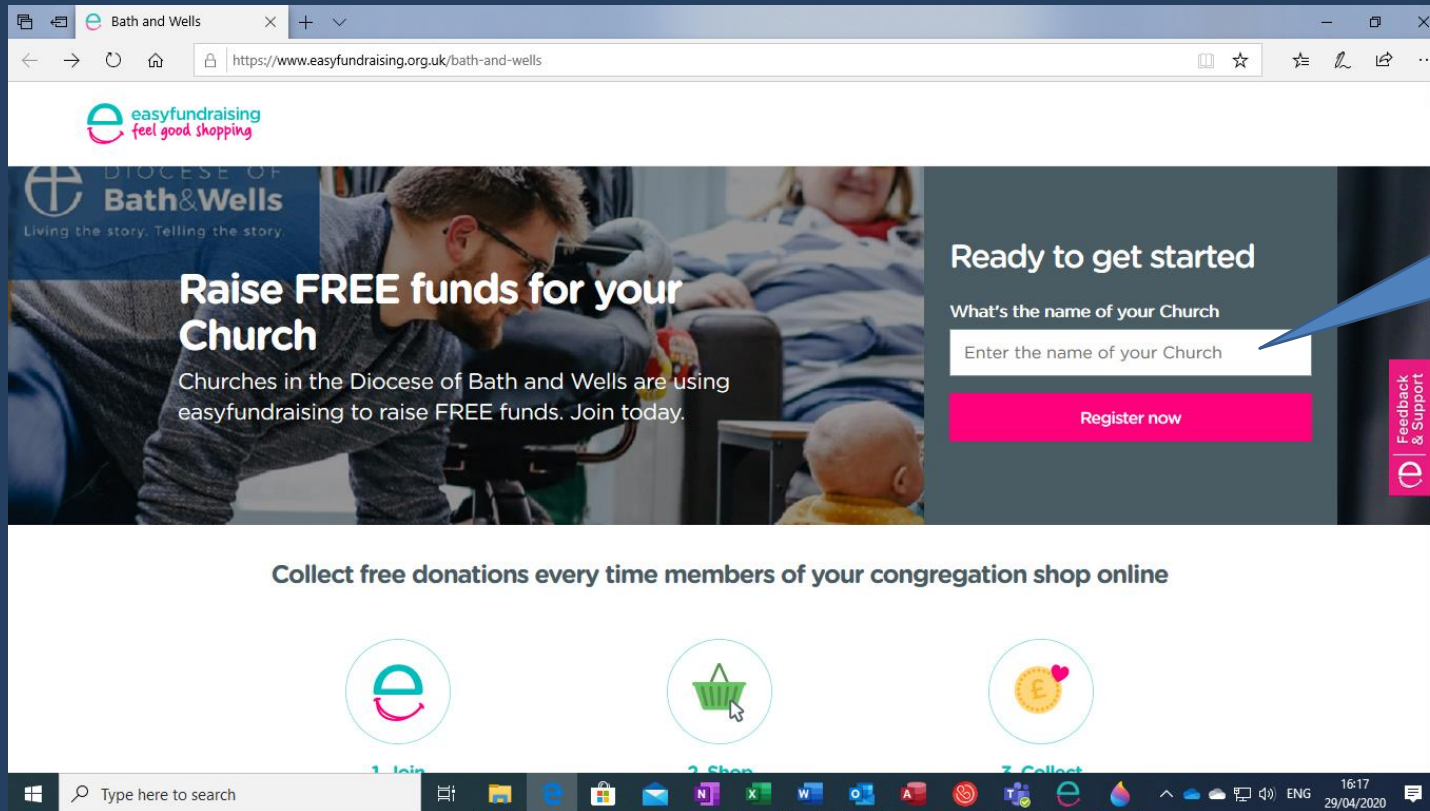


## USER GUIDE – Setting up your church to generate income and donations through easyfundraising.

This guide will take you through a step-by-step process to help you register your church with easyfundraising.

