

GAL26 – Setting up a new easyfundraising account

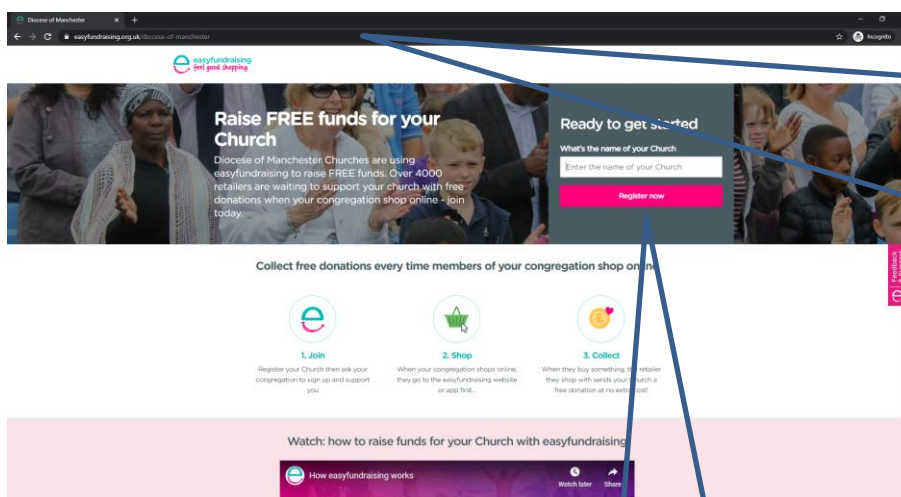
easyfundraising is a simple way for members of your congregation and local community to raise funds whilst shopping online. It is a straightforward process to set up an account and this user guide will take you through this step-by-step.

You'll need some information from your Church's Treasurer before you start this process:

- a) Name of the account from the statement
- b) Bank account sort code
- c) Bank account number

1. Setting up an easyfundraising account

- Step 1



In the search bar at the top of your browser's screen, type in www.easyfundraising.org.uk/diocese-of-manchester

This will take you to the Diocese's dedicated page create your account.

Type in the name of your Church in the box. Please ensure it is easily identifiable (e.g. St Michael's Church, Flixton). Click on the register button.

- Step 2

The screenshot shows the 'Create an account' page on the easyfundraising website. The form is titled 'Create an account' and includes the following sections:

- My first name is**: A text input field with the placeholder 'Enter your first name here...'.
- My last name is**: A text input field with the placeholder 'Enter your last name here...'.
- My email address is**: A text input field with the placeholder 'Enter your email address here...' and a note: 'We will never pass your details to anyone without your permission.'
- I want to use this password**: A text input field with the placeholder 'Enter your password here...' and a note: 'Your password needs to be at least 8 characters.'
- Support a cause**: A link that says 'You don't need to register your own good cause to raise money. Instead you could choose from over 130,000 registered good causes. Support a cause'.
- Hear from us**: A checkbox labeled 'I agree to easyfundraising contacting me by email, phone or SMS with offers and updates to help me raise donations for my good cause.' which is checked. Below it is an unchecked checkbox: 'I have read and agree to the terms and conditions and privacy policy.'
- Continue**: A green button at the bottom of the form.
- Already a member? Sign in**: A link at the bottom left of the form.

You'll need to create an account using a named individual to do this. Enter your first and surnames, an email address and a password of at least eight characters.

Remember to accept the terms and conditions, and privacy policy. Also agree that you'd like to be contacted by easyfundraising in the future.

Click on the continue button.

- Step 3

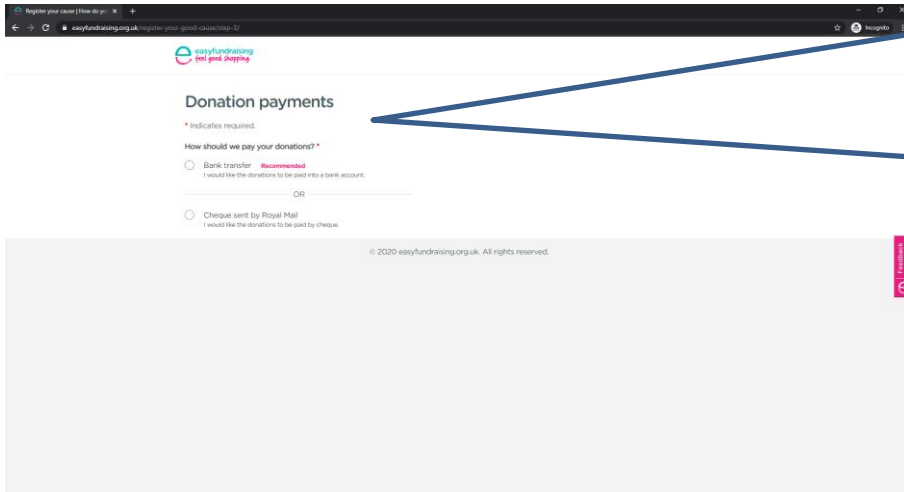
The screenshot shows the 'Cause information' page on the easyfundraising website. The form is titled 'Cause information' and includes the following sections:

