



Oxfordshire Historic
Churches Trust
*Supporting Oxfordshire's
Churches since 1964*



Instructions for Setting up a JustGiving Webpage

Donating through JustGiving is simple, fast and totally secure. It is also a very efficient way to sponsor people or get yourself sponsored. Oxfordshire Historic Churches Trust (OHCT) receives donations more quickly than traditional methods and, if you are a UK taxpayer, an extra 25% in tax will be added to your gift at no cost to you or the donor. In 2016 the average amount raised by each JustGiving page set up for OHCT's Ride and Stride was £267.25

JustGiving do take a small amount in fees but OHCT do not have to pay a monthly fee unlike some other charities. A £10 donation that is giftaided means that OHCT will typically receive £11.73 as shown below:

- You donate £10 – Total £10.00
- GiftAid is reclaimed from HMRC – Total £12.50
- 5% JustGiving fee is deducted – Total £11.87
- Card processing fee (typically 1.25%) is deducted – Total £11.73

NB Card processing fees are higher for donations made in a foreign currency (2.90%) and by PayPal (1.45%).

Please use www.JustGiving.com for setting up a Ride and Stride fundraising page and not any other on-line site.

You may find it helpful to print the instructions (below) for making your own JustGiving web page. It may look daunting but it is actually quick following these easy steps that give hints and ideas about the text that you may wish to use. Once you have set up your JustGiving page you can change it later, to add photos, videos or more information, you just need to log back in at any time.

Instructions for making your own JustGiving fundraising web page

1. Go to www.ohct.org.uk/ride-stride and click on the orange box. This will take you to the Oxfordshire Historic Churches Trust (OHCT) Ride and Stride page at www.justgiving.com/oxfordshirechurch/raisemoney.
2. On the **OHCT page**, click the **Fundraise for us** button.
3. Enter your e-mail address whether you have used JustGiving previously or not. If you have an existing account, type in the password and if not click on **New to JustGiving? Sign up** and follow the instructions.
4. **What are you doing?** Click the **Organised event** button.

5. At **Your charity's favourite events**, click on **Ride and Stride 2017**.

6. At **Choose your JustGiving web address** leave the offered web address if you are happy with it, otherwise type your preferred address for your JustGiving web page and check that it is available. If you are likely to set up a JustGiving page each year, or for a different charity, you may want to include the year e.g. ANOtherOHCT2017 (no spaces). Write this down for future reference.

7. Are you planning to ask for donations to your JustGiving page in return for goods, services or other benefits? Choose **No**.

8. Is your charity contributing to the cost of your fundraising? Choose **No**.

9. Click **Create your page**.

10. Click **Edit your page**. Click Edit your page title, summary and story. Complete **Your page headline** e.g. "Jim's Ride & Stride 2017 for OHCT and [YOUR CHURCH]" or "Smith Family Ride and Stride 2017 for OHCT and [YOUR CHURCH]".

11. Input the target amount that you aim to raise in the **What's your fundraising goal** box, this can be revised later. Ensure that the Fundraising target currency states GBP.

12. **Tell us what you are doing and why**. On the final version of your page this will appear underneath the title. Suggested wording might be: "I am cycling round about 20 churches" for Oxfordshire Historic Churches Trust because "I want to preserve these wonderful old buildings/ we want to support the roof appeal at [YOUR CHURCH]." There is a 50 character limit which is very restrictive.

13. In **Your story** click **edit**. Please make sure that you **mention your church's name and its city, town or village** (there are lots of St Mary's in Oxfordshire!) in the 'Your story' section when you edit your message if it is not included in the title, so that we can send the money to the right place. Alternatively please state that all the money raised is to be kept by OHCT. If your church is not named on your JustGiving page it may not be possible to pass on their 50% share.

The following text is only a suggestion that could form the basis from which to write your own message:
You could cut and paste suitable bits of the following but make sure to edit the bits in [SQUARE BRACKETS]

Thank you for taking the time to visit my JustGiving page.