### TO START :

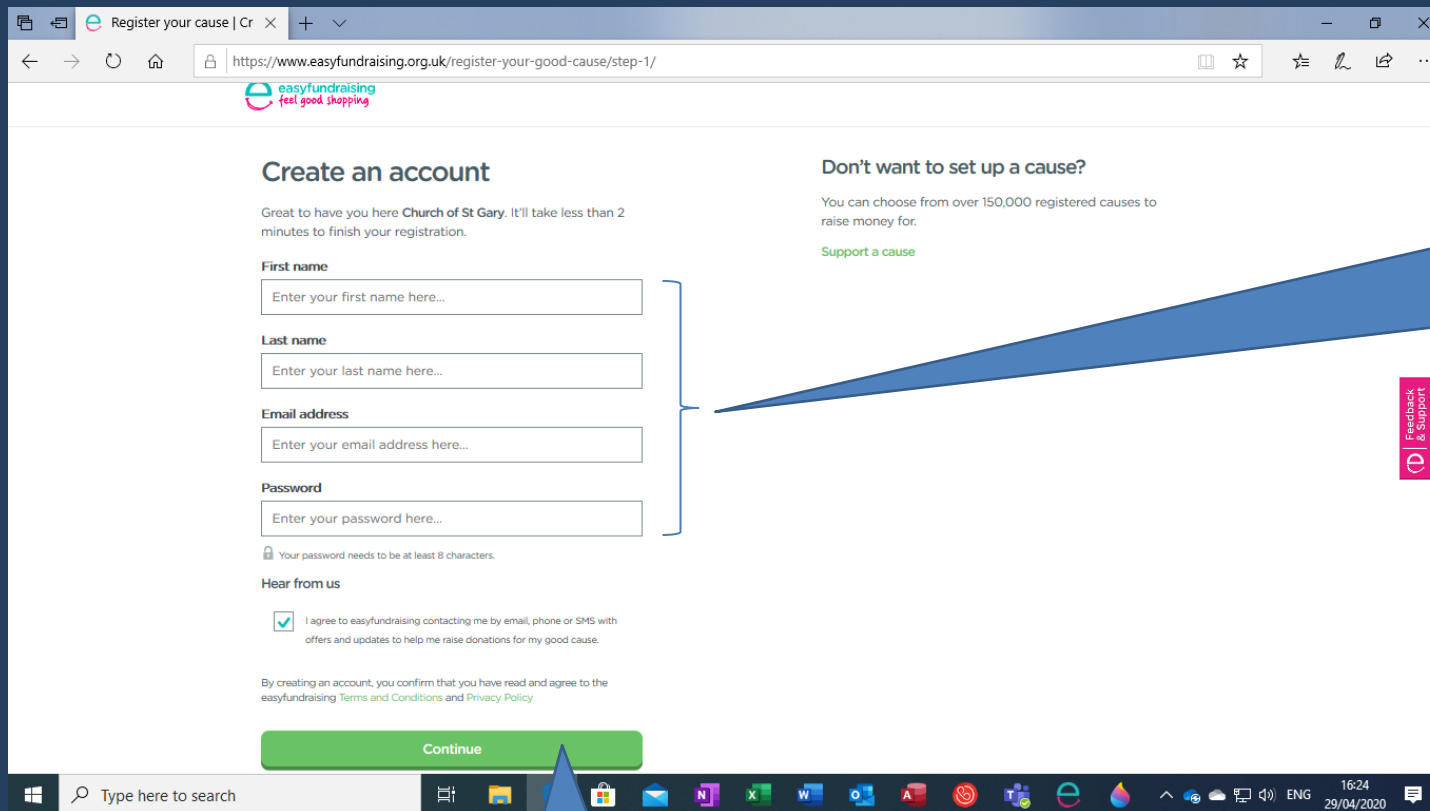
Go to [www.easyfundraising.org.uk/bath-and-wells](https://www.easyfundraising.org.uk/bath-and-wells) and follow the instructions below.



The screenshot shows a web browser window with the URL <https://www.easyfundraising.org.uk/bath-and-wells>. The page features the easyfundraising logo and the Diocese of Bath & Wells logo. The main heading is "Raise FREE funds for your Church". Below this, it says "Churches in the Diocese of Bath and Wells are using easyfundraising to raise FREE funds. Join today." To the right, there is a "Ready to get started" section with a form that asks "What's the name of your Church" and has a text input field with the placeholder "Enter the name of your Church". A pink "Register now" button is below the input field. At the bottom, there are three icons representing the steps: "1 Join", "2 Shop", and "3 Collect".

Enter the name of your church as you would like it to appear on your page (for example "St Mary's Woolavington")

Then click "Register now"



Enter the details of the person who will administer your easyfundraising account (*ideally use a non-personal email account for this – eg. treasurer@mychurch.com*)

Then Click 'Continue'

Register your cause | Ca x + -

https://www.easyfundraising.org.uk/register-your-good-cause/step-2/

### Cause information

\* Required information.

