



## Setting up your Virgin Money Giving Page

1. Open up the Virgin Money Giving website: <http://uk.virginmoneygiving.com/giving/>
2. In the 'Find a Charity' search box in the bottom left corner, search for 'Link Community Development'. This search result will bring up 'Link Community Development' and 'Link Community Development Scotland', please select 'Link Community Development'.
3. Once on the Link charity page, please select 'Start Fundraising' from the 'Support Us' menu on the right-hand side.
4. Select either 'Organised Event' or 'Personal Challenge' depending on what kind of challenge you are undertaking:

### If you selected **ORGANISED EVENT**:

Find your event by using the search criteria provided. If you can't find your event, you can click the box on the right to enter the details yourself. Click next.

Now you enter the details of your fundraising. On the left-hand side, select 'one charity' and 'just me'. On the right-hand side, Link Community Development should already be selected as your chosen charity, and you can select your own fundraising target. Please select 'No' for the 'Has my charity contributed to the cost of your event' option, and set a length of time to fundraise for once your challenge is complete.

### If you selected **PERSONAL CHALLENGE**:

Fill in the details of your personal challenge, and select 'just me' for the 'Are you fundraising on your own' option.

Now you enter the details of your fundraising. On the left-hand side, select 'one charity'. On the right-hand side, Link Community Development should already be selected as your chosen charity, and you can select your own fundraising target. Please select 'No' for the 'Has my charity contributed to the cost of your event' option.

5. At this point you will be prompted to either sign up for Virgin Money Giving, or sign into your account (if you have one). Please follow the necessary steps.
6. Once you have completed these steps, you will be able to finalise your page. You can upload a picture, connect your twitter feed, and update the wording for your page. Once you are happy with your fundraising page, please publish. Now you are ready to share your page!