tells you were to find it on the A Church Near You website.

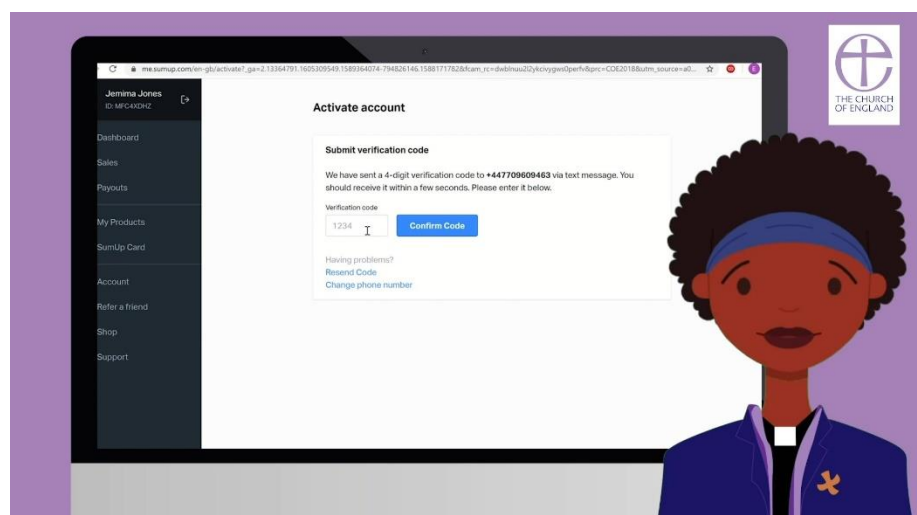You are unlikely to have a VAT ID, so ignore this field, and move on.

Enter a telephone number and your church website, or your page on achurchnearyou.com or Facebook webpage if you have one.

Enter the address of your church in 'business address'. Enter your first and last name.

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.

Where you are asked to list "all individuals who directly or indirectly own 25% or more" of your church, this is simply asking for details - for financial compliance purposes - of "trustees" (PCC members) of your church. We suggest adding one other person such as a churchwarden, your vicar or treasurer. It's probably best to check with them first.

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.

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 will now be able to log in and create your online giving account.
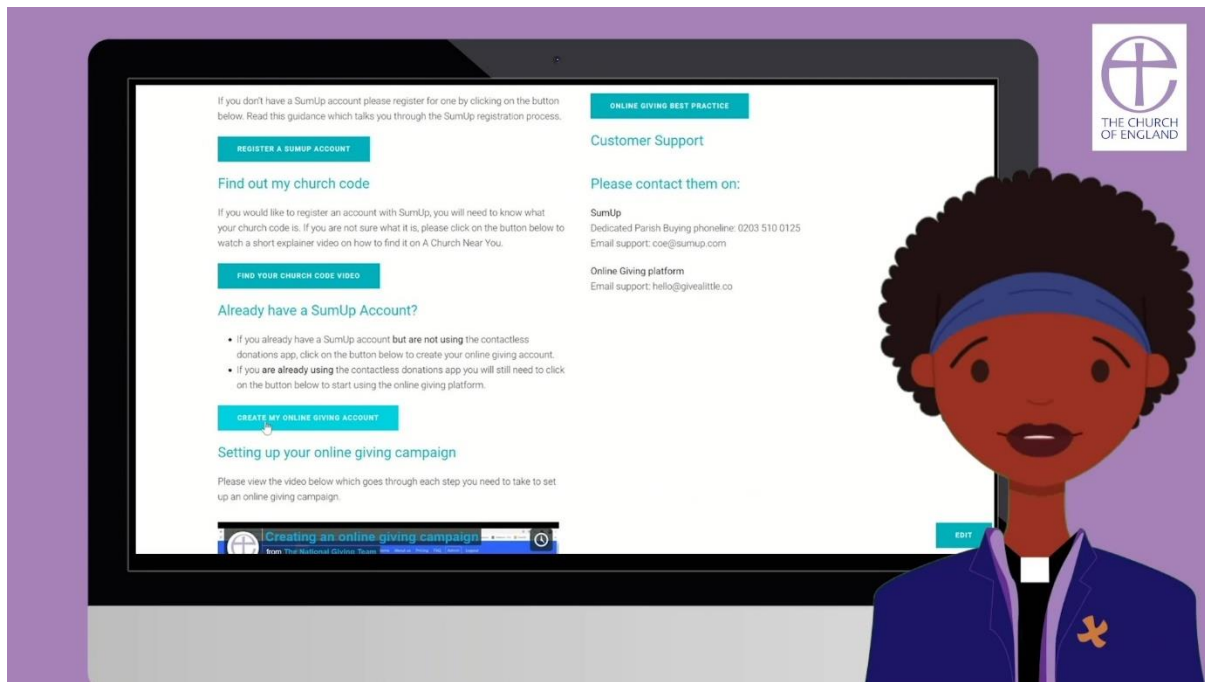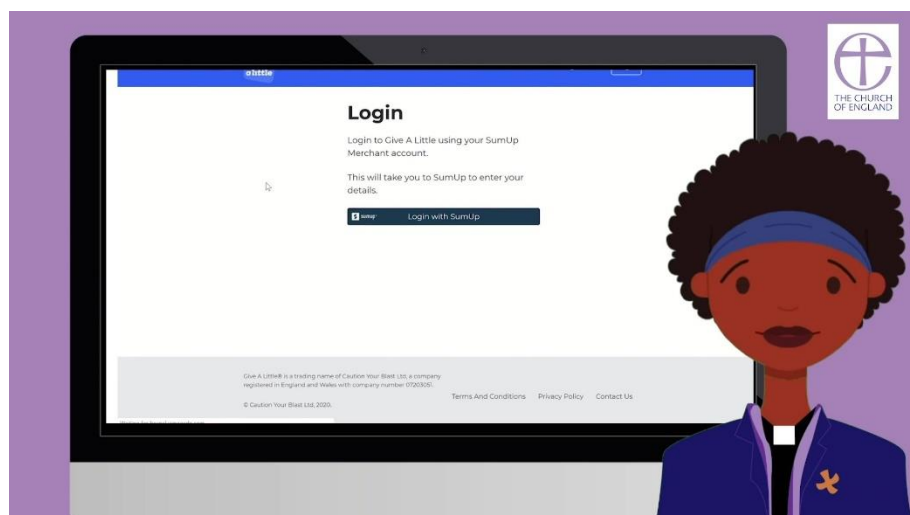
STEP 2 – Creating your online giving account

