

INSTRUCTIONS FOR SETTING UP A JUST GIVING PAGE TO TAKE DONATIONS FOR THE HOSPICE WALK 2010



**Northern
Ireland
Hospice**

- STEP 1** Go to www.justgiving.com and type Northern Ireland Hospice into the “Find A Charity” search bar. Click Go and click on our link
- STEP 2** Click on “Make your page” and if you already have an existing account, log in your details or alternatively set up a new account if you have not already got one.
- STEP 3** Choose “An organised event”
- STEP 4** You will see details of the Big Walk Week 2010 on the list of events. Click on Choose button beside it.
- STEP 5** Type in your selected web address and check availability of this address.
- STEP 6** Selected your preferences regarding staying in touch with Northern Ireland Hospice, Just Giving and Gift Aid and select “Make your Page”

IF YOU ARE NEW TO JUSTGIVING

Complete your details as instructed and remember to check the following phrases based on whether or not you agree to them:

1. Terms of service
2. NIH Updates
3. JustGiving Updates
4. Gift Aid

- STEP 7** Your page had now been created and is ready to be personalised.
- STEP 8** Put in details of your event, images and even your own thank you message to those who donate. Click Save.
- STEP 9** Chose a page theme, and click “Save and Continue”
- STEP 10** Now you can share your page with your family and friends, using the email tool, Facebook application and JustGiving widget. You can also view hints and tips for raising as much money as possible.
- STEP 11** You can now Log into your account at the top right hand side. Here you can view all your donations, details and resources available to you.
- STEP 12** If you have any difficulty in setting up your page you can click on the link to JustGiving's help section at any stage.

HOSPICE WALK 2010
YOU'RE THE DIFFERENCE!