



## How to set up a linked fundraising page

1. Go to [www.btplc.com/mydonate](http://www.btplc.com/mydonate)

2. If you have registered with My Donate before, login, select 'My fundraising' and 'Create a fundraising page'. Select 'Create my challenge' then go to point 6 below.

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3. If you have not registered with My Donate before, click on the Start fundraising option (green).

4. Select 'Create my challenge'.

5. Create a Personal Registration by clicking on the right hand tab and fill in the relevant fields.

6. Search for a charity – Maggie's Cancer Caring Centres and Sue Ryder and select both charities.

7. What type of challenge - Select Running/walking.

8. Specific location - Select YES.

Type in the post code below then scroll down the options to

Moulsford Prep School  
Moulsford-on-Thames  
Oxfordshire  
OX10 9HR

9. When is it happening?

Sunday 13<sup>th</sup> May start time 06:30, finish time 16:30.

10. How long accept donations after event? - Select 3 months

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11. INSPIRE DONORS

Your page title - **This step is important to identify your page**

Type WalkWithMe 2018 then your name.

Your page summary – suggested text: 'I'm taking part in a 26 mile charity fundraising walk to raise money for Maggie's Cancer Centre Oxford and Sue Ryder.'

About you - As you like

Your activity title - WalkWithMe 2018

Your activity details - Type "For all the information you need about this challenge go to [www.walkwithme2018.com](http://www.walkwithme2018.com)."

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## 12. FUNDRAISING TARGETS

As you like. We are attempting to raise £25,000.

## 13. PHOTOGRAPHS

You could add the WalkWithMe logo. Click on the logo at the top of this page then right click. Select 'save as picture' and save it as a jpeg file to your system. Then follow the instructions on uploading a picture to your page. Otherwise, put a photo of yourself.

No links to other sites required

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## 14. YOUR PAGE ON MY DONATE

Choose your webpage address

Type 'walkwithme2018yourname' as all one word and all in lower case.

Searchable on MyDonate - Select YES

### **THE NEXT STEP IS THE MOST IMPORTANT**

Link to a fundraising team? - Select YES

Event fundraising team reference number: 9144107428 and click validate

Hopefully in green text Team: WalkWithMe 2018 will appear!

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## 15. GIFT AID AND CHARITY SUPPORT

Payment for goods or services - Select NO

Covering costs of fundraising - Select NO

Receive news - Your choice

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16. Notification of donations - Select YES

17. Confirmation email - Select YES and type in your personal message.

Click 'Create my page' and you're done!

There are several ways of linking to your page:

<https://mydonate.bt.com/teams/walkwithme2018>

Select your name from the list on the right hand side.

<https://mydonate.bt.com/fundraisers/walkwithmeteam2018>

In the About section click on the "view team page" link.

Your page will be listed on the right hand side.

<https://mydonate.bt.com/fundraisers/walkwithme2018YOURNAME>

This is the link you should send to your friends, family and colleagues when you ask them to sponsor you.