

Bath Half Local Giving Fundraising Page Set Up Instructions

1. Go to the web site :- <https://localgiving.org/charity/gatewayoutandabout/> and click on the blue "Fundraise for us!" button.
2. Enter your name and email address and choose a password (*make sure you remember it!*), and then click the Green "Register" button lower down on the page.
You should now be taken to "Set up a new fundraising page", and Bath Gateway Out and About should already be selected as the charity you wish to fundraise for. If not, then please click on the down arrow next to the "Choose a charity" box, and start typing in "Bath Gateway..." and then select the suggestion of Bath Gateway Out and About.
3. Under Fundraising category / Pick a category, select the first option "Running".
4. To Choose a title for your new fundraising page, you could enter your name and a brief description of the event, e.g., "Joe Bloggs Bath Half run for Bath Gateway Out and About".
5. Click the tick boxes "I am taking part in an official event" and "Share my details with the charity I am fundraising for". Then click on the blue "Continue" button.
6. On the next page "Choose an event" you could either choose Bath Half from the events list (probably not available!), or enter some basic details about Bath Half by clicking on the "Add it here" link.
7. Next you may see a "Let's get your fundraising page set up" popup window appear, with various suggestions for uploading a photo, you **must** choose a URL for your fundraising page (e.g., you could use "joe-bloggs-runs-bath-half-for-BGOA"), plus there are other things about Targets, etc. But you should be able completely ignore this whole step by clicking "Skip", and LocalGiving should create a fundraising page for you automatically, anyway. (You can always change the other options later - see 10. below)
8. But finally click on "Create Fundraising Page" to start creating your page.
9. When a popup message appears that says "Great job, your page is ready", you can share your page to get sponsors/donors by easily sharing the page via Facebook, Twitter or email.
10. You can now use the "Edit your page" button to modify your page to add a photo (e.g. of yourself) or a video, add a description (a good idea!), set a target (the minimum amount of funds you hope to raise for us, BGO&A), and add details about the event you are participating in to raise funds.
11. Also at any time you can make donations yourself or share your page via Facebook, Twitter etc., in order to get other donors or sponsors. Please share with as many people as you can (friends, work colleagues, family, or anyone else you can think of who might contribute to our cause).
12. You can access your fundraising page at any time by going to a link like the following, e.g. :-
<https://localgiving.org/fundraising/joe-bloggs-bath-half-run-for-bath-gateway-out-and-about/>
This URL or link is also shown in your page, in the box under the Facebook Share and Tweet buttons.
Please send your fundraiser link to anyone and everyone you think might sponsor you!