



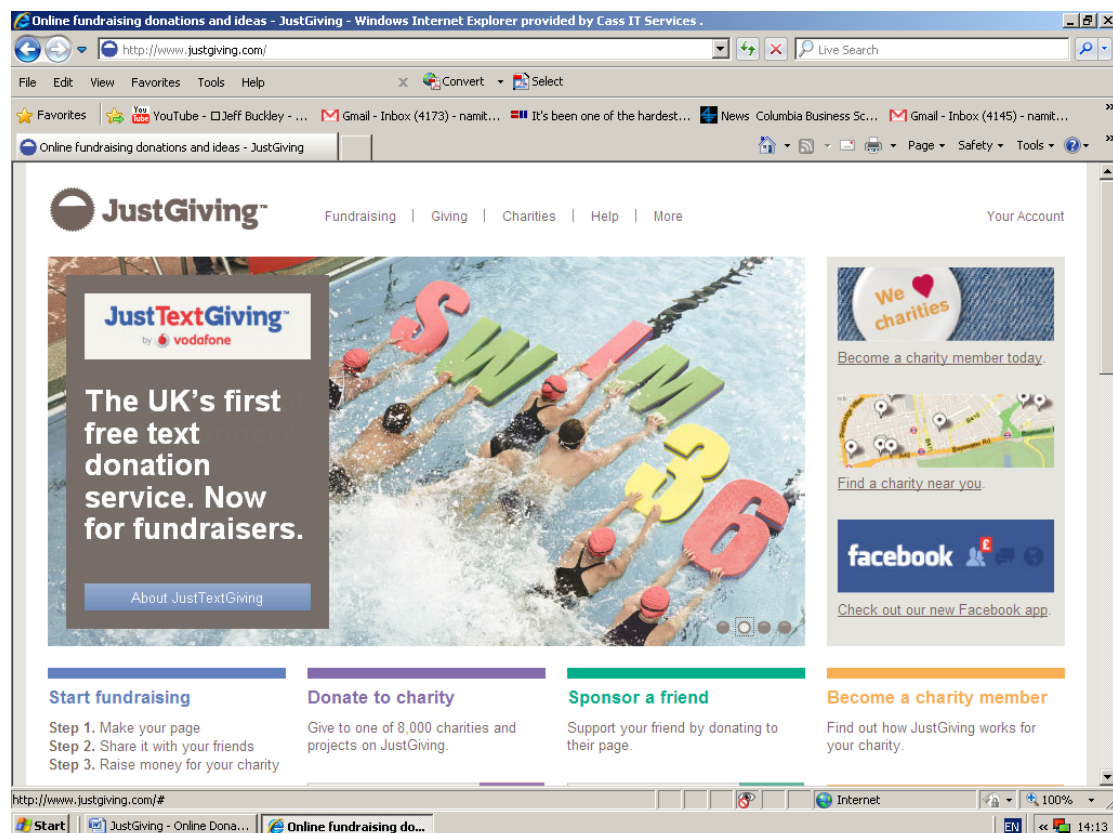
Cass Business School
CITY UNIVERSITY LONDON