To create your online giving account, stay on the Parish Buying online giving page and click on 'Create my online giving account'.

Enter your SumUp login details, which you have from opening your account, click enter and then Authorise.

You are now on the Overview page. Next you will need to Click on 'Campaigns'. A campaign is basically a web page that displays your price points and donation messaging. You can have several campaigns, the messaging will change depending on what
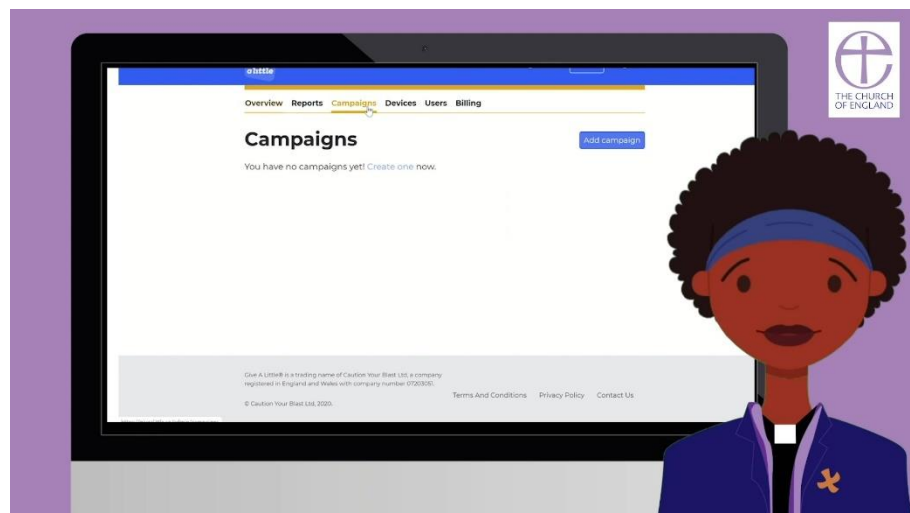
you are raising money for, for example a youth group or church roof repairs.

Click 'Add campaign'. Here you will need to select a Campaign type. Select – 'web online' and click next. If you already have a contactless donations account through Parish Buying, you will see your campaigns for that account listed here.

Next you will need to select your layout. Pick the colour you would like, by Clicking on Campaign colours.

In Heading write the name of your church.

