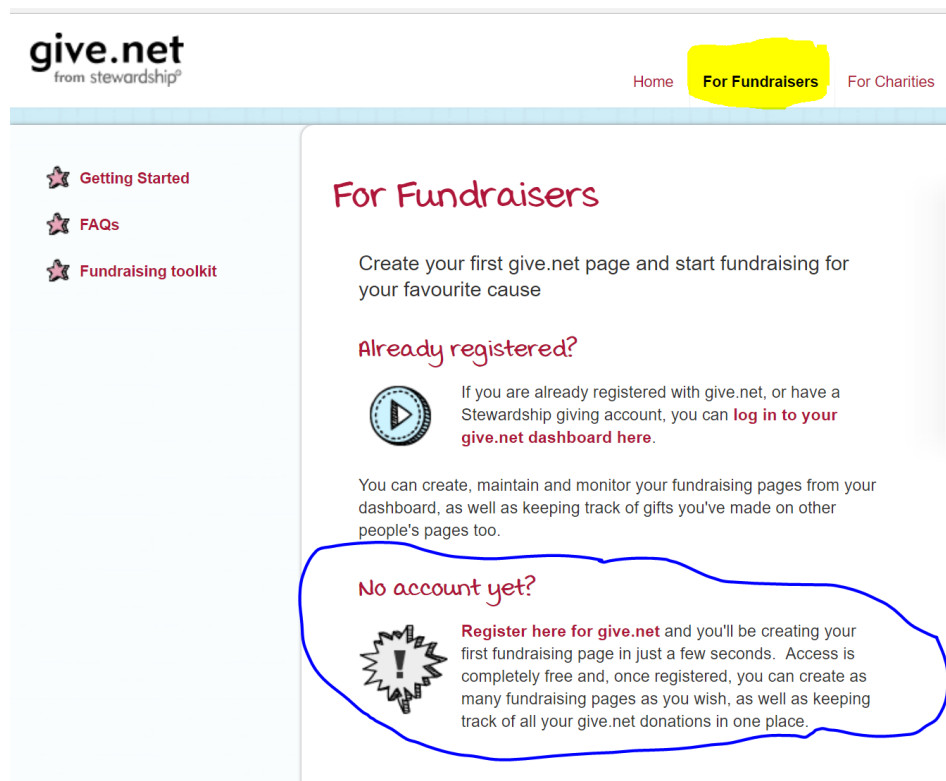


INSTRUCTIONS ON HOW TO SET UP A FUNDRAISING PAGE ON GIVE.NET

Step 1 – go onto the www.give.net site and select the For Fundraisers tab, then click on the “Register here for give.net” button (see blue circled area below):



The screenshot shows the give.net website interface. The logo 'give.net from stewardship' is in the top left. Navigation tabs include 'Home', 'For Fundraisers' (highlighted in yellow), and 'For Charities'. A left sidebar contains links for 'Getting Started', 'FAQs', and 'Fundraising toolkit'. The main content area is titled 'For Fundraisers' and includes the following text:

Create your first give.net page and start fundraising for your favourite cause

Already registered?

If you are already registered with give.net, or have a Stewardship giving account, you can **log in to your give.net dashboard here**.

You can create, maintain and monitor your fundraising pages from your dashboard, as well as keeping track of gifts you've made on other people's pages too.

No account yet?

Register here for give.net and you'll be creating your first fundraising page in just a few seconds. Access is completely free and, once registered, you can create as many fundraising pages as you wish, as well as keeping track of all your give.net donations in one place.

You will then be taken to a page which requires you to provide personal information so that your account can be set up. See next page for information required.



Create a new Stewardship account

Creating an account with Stewardship gives you access to give.net, to make donations or build your own fundraising page, as well as our other giving tools.

If you have a Stewardship account already but haven't logged in, please contact us and we'll be happy to help you get started.

Help and support

[Click here to see our FAQs and Guidance](#)

Name and contact information

Title	<input type="text"/>	<small>Please enter your title.</small>
First name	<input type="text"/>	
Last name	<input type="text"/>	
Email address	<input type="text"/>	
Phone number	<input type="text"/>	
Mobile	<input type="text"/>	

Please choose a username and password

Username	<input type="text"/>	<input type="button" value="Check"/>
Password	<input type="password"/>	
Confirm password	<input type="password"/>	
Password Reminder	<input type="text"/>	
PIN	<input type="text"/>	
Confirm PIN	<input type="text"/>	

Home address

To search for your address, please enter your house number/name and postcode below. Please note that for Gift Aid purposes it must be your personal home address and not a 'care of' or business address.

If you can't find your address, or if you live outside the UK, you must enter your full address manually.

House number/name	<input type="text"/>
Postcode	<input type="text"/>
	<input type="button" value="Search"/>

Other information

Please tell us how you found this site	<input type="text" value="Online search"/>
Date of Birth	<input type="text"/>
Security Question	<input type="text" value="What was the name of your first"/>
Answer	<input type="text"/>

I have read and accept the [terms and conditions](#)



Enter code here

[Can't read? Try a different word](#)

Give.net will then send you an email which you need to activate the account. Once you click on the link in the email that is sent to you, you will be asked for the login information that you specified above. You will then see this page:

Welcome to your dashboard Mark

This is your give.net dashboard. Here you can create and manage fundraising pages and see a recent view of your give.net giving. Using the button on the right you can also log in to your Stewardship account, using the same login information you use for give.net.

Your fundraising pages ⓘ

You can create a fundraising page that will allow you to raise funds for a particular charity, church or cause. The process is really simple and starts by clicking the "create a page" button to the right.