JustGiving Online Fundraising Tool

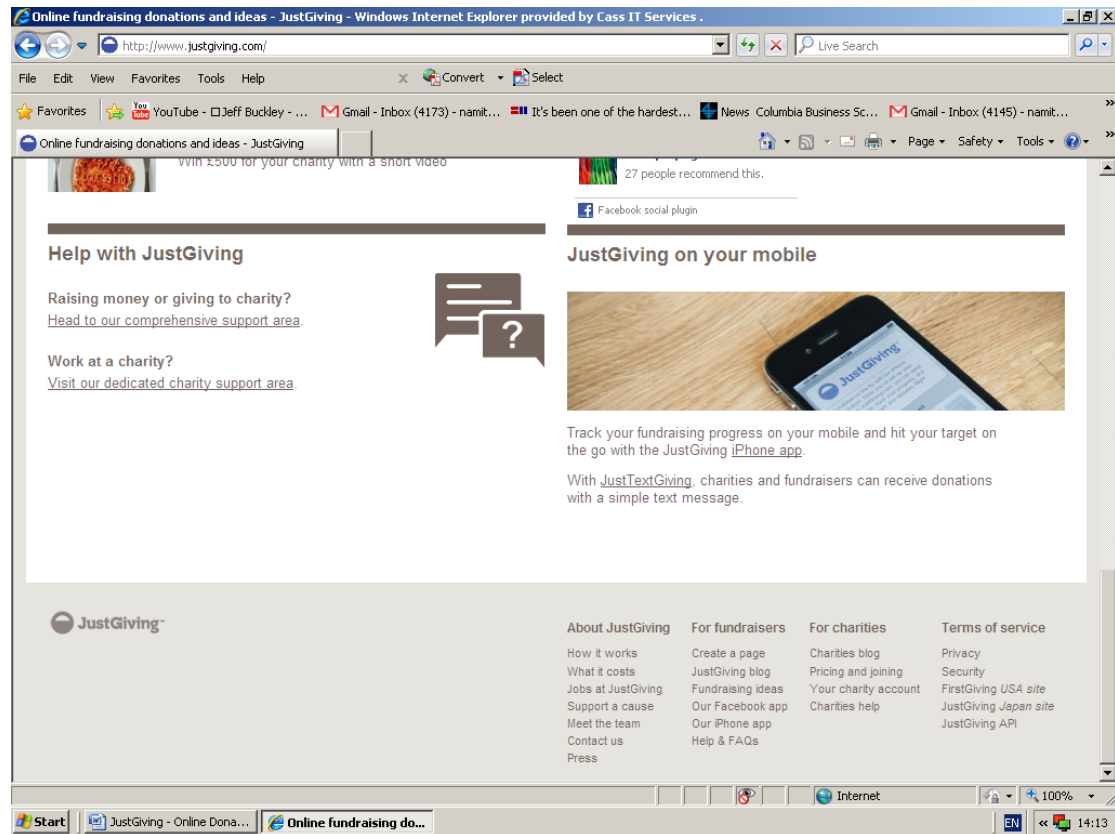
In order to receive and manage donations for your Class Gift, it is important that you set up a JustGiving page. This will allow you to send the link to all your classmates and is a quick and easy way to collect donations.

Donating through JustGiving is simple, fast and totally secure. Your details are safe with JustGiving – they'll never sell them on or send unwanted emails. Once you donate, they'll send your money directly to CASS and make sure Gift Aid is reclaimed on every eligible donation by a UK taxpayer.



How to create a JustGiving page

1. Scroll down to the end of the main page (justgiving.com)
2. Click Create a page under the 'For fundraisers' column



3. As a New User, type in your E-mail Address and set a password.
Then click on Make your Page

The screenshot shows the 'Get started' page of the JustGiving website. The browser is Internet Explorer, and the address bar shows the URL: <https://www.justgiving.com/fundraising-page/creation/get-started/>. The page features the JustGiving logo and navigation links: Fundraising, Giving, Charities, Help, More, and Your Account. The main heading is 'Get started', followed by the subtext 'Creating a fundraising page is fast and easy.' Below this, there is a form with two options: 'Enter your email address' with a text input field, or 'Connect with Facebook' with a Facebook logo. A section titled 'Do you have a JustGiving account?' has two radio buttons: 'No - I'm new' and 'Yes - I have a password' (which is selected). Below the 'Yes' option is a password input field and a link 'forgot your password?'. A blue button labeled 'Make your page' is at the bottom of the form. To the right of the form, there is a section titled 'It's so easy' with three bullet points: 'Fast' (Create a page in less than a minute), 'Social' (Use our tools to share your page with friends), and 'Smart' (You don't have to chase anyone). The taskbar at the bottom shows the Start button and several open applications: JustGiving - Online Dona..., Get Started - Window..., and Inbox - Microsoft Outlook.

4. Fill in the boxes below.

The screenshot shows the 'Create Account' page of the JustGiving website. The browser is Internet Explorer, and the address bar shows the URL: <https://www.justgiving.com/user-account/create?returnUrl=~%2Ffundraising->. The page features the JustGiving logo and navigation links: Fundraising, Giving, Charities, Help, More, and Your Account. The main heading is 'New to JustGiving? Register here.' Below this, there is a registration form with the following fields: 'Email address *' with a text input field containing '@hotmail.com', 'Confirm email address *' with a text input field, 'Title *' with a dropdown menu showing 'Please select', 'First name *' with a text input field, 'Last name *' with a text input field, and 'Password *' with a text input field. The taskbar at the bottom shows the Start button and several open applications: JustGiving - Online Dona..., Create Account - Just..., and Internet.

Create Account - JustGiving - Windows Internet Explorer provided by Cass IT Services .

https://www.justgiving.com/user-account/create?returnUrl=~%2Ffundraising-pa... Giving Limited [GB] Live Search

File Edit View Favorites Tools Help X Convert Select

Favorites YouTube - Jeff Buckley - ... Gmail - Inbox (4173) - namit... It's been one of the hardest... News Columbia Business Sc... Gmail - Inbox (4145) - namit...

