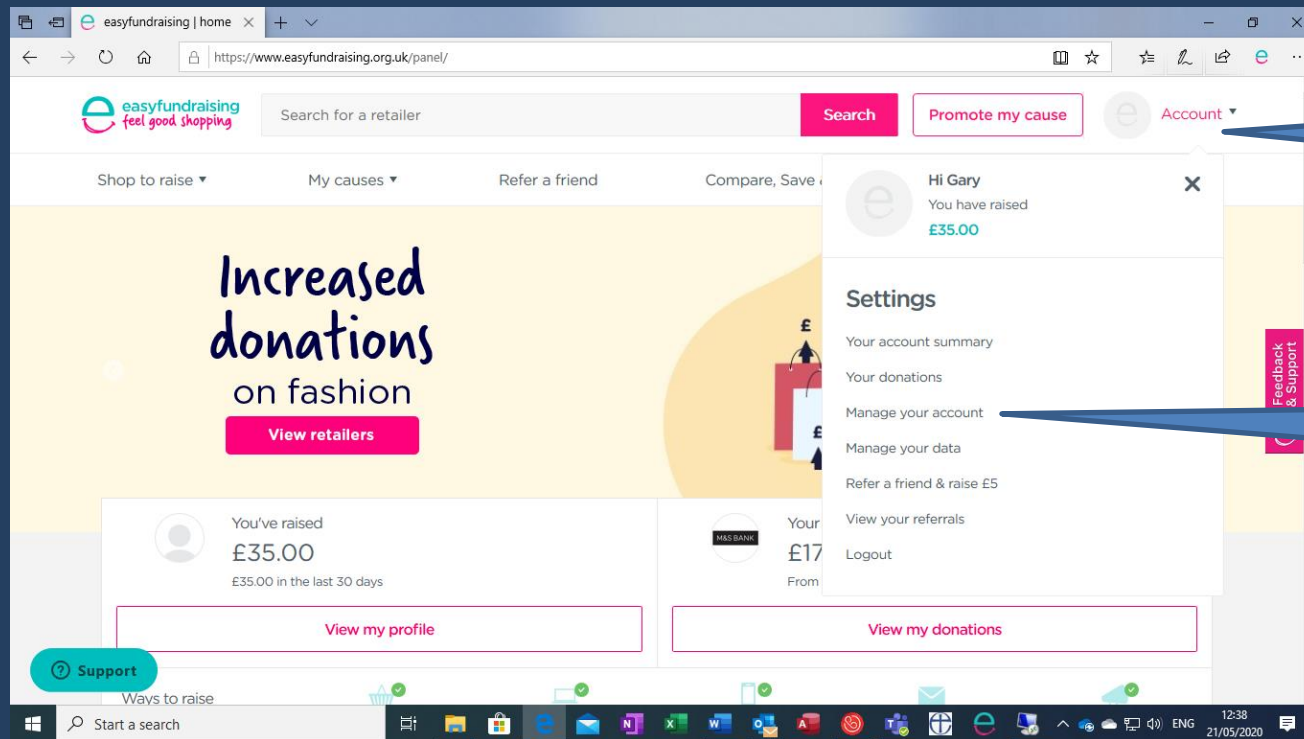


STEP BY STEP GUIDE – Adding Cause information and Enabling Gift Aid

Once you've created your account you should login and check your account settings :

