



**Severn
Hospice**

here and at home



JustGiving Guide

Your how-to guide on raising money for us with JustGiving

Thank you for taking on a challenge and supporting Severn Hospice!

It's because you care that we can provide valuable support to local people living with incurable illness, as well as to their families, friends and carers during the most heart-breaking of times.

Raising sponsorship with JustGiving

Don't worry if you've never used JustGiving before, it's easy to set up and means you won't need to collect or carry any sponsorship money as cash – everyone will know you're raising funds for us.

By setting up a JustGiving page with us it also means that we receive your donations straight away! And you can link it directly to one of our event fundraising pages.

To get started, follow the steps below or give us a call on 01952 221 351 and we'd be happy to help you. Already set up on JustGiving? Skip to page 3.

1. Visit JustGiving and search for 'Severn Hospice'. From here select the **'Campaigns'** button and click on your Severn Hospice challenge campaign tile. Please be sure to click on the right one – if you're unsure, give our team a call and we'll help you.

Scan me



**Visit the
JustGiving
homepage**

2. Once you've landed on your challenge page, click **'Start fundraising'**.

3. Click **'New to JustGiving? Sign Up'**. Enter your name, email address that you have access to and generate a unique password.

4. Click **'Sign up'**. You'll now be asked how much you would like to raise – this is where you can set your sights high! Click **'Next'** to go to the next step.

5. It's your turn to personalise your page, in two quick and easy steps:

- a.** We suggest including your name or team name as the page title, followed by the name of the event – e.g. Joe's Pontesbury Potter fundraiser.
- b.** Why are you raising money? We've included some words for you already in this section but you can also add your own based on your reasons for taking part in the event and why you want to raise money towards our hospice care.

6. Customise your web URL – nothing cheeky obviously!

7. And just like magic your page cover is there! You can use one of your own images here if you like – the choice is yours. You can change your photo by clicking on 'Upload photo' underneath the pre-loaded image.

8. Click **'Next: Finalise'**. Double-check your summary details and click **'Launch my page'** – you're ready to share your fundraising link with your family and friends. **Thank you!**

If you would prefer to watch a video going through the above steps, please visit **Setting up a Charity Fundraising page – JustGiving Help.**

How to link your current JustGiving account to one of our event fundraising pages

We want to help you link your existing JustGiving profile to our dedicated fundraising page, so that you can spread the word far and wide.

To do this, follow the steps below:

1. Visit JustGiving and search for 'Severn Hospice'. From here select the '**Campaigns**' button and click on your Severn Hospice challenge campaign tile. Please be sure to click on the right one – if you're unsure, give our team a call and we'll help you.
2. Once you've landed on your challenge page, click '**Start fundraising**'.
3. Log in to your account.
4. You'll now be asked how much you would like to raise – this is where you can set your sights high! Click '**Next**' and from here, follow the steps on the previous page from Step 5.

Adding money to your JustGiving page that you've raised offline via our paper sponsorship form

There are two ways to make sure your offline donations reach our hospice – **it couldn't be easier!**

1. You can add donations not raised through JustGiving as a 'Raised Offline' amount, so they're included in your fundraising total. To do that, please follow the steps in the link: [How do I add money that I've raised offline? – JustGiving Help](#).
2. Alternatively, as a second option, you can make an online donation by using a credit/debit card. Further details on how to do this are also included at the bottom of the webpage listed above.

If you would like a copy of our paper sponsorship form, get in touch with our fundraising team by email fundraising@severnospice.org.uk or call 01952 221 351.

Don't forget to gather all your sponsorship money in good time after your challenge.

We're here to help you

If you want to pick our brains, no matter how big or small your questions, please contact our friendly fundraising team, we would love to hear from you.
Call 01952 221 351 or email fundraising@severnospice.org.uk

It's because
you care,
that we can



Registered charity 512394



Visit
severnospice.org.uk

