

A guide to starting up your just giving page

Step one: Visit www.justgiving.com/kwf

Step two: Click on the 'Fundraise for us' button

Step three: Enter your email address if you have not used just giving before it will ask you for a few details, if you have used just giving before it will ask you for your password. Alternatively, you can connect your Just Giving page with your Facebook page and it will fill in these boxes for you.

Step four: Fill in your contact details

Step five: Once you have read the terms of service and privacy policy, click to create your account

Step six: Select from the following options the one which is most appropriate for your event

- Taking part in an organised event
- Celebrating an occasion
- Remembering someone
- Doing your own thing

Step seven: Check all the sections are filled in and be sure to make a note of your Just Giving web address. This will start with www.justgiving.com/

Step eight: Edit your page to include details of your event, why you are supporting Kidney Wales and your fundraising target. The more detail you can add, and the more you personalise your page, the better. And don't forget to include a picture of yourself.

Step nine: Share your Just Giving page address with your friends and family to start your fundraising. Remember, all online donations come directly to Kidney Wales Foundation so it's a quick and easy way to fundraise.

How to add offline donations to your page

An offline donation is money you have collected by hand. This can also be recorded on your Just Giving page to show friends and family how close you are to reaching your fundraising target.

Step one: Log into your Just Giving account via justgiving.com/login

Step two: Find the 'Donations made to your page' section on the right hand side of the 'Your Pages' tab

Step three: Click edit

Step four: Add the amount you have raised offline and sent to Kidney Wales and click save