**Tell us about your cause \*** 500/500

The text you write here will appear on your own unique page for you to share with supporters, this will encourage them to help you. You can edit this at any time.

**Cause logo**  
Add your logo. You can edit this at any time.

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

Feedback & Support

Is your cause a registered charity?

Yes  No

**Postcode \***

We use your postcode to assign a location to your cause.

**Telephone number**

Please provide a number in case we ever need to contact you.

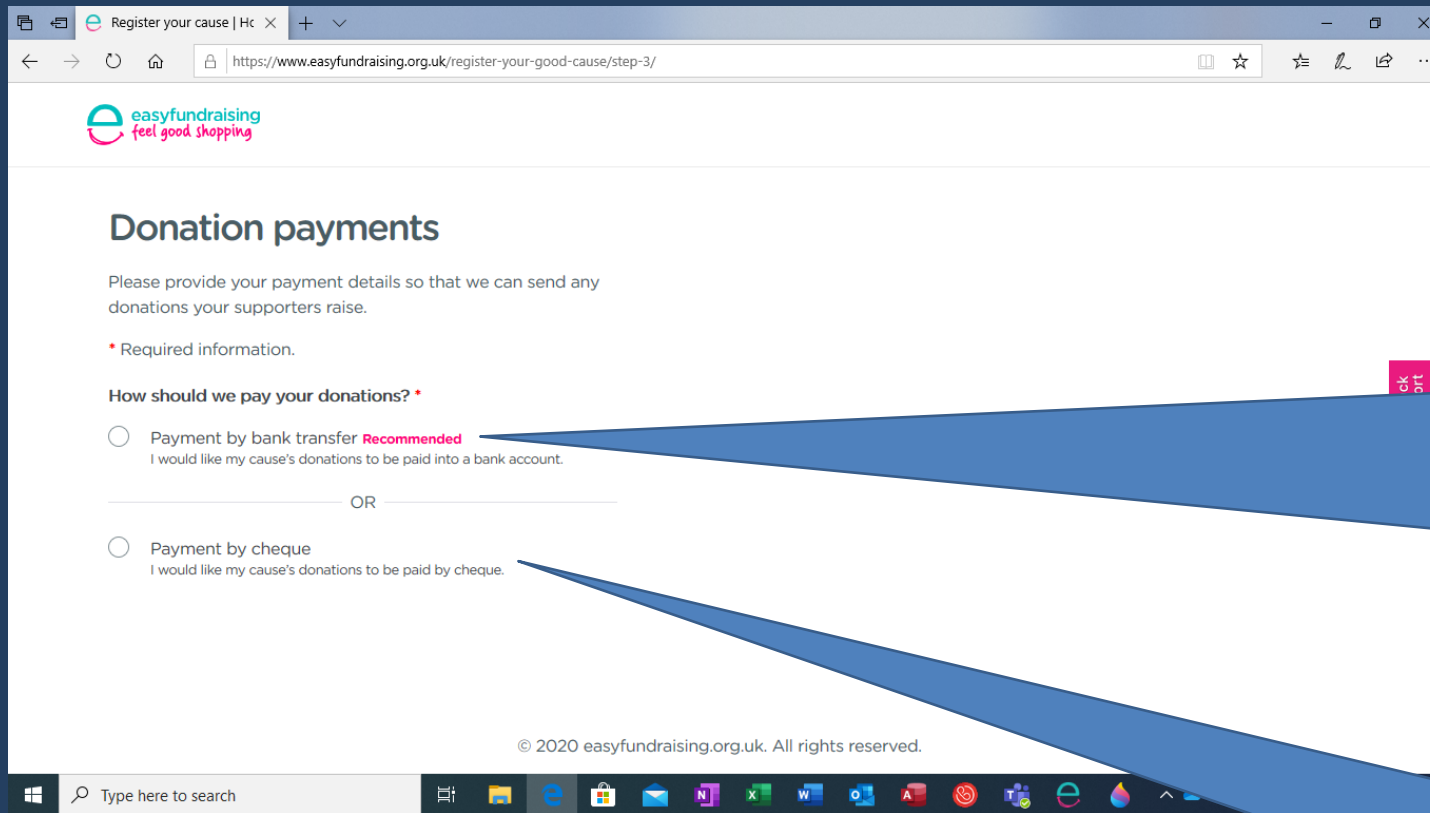
Continue

Be sure to include a brief summary of the church and a general appeal message to encourage potential supporters. *(Think about the people you'll be asking to support you and tailor your message for them).*

Click here to upload a logo or image, then select your file and click "Open".