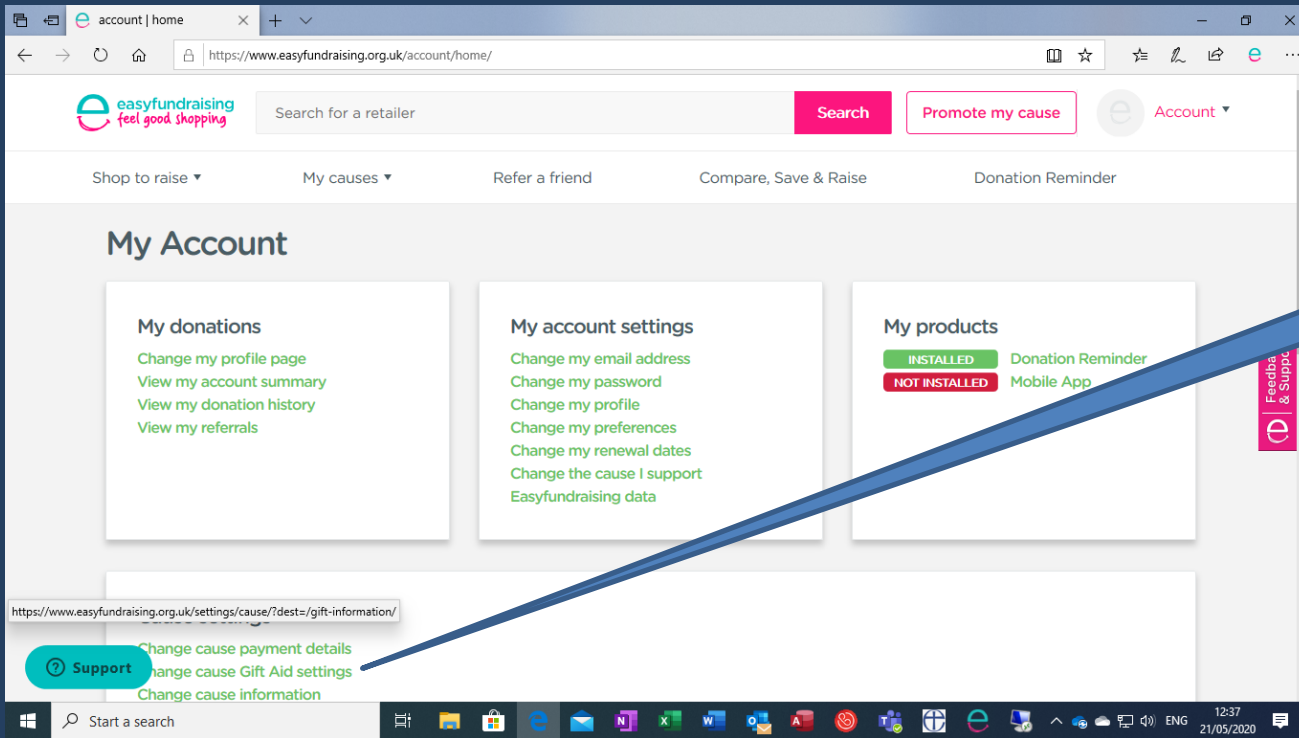
IMPORTANT NOTE – For churches who have opted to receive payments by BACS, you may be prompted to validate your account by providing Photo ID. This is a security measure to ensure that the nominated bank account is genuine and is linked with your cause. The Photo ID should belong to a PCC trustee/treasurer who is an authorised signatory on the nominated bank account. (Donations can still be received but payment may be delayed until validation has been completed).

- ONLINE DONATIONS – GIFT AID DECLARATIONS



Hold your cursor over the Account drop down menu

Click "Manage your account"



Click "Change cause Gift Aid settings"

account | update cause x + v

https://www.easyfundraising.org.uk/settings/cause/8713/gift-information/

easyfundraising
feel good shopping

Search for a retailer Search Promote my cause Account

Shop to raise My causes Refer a friend Compare, Save & Raise Donation Reminder

Cause settings

Cause information Cause image Payment information **Gift Aid** Statements Transaction Summary Cause page

* Indicates required.

Is your cause able to receive Gift Aid? *

Yes

No

By providing the above data, you agree to it being used as per our [Privacy Policy](#).

Submit

Support

Start a search

12:37
21/05/2020

Set to "Yes".

You will be prompted to enter your HMRC Gift Aid Reference number (this starts with 1 or 2 letters followed by up to 5 numbers)

Then click the "Submit" button.

ADDING INFORMATION ABOUT YOUR CHURCH

The screenshot shows the easyfundraising website interface. At the top, there is a search bar with the text "Search for a retailer" and a "Search" button. To the right of the search bar are buttons for "Promote my cause" and "Account". The "Account" button has a dropdown arrow. Below the search bar, there are navigation links: "Shop to raise", "My causes", "Refer a friend", and "Compare, Save". The main content area features a large banner for "Increased donations on fashion" with a "View retailers" button. Below the banner, there is a summary of donations: "You've raised £35.00" and "£35.00 in the last 30 days". To the right, there is a "MAS BANK" logo and a "Your £17 From" section. At the bottom, there are two buttons: "View my profile" and "View my donations". The Windows taskbar is visible at the bottom of the screen, showing the time as 12:38 on 21/05/2020.

Hold your cursor over the Account drop down menu

Click "Manage your account"

account | home

https://www.easyfundraising.org.uk/account/home/

DELL intel Donation increased to 5% - Save up to 30% on Monitors Shop now

easyfundraising feel good shopping Search for a retailer Search Promote my cause Account

Shop to raise My causes Refer a friend Compare, Save & Raise Donation Reminder

My Account

My donations

- Change my profile page
- View my account summary
- View my donation history
- View my referrals

My account settings

- Change my email address
- Change my password
- Change my profile
- Change my preferences
- Change my renewal dates
- Change the cause I support
- Easyfundraising data

My products

- INSTALLED Donation Reminder
- NOT INSTALLED Mobile App

Cause settings

- Change cause payment details
- Change cause Gift Aid settings
- Change cause information
- Change cause image
- View cause statements
- View cause transaction summary
- View all direct donations received

