

Bonkers in Barcelona – setting up your Virgin Money Giving page



It's easy to create a Virgin Money Giving fundraising page and start getting sponsored online. Once your page is set up you can keep it for life – just add a new event page each time you take up a new fundraising challenge.

Set up your page

Step 1 – Your fundraising challenge

Click the 'create your page' button on the homepage uk.virginmoneygiving.com/giving to start.

We'll ask what kind of event you're taking part in, when the event is taking place, where, and if you're doing it alone or with friends.

If you're taking part in an organised event the details may already be loaded onto **Virgin Money Giving**, so you'll be able to search for your event and we'll bring up all the information for you.

Bonkers in Barcelona will be listed as an organised event on Virgin Money Giving so please select this.

Step 2 – Your charity

We'll ask for the names of the charities you'd like your sponsorship money to go to. You can choose to support up to five charities for each event you take part in and decide how the money is split between them.

If you're taking part in an organised event you might only be able to support the charities it's held in aid of – where this is the case we'll let you know.

Please note as **Bonkers in Barcelona** is an organised event in aid of **Martha Trust**, you will only be able support **Martha Trust**.

Step 3 – Register or sign in

To set up your page we'll ask you to register with us. Simply tell us your contact details and choose a password for your **Virgin Money Giving** account. Or if you've already registered with **Virgin Money Giving**, just sign in.

We'll then ask you to choose a web address for your **Virgin Money Giving** page. The address will be the same for every event you take part in, so it's best to avoid one that's related to a specific event or date.

You'll now have a basic **Virgin Money Giving** page showing your event details and the charities you're supporting.

To find out how to customise your page and invite sponsors – see over



Martha Trust, Homestead Lane, Hacklinge, Deal, Kent CT14 0PG
T 01304 610448 F 01304 615462 E fundraising@marthatrust.org.uk W www.marthatrust.org.uk

Registered Charity Number 1067885 Company Number 3467406

Bonkers in Barcelona – setting up your Virgin Money Giving page



How to customise your page

Next you can customise your page with more information, photos and links by clicking the 'create my page' button.

- ▶ Type a page title and some more information about yourself and your event into the blank boxes. You will find all the details you need regarding the **Bonkers in Barcelona** challenge in the fundraising toolkit **Martha** have supplied to you. [If you have any questions please contact Carol on 01304 610448 or email \[fundraising@marthatrust.org.uk\]\(mailto:fundraising@marthatrust.org.uk\)](#)
- ▶ Add features to your page like a countdown calendar, photo gallery and history of the other fundraising events you've taken part in. Just tick the boxes next to the features you'd like to add and follow the instructions on screen.
- ▶ If you've already raised money for your event outside of **Virgin Money Giving**, you can add this to your page by letting us know how much in the 'offline fundraising' box.

When you're happy with your changes, click the 'save' button. You'll be able to update this page whenever you like by signing into your account and choosing 'update my page'.

Ask friends and family to sponsor you

When your page is ready it's time to tell everyone about your fundraising and invite your friends to sponsor you.

From your **Virgin Money Giving** account you can share a link to your page with friends, family and colleagues by email, **Facebook** and **Twitter**. You could also add a 'sponsor me' button to your website or blog.

Check out the **Virgin Money** guides to promoting your fundraising and raising sponsorship money by email for even more ideas.