Use the postcode of the church and the telephone number of the person who will administer the easyfundraising account.

Then Click 'Continue'



To receive your commission directly into your bank please choose this option.

**IMPORTANT NOTE :**  
*You must select this option if you want to receive direct donations from your supporters.*

Follow the instructions on page 5 of this guide to complete setting this up.

If you **do not** want your supporters to have the option to make direct donations and would prefer your commission to be paid via cheque, please select this option.

Follow the instructions on page 6 of this guide to complete setting this up.

Register your cause | Hc x

https://www.easyfundraising.org.uk/register-your-good-cause/step-3/

**easyfundraising**  
feel good shopping

## Donation payments

Please provide your payment details so that we can send any donations your supporters raise.

\* Required information.

**How should we pay your donations? \***

Payment by bank transfer **Recommended**  
I would like my cause's donations to be paid into a bank account.  
We are unable to pay building society accounts.

**Account name \***

**Account number \***

This is an 8 digit number

**Sort code \***

This is a 6 digit number (e.g. 11-22-33)

[Feedback & Support](#)

[Continue](#)

OR

Type here to search

16:44  
29/04/2020

Simply enter your PCC's bank details on this page and then click 'Continue'.

Register your cause | Hc x

https://www.easyfundraising.org.uk/register-your-good-cause/step-3/

OR

Payment by cheque  
I would like my cause's donations to be paid by cheque.

Payable to \*

Address line 1 \*

Address line 2

Town / city \*

County \*

Postcode \*

Continue

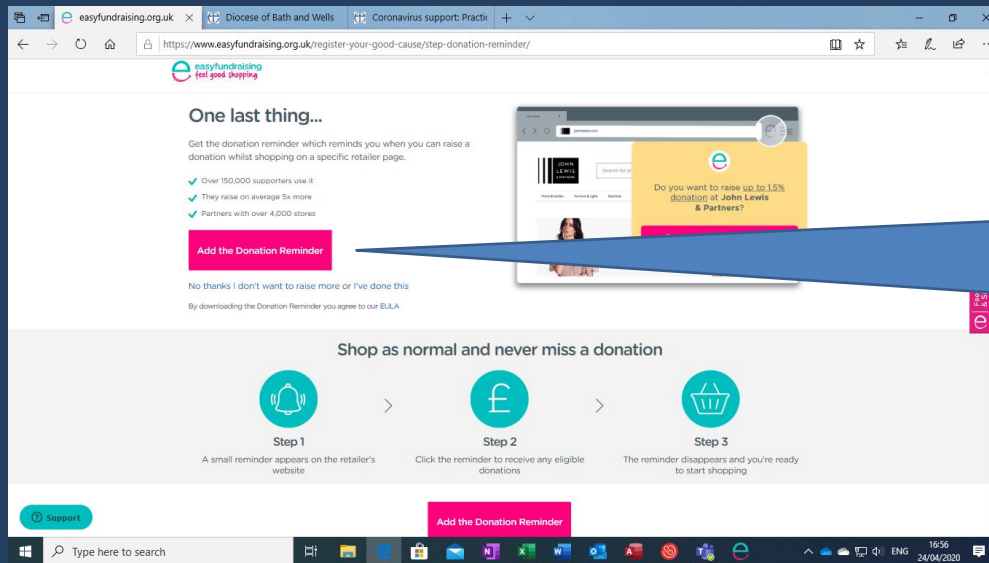
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Simply enter the payee name and the address to which you would like the cheque to be sent, then click 'Continue'.

That completes the registration process! Your church's details will now be verified by easyfundraising and you will receive a confirmation email within around 24 hours to let you know the link to your church's landing page.

You now need to direct people to your easyfundraising page where they can become a supporter of your church and raise lots of donations from retailers for your cause.

There is a very useful tool on the final screen you see (below).



If you click here, a reminder app will be setup on your pc which will remind you when you are shopping online to click through the easyfundraising page to generate retailer donations.

The reminder will only pop up when you visit a retailer who has partnered with easyfundraising, so you don't miss out on that retailers donation.

**For any help or more information please contact :**

**Gary Watson – Giving & Funding Adviser**

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01749 685270