Your recent donations to other fundraising pages

If you've made any donations through your give.net account, these will be shown below. For a complete view of all your account activity **log in to your Stewardship account**. You will then be able to see the full range of your giving including regular donations and donations to charities that currently don't have Fundraising or Donation pages.

Help and support

Click [here](#) to see our [FAQs and Guidance](#)

Stewardship Online

Click [here](#) to log in to Stewardship Online where you will be able to manage all your giving, set up regular giving and see many more reports.

[Accessibility](#) | [Privacy](#) | [Terms & Conditions](#) | [Contact us](#) | [Feedback](#) | [Related Websites](#) | [Help](#)

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www.stewardship.org.uk

give.net
from Stewardship®

Now you can select the tab "Create a page".

You will be asked to state which recipient your fundraising is for.

Type in St. Thomas Church into the name box and Lancaster into the City. The following list comes up:

Choose the recipient of your fundraising

Please choose the recipient of your fundraising. You can either choose one of your Favourite Recipients, if you have any or you can search for a recipient. Once you have found the recipient you wish to support, click their name to proceed.

Search Results			
St Thomas Church, Heideveld	South Africa		more info
St Thomas Church Philadelphia Sheffield	Sheffield	S6 3BL	more info
St Thomas Church Lancaster PCC	Lancaster	LA1 3DU	more info
St Thomas Church Aldridge	Walsall	WS9 8SL	more info
St Thomas Church Dudley	Dudley	DY1 3ED	more info
St Thomas' Church	Monmouth	NP25 5ES	more info
St Thomas Church Trowbridge	Trowbridge	BA14 8PT	more info

Previous page 1 2 3 4 5 6 7 8 9 10 Next page

Help and support

Click [here](#) to see our [FAQs and Guidance](#)

Sharing your Details

We will share your name, postal address and email address with the charity you are raising funds for so that they can say thank you! They may also send you any further information you need in connection with your fundraising event. We will only share these details once you have created the fundraising page. We will not share your details with anyone else unless legally obliged to do so.

Search for a recipient by name and location or Stewardship account number:

Name:

Town/City:

Charity Number:

Account number:

Select St. Thomas Church Lancaster PCC and this will take you to the next page where you will need to give your giving page a name – you will have to choose a unique name (see circled area below):



Raising funds for St Thomas Church Lancaster PCC

Create your give.net page

All you need to do to complete the creation of your page is to complete the questions on this page. Note that once your page is created you will not be able to change these values. Once your page is created you will be able to refine the look, feel and text of your page just the way you want.

Your page address

Please enter your preferred web address above and click "Check" to see if it is available

Your page address

Which project?

The recipient has a number of projects. Please choose one. "General funds" has the same effect as not suggesting a project.

Which project?

Is your chosen recipient contributing to the cost of your fundraising?

If, for example, your chosen charity is paying for entry fees, travel, accommodation or similar costs, certain gifts made on your page may not be eligible for Gift Aid.

Recipient contributing Yes No

Help and support

Click [here](#) to see our [FAQs and Guidance](#)

Sharing your Details

We will share your name, postal address and email address with the charity you are raising funds for so that they can say thank you! They may also send you any further information you need in connection with your fundraising event. We will only share these details once you have created the fundraising page. We will not share your details with anyone else unless legally obliged to do so.

Next, you need to select which project you want to support at St. Thomas.

Which project?

The recipient has a number of projects. Please choose one. "General funds" has the same effect as not suggesting a project.

Which project? ▼

Is your chosen recipient contributing to the cost of your fundraising?

Click on the arrow next to General funds and you will be able to select "Building for Mission". This is the Heart of the City fundraising account.

Nearly there!

Now your project should be showing Building for Mission as highlighted in yellow.

Which project?

The recipient has a number of projects. Please choose one. "General funds" has the same effect as not suggesting a project.

Which project? ▼

Is your chosen recipient contributing to the cost of your fundraising?

If, for example, your chosen charity is paying for entry fees, travel, accommodation or similar costs, certain gifts made on your page may not be eligible for Gift Aid.

Recipient contributing Yes No

× Cancel

Next, click "No" to Recipient contributing towards costs (blue circle) and then click "Create your page" (Black circle)

That's it. You should then see a page which reads:

Success!

Your new give.net page has been created. You can view your page by clicking the button below. You will be able to edit the details, change the theme and add pictures.

You can then personalise your page, as required – see below.

Details of your page

What is your page title? Please enter a title for your page.

Add an optional subtitle

When should the page expire?

About your fundraising drive

This will be displayed on your fundraising page to tell others about you, what you are doing and why. Most of all it's your chance to inspire them to give.

How much do you want to raise (£)?

About your fundraising drive

← → **B** *I* U

Welcome to my give.net fundraising page. Donating with give.net is really easy and completely secure. If you are a UK taxpayer, please confirm that you would like to reclaim Gift Aid on your donation. This will add 25p to every £1 you give. Thanks for visiting.

739 characters remaining

About your event

You may be participating in an event to raise funds. If so, we'd love to know about it.

Name of the event

Date of the event

Time of the event All day event

Raised offline

Fundraisers sometimes raise funds offline too. You can enter those funds here too to show the big picture of what you're doing.

How much have you raised offline (£)?

Cancel

Save

HAPPY FUNDRAISING!

PS. If you do have any problems setting up your fundraising page, don't give up. Instead, please email bfm@st.tees.org.uk and someone will be in touch to try and help you sort them out.