Create Account - JustGiving

Confirm password *

Your home address

United Kingdom

House number/name

Postcode *

Find address

[Don't have a postcode?](#)

☐ I'll stick to the [terms of service](#) and I know that JustGiving will never spam me or try to sell me anything. Ever. *

Create account

Done

Start JustGiving - Online Dona... Create Account - Just...

Internet 100% 14:43

5. Make sure to fill in all * boxes

Find your charity - JustGiving - Windows Internet Explorer provided by Cass IT Services .

https://www.justgiving.com/fundraising-page/creation/charity-search?pcid=4909... Giving Limited [GB] Live Search

File Edit View Favorites Tools Help X Convert Select

Favorites YouTube - Jeff Buckley - ... Gmail - Inbox (4173) - namit... It's been one of the hardest... News Columbia Business Sc... Gmail - Inbox (4145) - namit...

Find your charity - JustGiving

JustGiving® Hello n (not you? [Log out](#))

Fundraising Giving Charities Help More Your Account

Search for the cause you want to support [\(Reset search\)](#)

Causes

☒ All

☐ Charities

☐ Projects

Categories

☒ All

☐ Animal shelters and charities

☐ Arts and culture

☐ Children's charities

☐ Climate Change (GG Green)

☐ Corporate social responsibility

☐ Democracy and Governance

☐ Disability

☐ Economic Development

☐ Education

Charity name or registration number

Search

1 - 20 of 1000 results

WE ARE MACMILLAN. CANCER SUPPORT

[Macmillan Cancer Support](#) Registered charity No. 261017

Macmillan Cancer Support improves the lives of people affected by cancer. We provide practical, medical, emotional and financial support and push for

[Show more >](#)

Marie Curie Cancer Care Registered charity No. 207994 (England & Wales) and SC038731 (Scotland)

Marie Curie Cancer Care provides high quality nursing, totally free, to give people with terminal cancer and other illnesses the choice of dying at home, supported

[Show more >](#)

