

RAISING MONEY

MANAGING YOUR FUNDRAISING PAGE FOR A CHARITY

How do I add money that I've raised offline?

There are two ways to make sure offline donations reach the charity.

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

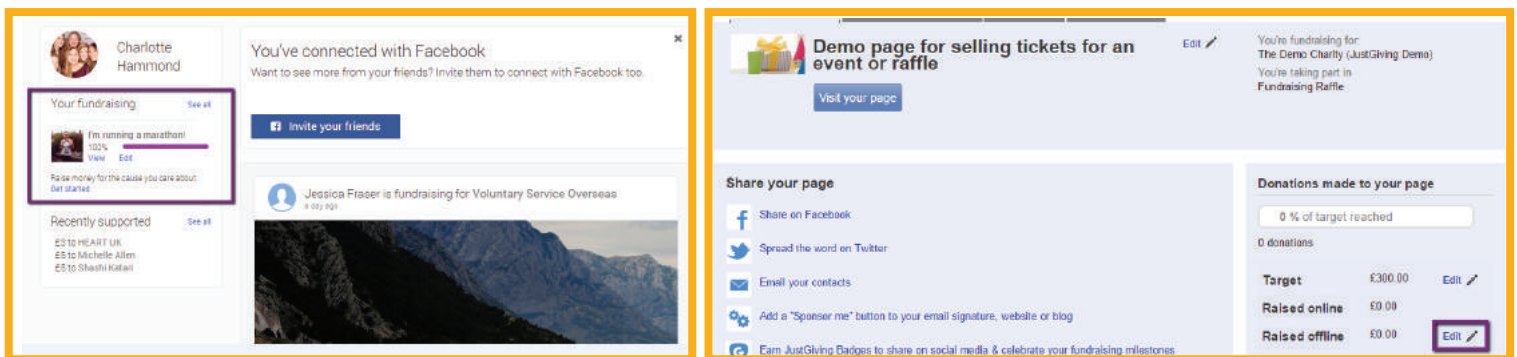
Pay the donations into your own bank account and make an online donation via your JustGiving page. If you choose this option and are a UK taxpayer make sure that you un-tick the Gift Aid box. Gift Aid should only be claimed when an eligible donor is making their own donation, not on behalf of someone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

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

You can also send donations raised offline directly to the charity. It's a good idea to reference your JustGiving page address to help with their reports.

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'.



If you'd like to acknowledge the friends and family who've given you money offline, you can add a quick update to your page thanking them for their donation.

Currently, offline donations on a Fundraising Page won't pull through to your Team Page, but we're working on making this possible in the future.

***You currently aren't able to add offline donations to a Crowdfunding page. Visit our Crowdfunding help area for more info.**