- Tell us about your cause ***: A text area with a character limit of 500/500. The placeholder text says: 'Encourage people to support you. Tell them how the funds raised will make a difference to Ro testing DoM donate function.'
- Is your cause a registered charity?**: Radio buttons for 'Yes' and 'No'. The 'No' option is selected.
- Telephone number ***: A text input field with the placeholder 'Please provide a contact number that we can reach you on regarding your cause.'
- Postcode ***: A text input field.
- Cause image**: A dashed box with an upload icon and the text: 'Upload an image or drag and drop one here (JPEG, PNG, or GIF - 5MB file limit)'. Below it is a green 'Continue' button.

Add some information about your Church. This needs to be succinct as you have a 500-character limit to use. Click on whether you are a registered charity, add a phone number and postcode. If your Church has a logo you can add that here.

Click on the continue button.

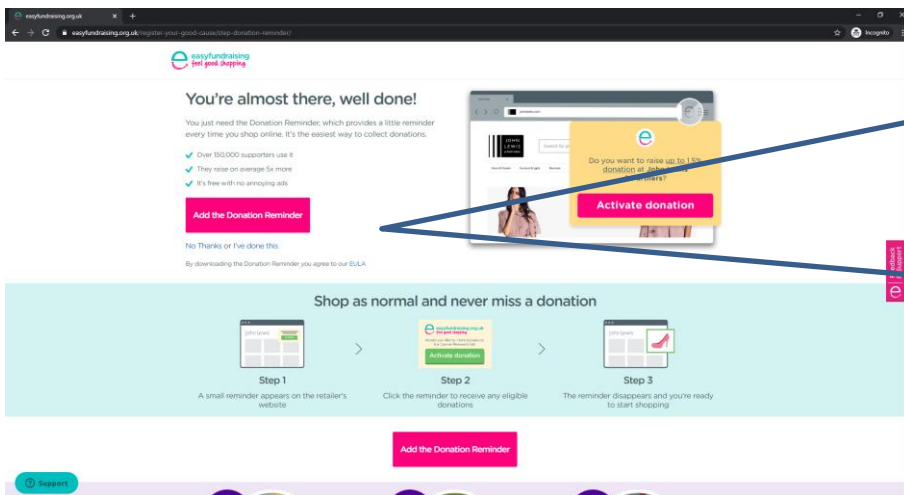
- Step 4



You'll need to add in some bank details to receive your donations once.

Please click on the bank transfer button and follow the instructions to add the required information to proceed.

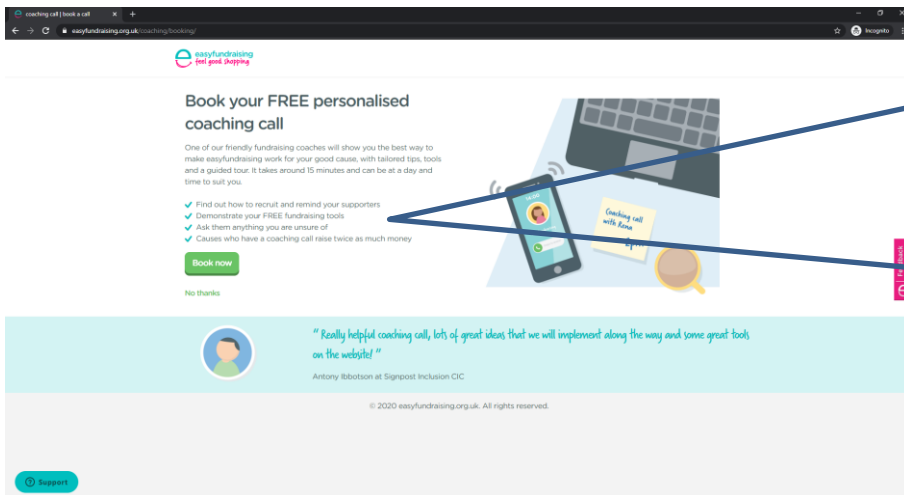
- Step 5



Click on the button to add the donation reminder. This will help you to raise more donations as you are shopping online by highlighting which retailers are members of easyfundraising.