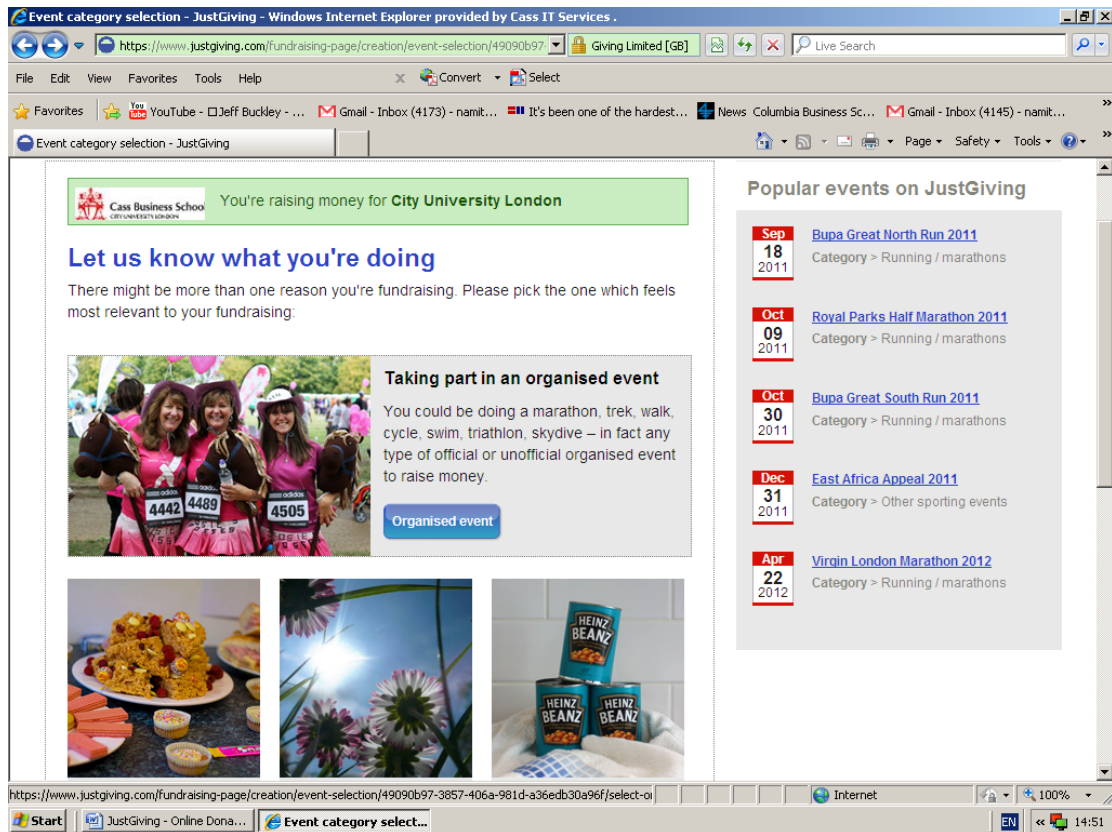
Done

Start JustGiving - Online Dona... Find your charity - Ju...

Internet 100% 14:46

6. Onto the next page

In the box that reads Charity name or registration number type in Cass Business School.



The best option to click is 'Doing your own thing'

7. It will then direct you to the following webpage

The screenshot shows a Windows Internet Explorer browser window titled "Make a fundraising page - choose your web address - JustGiving - Windows Internet Explorer provided by Cass IT Services". The address bar shows the URL: <https://www.justgiving.com/fundraising-page/creation/choose-url/49090b97-3857>. The page content includes a green header with the Cass Business School logo and the text "You're raising money for City University London". Below this, the heading "Choose your JustGiving web address:" is followed by a form with the text "www.justgiving.com/" and a "Check availability" button. Under the heading "Stay in touch:", there are two sections: "with your charity" and "with JustGiving", each with a checkbox and descriptive text. The "with your charity" section includes a link to "some donations may not be eligible for Gift Aid". At the bottom, there is a section "Now one last question about Gift Aid..." and a dropdown menu for "My charity" set to "is not" with the text "contributing *". The taskbar at the bottom shows the Start button, a taskbar with "JustGiving - Online Dona..." and "Make a fundraising p...", and a system tray with "Internet", "100%", and "14:57".

Choose your JustGiving web address:

www.justgiving.com/

Stay in touch:

with your charity

☐ they may contact you about your page, but please tick here if you'd also like news about events, appeals and how your money's helping.

with JustGiving

☐ we'll send you news, tips and stories about the amazing things people are doing on JustGiving.

Now one last question about Gift Aid...

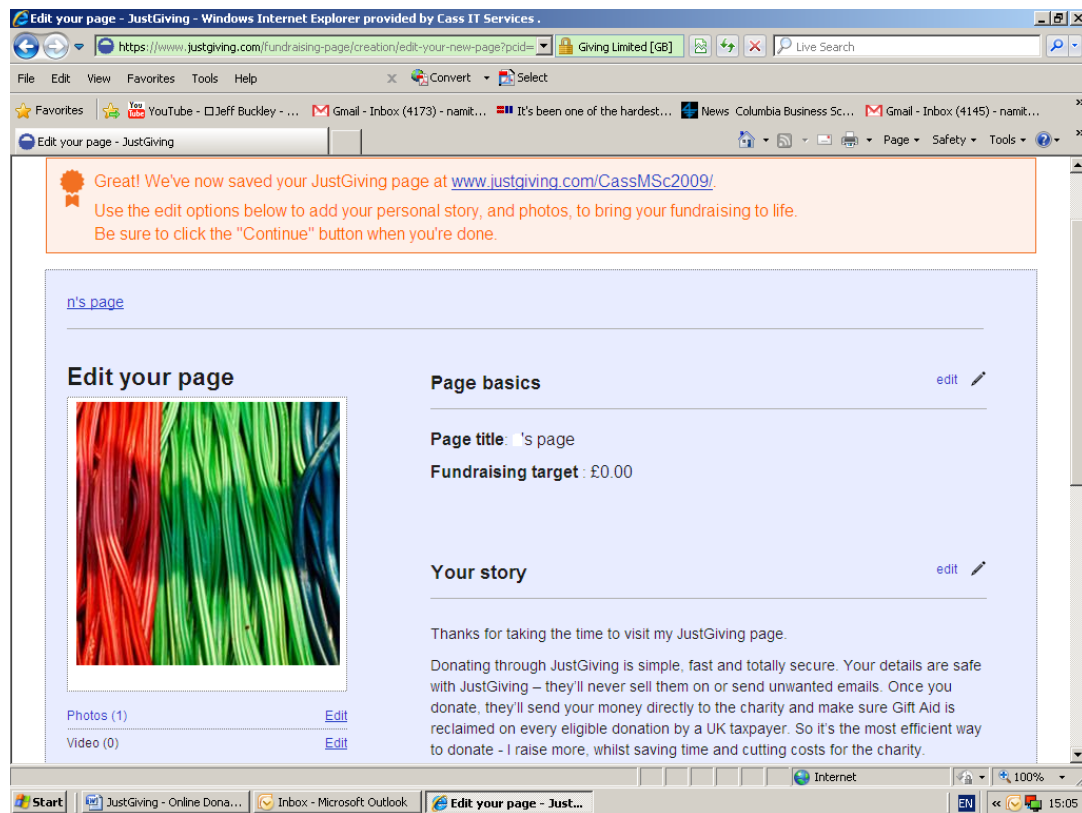
Is your charity contributing to the cost of your fundraising (e.g. paying for your travel, accommodation or your entry fee)? If so, [some donations may not be eligible for Gift Aid.](#)

