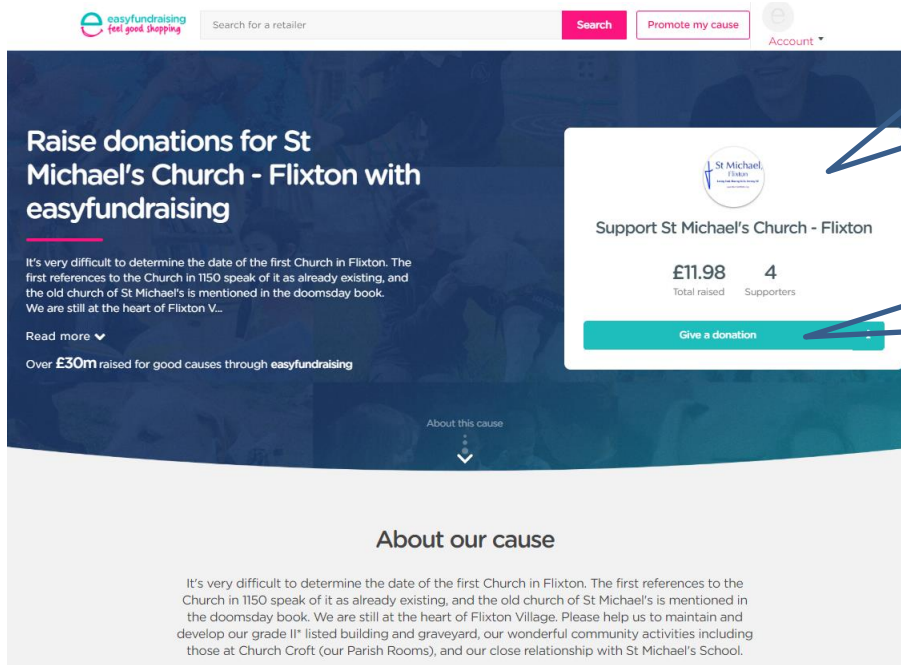


## GAL27 – How to make an online donation via a Church’s easyfundraising account

easyfundraising is a simple way for members of your congregation and local community to make a one-off donation, including a Gift Aid declaration if the donor is a taxpayer. This guide takes you through the process involved from the donor’s perspective.

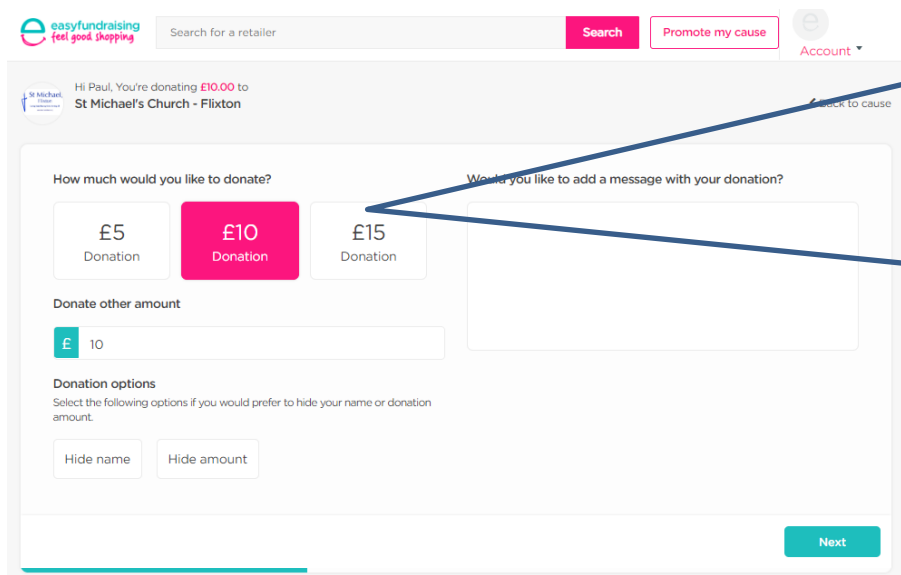
- Step 1



Once a supporter has been directed to your Church’s page this is what they’ll see.