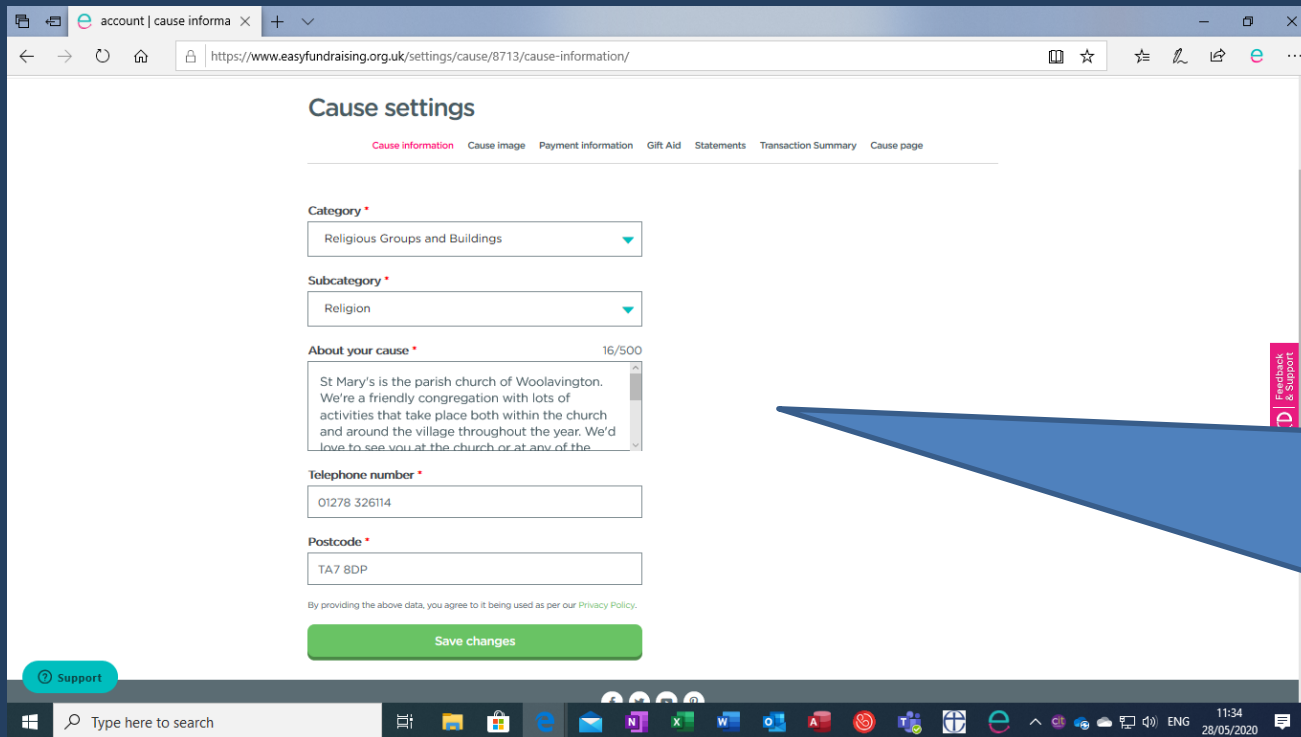
Support

Feedback & Support

Type here to search

11:30 28/05/2020

Click "Change Cause Information"



Set **Category** as “Religious Groups and Buildings”

Set **Subcategory** as “Religion”

In **About your cause** write a brief description about your church.

Provide a contact **telephone number** in case the easyfundraising team need to contact you.

Provide the **postcode** of the church.

Click “Save Changes”

ADD AN IMAGE OF YOUR CHURCH

When adding an image of your church (a photo or logo), the image will be displayed in a bubble on your cause landing page as below :

The screenshot shows a web browser window with the URL <https://www.easyfundraising.org.uk/causes/woolavingtonchurch/>. The page features a blue header with Dell and Intel logos, a promotion for monitors, and a search bar. The main content area has a dark blue background with the text "Raise donations for Woolavington St Mary's Church with easyfundraising". Below this is a paragraph about the church and a "Read more" link. A white bubble on the right side of the page displays a circular image of the church building, with a blue arrow pointing to it. Below the image, the text reads "Support Woolavington St Mary's Church", followed by "£296.26 Total raised" and "12 Supporters". A teal "Give a donation" button is at the bottom of the bubble. The Windows taskbar is visible at the bottom of the browser window.

TO ADD AN IMAGE/LOGO :

account | add a cause ir

https://www.easyfundraising.org.uk/settings/cause/8713/image/

DELL intel Donation increased to 5% - Save up to 30% on Monitors Shop now

easyfundraising feel good shopping Search for a retailer Search Promote my cause Account

Shop to raise My causes Refer a friend Compare, Save & Raise Donation Reminder

Cause settings

Cause information Cause Image Payment information Gift Aid Statements Transaction Summary Cause page

Upload an image that represents your cause.

Cause logo

You've already uploaded an image. You can change this image by uploading a new one below.

Upload an image or drag and drop one here
JPEG, PNG, or GIF - 5MB file limit

By providing the above data, you agree to it being used as per our Privacy Policy.

Save image

Support

Type here to search

11:43 28/05/2020

Click "Cause Image"

(to access this menu hover your mouse over the "Account" drop down menu and select "Manage

Click "Upload an image" and select your image file from your pc

Click "Save Image"