This is my annual Ride and Stride in aid of the Oxfordshire Historic Churches Trust and [YOUR CHURCH]. On 9th September 2017 I will be fundraising by [CYCLING or WALKING] to a planned route of [THE NUMBER YOU PLAN TO VISIT] churches.

Up to 1,000 people will take part in Oxfordshire but this is part of a national event that takes place every year on the second Saturday in September. There is always great camaraderie between participants and it is good fun.

Use words like these to tell your potential sponsors, briefly, what you plan to do on the Ride and Stride.

All the money that you are kind enough to donate through this JustGiving page will come to the Oxfordshire Historic Churches Trust and the Trust will pay 50% of the donation to [YOUR CHURCH]. [If your church has a particular project in hand, it does not have to be related to repairing the building, you might like to dedicate this money to that project and explain here what it is.] The share that the Trust retains will go towards grants to churches and chapels in Oxfordshire of all denominations towards the cost of major fabric repairs.

Donating through JustGiving is simple, fast and totally secure. JustGiving will never sell on your details or send unwanted emails. Once you donate, they will send your money directly to the charity and make sure Gift Aid is reclaimed on every eligible donation by a UK taxpayer. This means that it is a very efficient way to donate raising more and saving time and cutting costs for the charity.

When you are happy with your text, click **Save my story**

14. When you are happy with your page click on **Save and continue** - this takes you to a preview of your page.

15. Click on **Edit your page** to personalise your page further. This screen is called Control Panel. We suggest that you click on **Edit your thank-you message**, which will be sent automatically to each of your sponsors.

A suggestion might be -

Thank you very much for your donation. As you may be aware, many church congregations are decreasing and this means that the money available for maintaining church buildings is also decreasing. Your donation helps churches in Oxfordshire in two ways: half of it will help **[Church name, Place,]** for **[name a project the money will be used for or the General Fund]**. The other half will be used by the Oxfordshire Historic Churches Trust to make grants to churches and chapels in Oxfordshire of all denominations towards the cost of major fabric repairs. This will help preserve these magnificent buildings for generations to come.

Thank you again. **[Your name]**.

When you are happy with your thank you message, click **Save**, and then click **back** at the top of the box beside Your thank-you message.

16. To add one or more photos click **Add photos**. Select your photo (max 50MB) and add a caption if required. Click **Upload photo**. The original default picture can be removed and the pictures re-ordered. It is a good idea to have photos of yourself and your church. If you do not have a photo ready, you can log back into your page later and add one or more. If you want to add a caption to your photo, add it when you load the photo as you will not be able to add it later. Click on **back** beside Manage images or **Visit your page**.

17. You can get a unique code so that people can sponsor you via text message with JustTextGiving. Click on the picture of the phone under Boost your fundraising with JustTextGiving. You are able to choose your own code, within certain parameters, to make the code more memorable – click on **Personalise your code** - 4 letters (perhaps your initials or OHCT) and a 2 digit number between 47 and 99. Alternatively a random combination is provided. If you have a recent version of Windows you may like to use the snipping tool to get a picture of the phone and your code which you can e-mail to family and friends. If you change the amount in the Suggest an amount, the amount showing on the phone changes too! Donations made via JustTextGiving can be GiftAided; the donor will be sent a text message with a link to a GiftAid declaration form. This can either be completed immediately or later by typing the link into a computer. Scroll down and it is possible to generate and print some free promotional material which you can use to publicise your JustTextGiving code. Use your computer's back arrow to return to the JustTextGiving page. Click on **Control Panel** at the top of the page to return to the control panel.

18. From your Control Panel you can e-mail your page to your family, friends and colleagues, or publish it on Facebook or Twitter. It is a good idea to keep your page and your thank you message up to date. You will receive an e-mail saying that you have set up successfully a JustGiving page and the link to e-mail family and friends should be shown; it will be www.justgiving.com/your web address from point 6 above. It is also possible to enter and subsequently update how much you have raised on your sponsor form so your supporters can see the total of your real effort.

