



How to create a fundraising page

JustGiving

1. Log in/ sign up to your account and click 'Start Fundraising', which is located at the top of the screen in grey. You will be taken to another page, click the left pink button in the middle of the screen, which says "A charity".
2. Continue to complete your profile details in the greyed out boxes, then click onto the blue "continue button".
3. Search for the cause you want to support, this would be Retina UK, then click the blue search button, located at the top of the page.
4. Let JustGiving know whether you're taking part in an event, celebrating an occasion, fundraising in memory or doing your own thing. All selection buttons are blue on this page.
5. If you can't see your event listed, select 'Add your own' at the bottom of the page and tell us a bit more about your activity.
6. Choose your web address – this is the link you'll be sharing with friends and family when asking them to donate.
7. Tick 'Yes' if you're running a bake sale, or selling tickets to an event, raffle or auction. Donations to your Page won't be eligible for Gift Aid.
8. Click 'Create your page'.

Job done! Your Fundraising Page is now set up and ready to accept donations. JustGiving will send the money that you raise to your charity. Now you can start on the fun stuff – personalising your page and sharing it with friends and family.



How to add Offline donations

To add funds raised from other events you do, or donations received by cheque, you can do one of the following:

1. Make an online donation using your own credit/debit card

Pay the donations into your own bank account and make an online donation via your JustGiving page. If you choose this option and are a UK taxpayer make sure that you un-tick the Gift Aid box. Gift Aid should only be claimed when an eligible donor is making their own donation, not on behalf of someone else or a group.

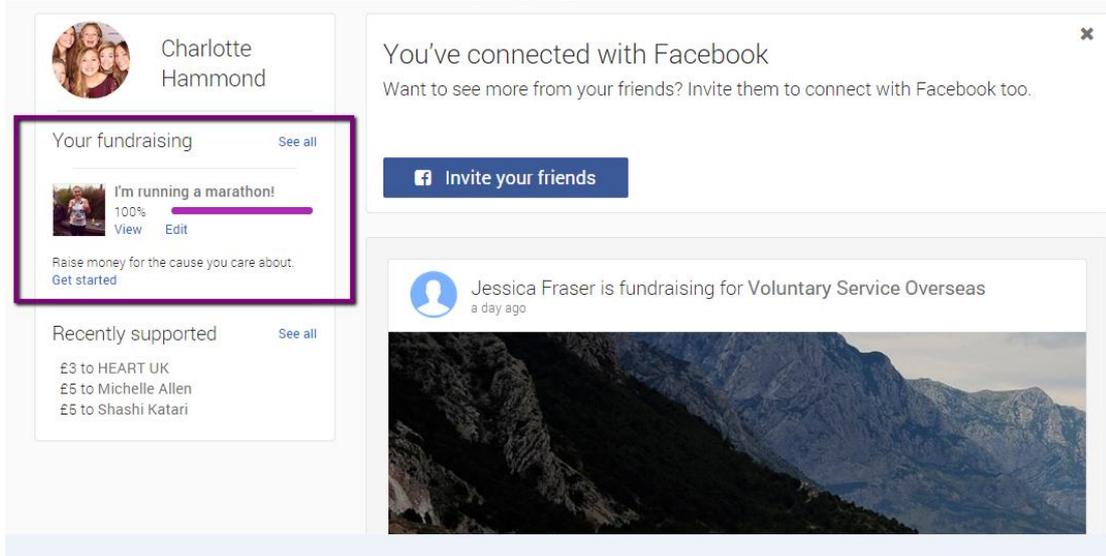
2. Send donations to the charity directly and use the 'Raised offline' function.

We can also send you sponsorship forms so you can collect details of those that are eligible for Gift Aid.

Add these donations as a 'Raised Offline' amount so they're included in your fundraising total. Here's how:

1. Log into your account

2. Click 'Edit' underneath the page you'd like to add the balance to



3. Click 'Edit' alongside 'Raised offline' on the right

4. Amend the total amount raised offline and select 'Save'.

