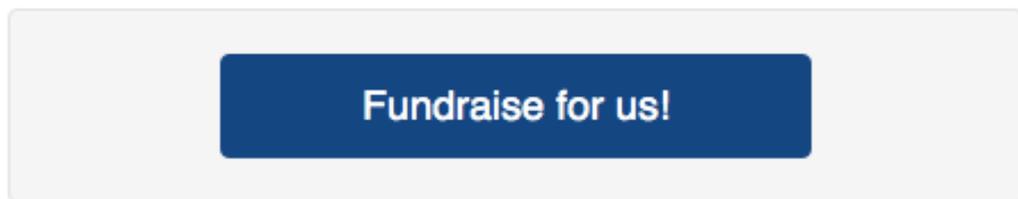## Setting up a fundraising page for MIH Veg Dash 2022

It would be great if you could set up your fundraising page using localgiving as we have created an Appeal which all the teams can link to. This means it's really easy for us to see all the fundraising in one place, and to see how close we are to reach our goal.
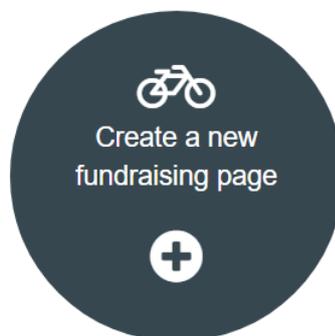
The fundraising page is very easy to set up and just takes a few minutes. I've made the instructions step by step so it looks longer than it actually takes!

We are also asking people to use localgiving this year as they can claim giftaid on our behalf. This means every donation is worth even more to us!

1. Go to https://localgiving.org/charity/made-in-hackney-local-food-kitchen/

2. On the **blue** button '**Fundraise for us!'**

3. You will then be taken to a registration page where you will need to create a localgiving account using your own email.

4. Once logged in you should be on your DASHBOARD page (if not click Dashboard on the left hand side of the screen).

5. Click '**Create a new fundraising page'**

6. Complete the '**Page Information'** as per the screenshot below.
   a. Select the charity: 'Made in Hackney – Community Cookery School'
   b. Select the appeal: **'Made In Hackney Veg Dash 2022!**
   c. Fundraising category: Running
   d. Choose a title: Up to you!
   e. Select the relevant boxes (please share your details with us)

f. Hit continue

Set up a new fundraising page

Page information — Event information

Select the charity you wish to fundraise for *

Made In Hackney - Community Cookery School

Select a project or appeal (optional)

Made In Hackney Veg Dash 2022

Fundraising category

Running

Choose a title for your new fundraising page *

We love carrots

☐ I am taking part in an official event

☑ I am fundraising as part of a team

☑ Share my details with the charity I am fundraising for

Continue

7. On the next Event Information page just select **Create Fundraising Page**. There is no need to create the event.

Set up a new fundraising page

Page information — Event information
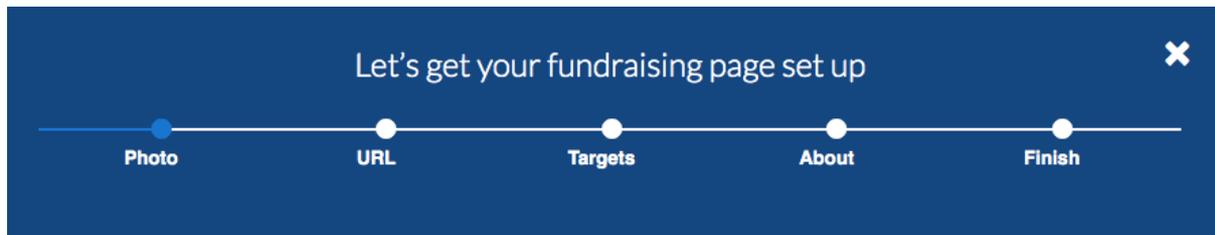
Choose an event (optional)

Select an official event

or

Don't see your event in the list above?
Add it here.

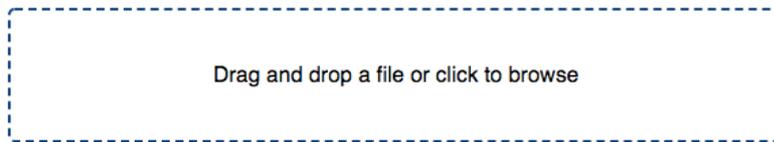Create fundraising page   Back

8. At this point your page is set up but now need to **add a few more details** to it. You will see a notice like this:

a. Add a photo (if you wish).
b. Choose your own URL
c. Targets
   i. Choose a target amount.
   ii. Offline donations – you can put this at £0 to start with but you will be able to add to this once you start fundraising and if people give you cash. Alternatively, you can donate any cash you receive online yourself and keep the cash. 😉
d. About: this is where you can add more about the event again (you can also do this later).
e. Hit Finish

➔ Your page should now be ready to send to people to accept donations!

➔ If you want to check it's gone through correctly you can go to our Appeals page here:

   https://localgiving.org/appeal/madeinhackneyvegdash2022/

If you click on Fundraisers on the right-hand side you should see your name added to the drop down list (it will be whatever name you have registered under with localgiving).

➔ As you've linked your page to our Appeals page, any donations should also be seen to contribute to our Appeals total.
➔ You can edit all the parts of your page even once it is live. You can add updates and new photos.
➔ Remember your login for localgiving as you'll need to check in and edit on your page. Localgiving send you notifications when you receive donations so you can thank people directly or even via their online system.