They’ll need to click on the donation button to proceed.

- Step 2



The donor is able to select one of the pre-set amounts or to enter a donation of their own choice.

They can choose for their name and/or donation amount to remain anonymous. If they wish, a personalised message can also be sent.

Click on next to continue.

- Step 3

easyfundraising  
feel good shopping

Search for a retailer Search Promote my cause Account

Hi Paul, You're donating £10.00 to St Michael's Church - Flixton

Would you like to add Gift Aid?  
Add an extra £2.50 (25%) Gift Aid to your donation at no extra cost to you.

Yes, add gift aid No, thank you

Please provide a few additional details:

First name \* Last name \*  
Paul Bailey

Postcode \* Building name/number \*

Declarations  
Please read and confirm the following declarations:

- I'm donating my own money, not money collected from any other party (including family members) and not on behalf of a company or collection
- My donation does not come from the proceeds of a sale (e.g. bake sale, auction, sweepstake)
- I am not receiving anything in return for this donation (e.g. a ticket to an event or a raffle)
- I'm a UK taxpayer and I understand that if the Gift Aid claimed on my donations is more than the tax I pay in the current tax year (on my income and capital gains), it is my responsibility to pay the difference

Previous Next

If the donor is a tax payer they can Gift Aid their donation. To do this they'll need to enter their first and last names, home postcode and building number/name.

All of the declaration questions have to be answered by clicking on the tick boxes to complete the process.

Click on next to continue.

- Step 4

easyfundraising  
feel good shopping

Search for a retailer Search Promote my cause Account

Hi Paul, You're donating £10.00 to St Michael's Church - Flixton

Your details  
You can edit how your name appears on your donation here.

First name \* Last name \*  
Paul Bailey

Payment details  
Please enter your payment details to complete your donation.

I agree that St Michael's Church - Flixton can keep me informed, by email, about the impact of my donation and other ways I can support them in the future.

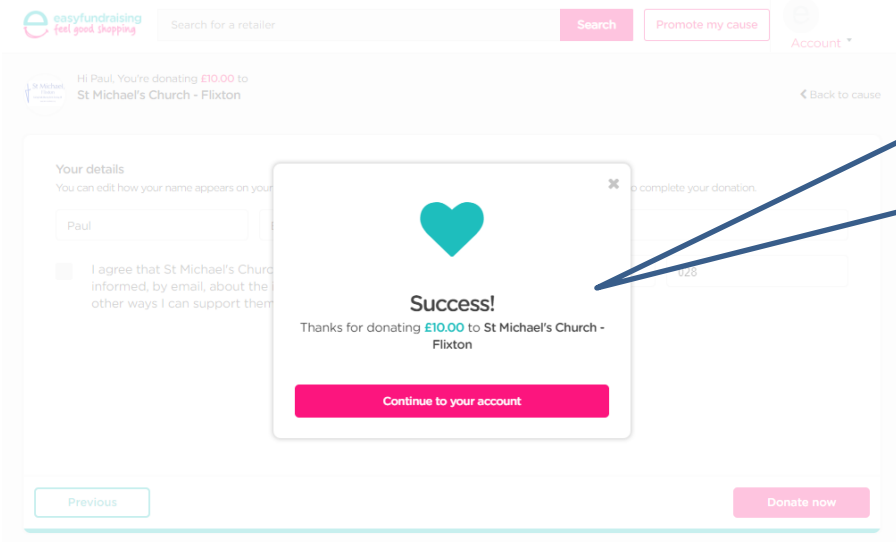
Previous Donate now

The final step is for the donor to enter their name, card number, date of expiry and the CVV number from the back of the card.

To meet the requirements of GDPR, the donor has the option to keep in touch with your Church in the future. To agree they click on the box.

Click on the donate now button to complete the donation.

- Step 5



A message will appear in a pop-up window to confirm the donation has been successfully transferred to your Church.