My charity contributing *

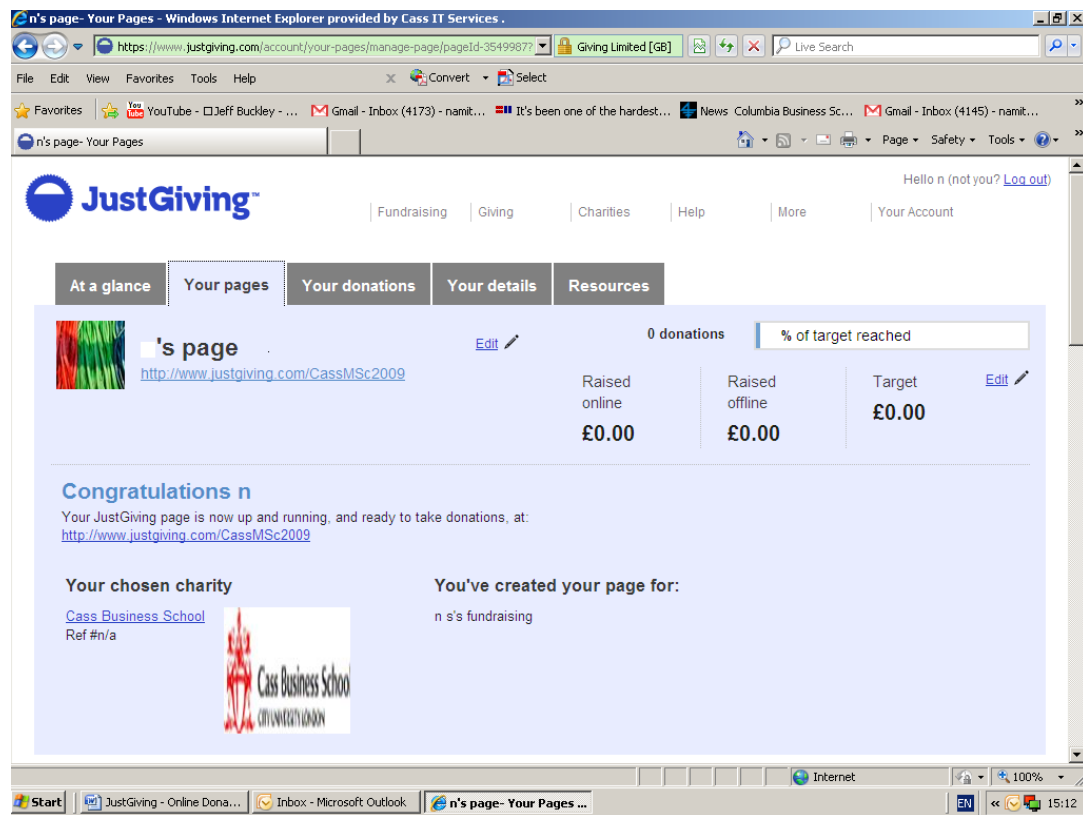
The JustGiving web address could be your class's name, e.g. CassMSc2011 and it should be available

Make sure to tick both the options under Stay in touch.

8. Then click continue



It is important to give your page a title so that it stands out from other Class Gifts. Make sure to enter the fundraising target. Explain your Class Gift story and the activities you are planning on for your Class gift and what project at Cass you are supporting. You can personalise this page by adding class photos, videos etc.



9. On JustGiving, you can also record your offline donations which you would have raised through indoor events such as Bake Sale, Raffles etc.

Share the link with all your friends, you can include the link at the bottom of your online signatures as well and ask everyone you know to support your cause.

Happy fundraising!