Your supporters can add the donation reminder as well.

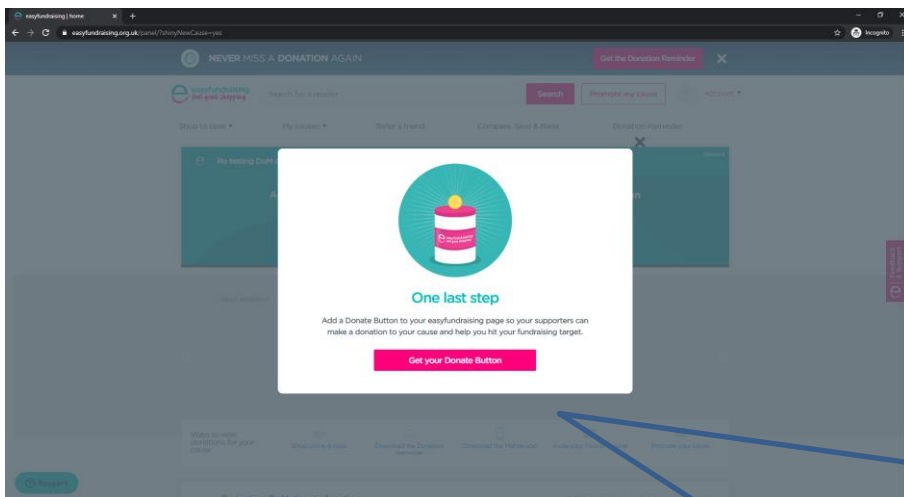
- Step 6



easyfundraising offers free personalised coaching calls to provide one-to-one support. This is a great way to find out more about the support they provide to Churches, and to ask any questions you may have.

Support is provided on a continuous basis, as you need it.

- Step 7



easyfundraising is offering the Churches in our Diocese the opportunity to add a facility to receive one-off donations!

These donations will be received into your own bank account. easyfundraising charge no platform fees to offer this service. However, each donation will be subject to a transaction charge of 1.4%, plus a card fee of 20p.

- Step 8

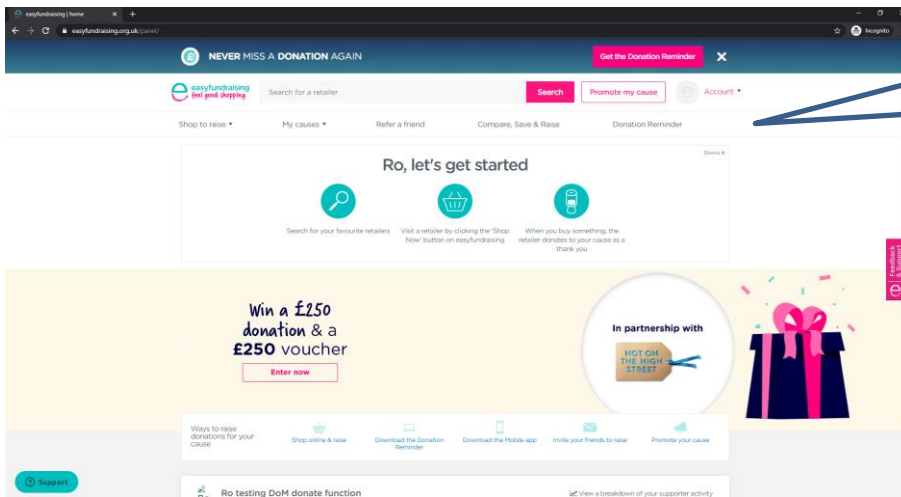
To set up your donation button, you'll need to complete this screen. Each element has to be provided for the account process to be completed.

The bank account name, sort code and account number are those from your Church.

- Step 9

Once this has been completed successfully you will receive this success message via a pop-up window.

- Step 10



Afterwards you'll be returned to your own account page.