In message write a short tagline for your campaign, such as "supporting the work of our church".
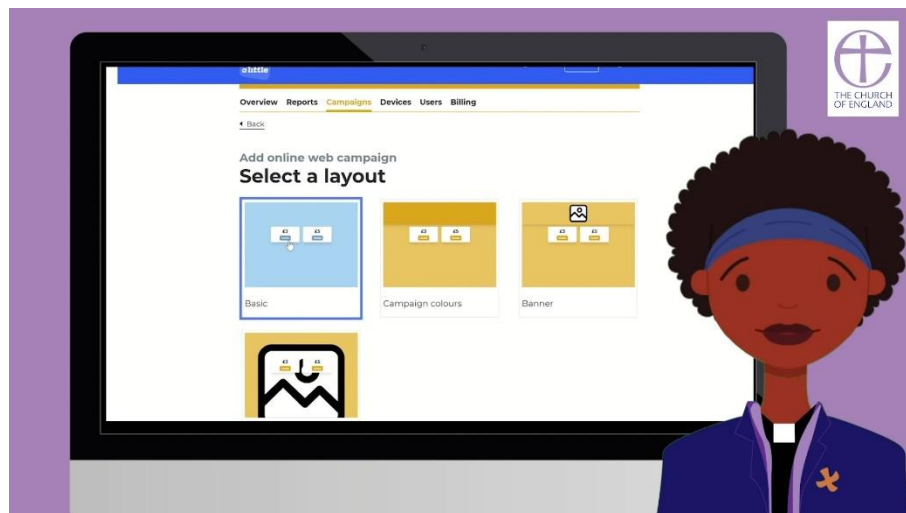

Select the colour you would like, Choose a colour from the pallet or if you know the internet code of the colour you want you can enter that in here, otherwise just select a colour from the palette. For guidance on how to add banner click here. For guidance on adding a background image click here.

In donor options – enter your price points, we recommend having 3 or 4 amount options for donors to choose from.

If you would like donors to be able to select their own amount, then enable

'choose your own amount'. Likewise, so that donors are able to include a Gift Aid declaration, enable Donor Gift Aid details.
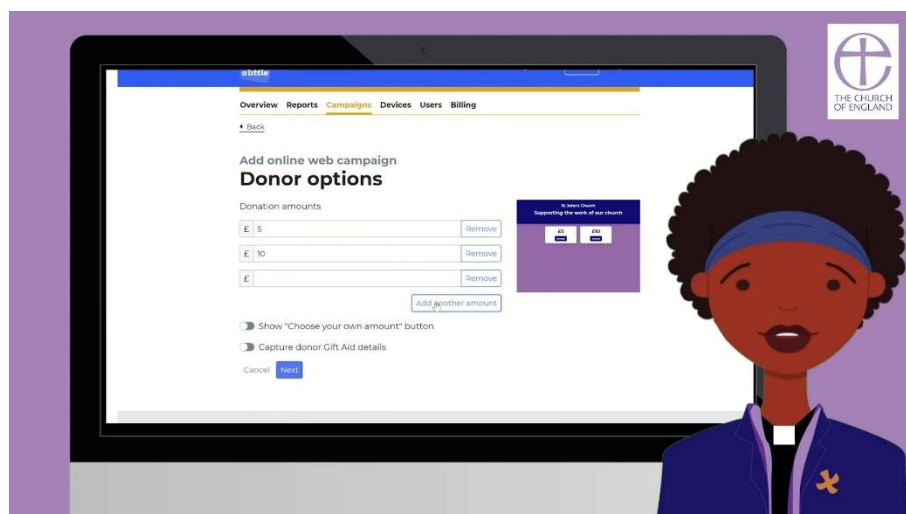
Click 'Next'. Which brings you to the Thank you screen. Here enter your thank you message.

Enable 'offer donation receipt' if you would like to allow donors to be able to receive a receipt via email.

Next 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.

Enter a campaign name in the 'Name' field, (type in 'Supporting St Johns online' and click next.

Now you have entered all the details for your campaign. It's a good idea to do a quick check through to make sure all the details are correct. Once you are happy click on 'Publish'. And click on 'Yes I am sure'.

STEP 3 – Sharing your online giving page

Well done - you have created your first online giving campaign! Now you are ready to start sharing your page so people can give to your church.

In the top in green you can see a web address – this is the web address of your campaign. To share it, click on 'All campaigns' and scroll down to 'web online' and click on 'copy link'. Open another tab in your browser and copy in the link to open your campaign webpage.

Now you can link your giving page to your website, Facebook page, or post it next to a YouTube video, streamed service, or the online giving animation available to download from A Church Near You.