



## **Notes for Charities on setting up their own online fundraising event page for the 2019 Lincoln Santa Fun Run & Walk**

These instructions are suitable for charities registered with VirginMoneyGiving.com. The Lincoln Santa Fun Run & Walk event and the Rotary Club of Lincoln Colonia charity are NOT registered with any other online fundraising platform such as JustGiving.com.

### **Instructions for the charity**

Providing your charity is registered under VirginMoneyGiving you can setup our event under your own charity.

To setup your event page

- Log in to VirginMoneyGiving.com through the Charity login
- In the Charity Account Menu
- Click on “Events”
- Then Click on “Setup an event”
- Then click on “Get Started”
- Then “joining an existing event”
- To find the event under event name enter “Lincoln Santa Fun Run”
- You should see the event listed under its full name of “Lincoln Santa Fun Run & Walk 2019” - click against it
- Note you will also see your charity name and bank account
- Click “Next”
- Click “Publish Event”

You can then promote this in your emails, website etc

Or individual fundraisers can set their own fundraising page up for the fun run and your charity as follows provide the following instructions to their fundraisers who want to fundraise online