

## **Instructions on setting up a Mini Sponsorship Campaign**

Our fundraising page at

<https://app.investmycommunity.com/fundraise/hampshire-and-the-islands-historic-churches-trust-3033>

### **Instructions on Setting up a Mini Sponsorship Campaign from the Campaign Page**

1. Just below the orange donation button you can see the blue 'Support This Organisation' box
2. Tap the orange box 'Tap here to get started' within the blue Support This Organisation box
3. Tap for 'Raise Funds for Us!' with the piggy bank logo
4. Supporter to enter their email address, name, home address details (completely confidential and adhering to GDPR policies), Ticking T&C's, creating a password, ticking the 'I'm not a Robot box'
5. At this stage the supporter is a registered User and can then create their own fundraising page linked to the main campaign page.
  - a) Campaign Name: Own Name or Reference to the Trust
  - b) Open Date - when they want to start collecting sponsorship, suggest 'today's date'
  - c) Target Amount - a realistic target for their own sponsorship aim. This can be overrun and become a Target Breaker.
  - d) Close Date - a couple of weeks after the event is usually sufficient.
  - e) Few lines of text about why they are participating.
  - f) Tick T&C's as a Fundraiser
  - g) Add image, can be done at a later date or during their sponsored event
  - h) To Preview their page - Choose the red 'My Account' button at top of screen, from Menu select 'My Campaigns'. Drag the campaign details to the right and an orange 'View Project Page' will show. When happy with text and image click back to see the previous window of Ready to submit? Then press Submit button. This will activate the donation button and the campaign will be live. An email will be sent to the pupil/supporter confirming this.

Here is a video link to explain this process too [https://youtu.be/\\_qTtyr2WYwk](https://youtu.be/_qTtyr2WYwk)

### **Or a shorter Social Media or What'sApp message format:**

Please see the blue 'Support this Organisation' box to the right of the gallery of photos above. Click the orange 'Tap Here to Get Started' This will take you through to options to raise money for us. Please choose 'Raise Funds for Us!' - a quick online sponsor form that should only take a few minutes to complete. With easy-to-share social media buttons, you can easily invite your friends and family to support you on a sponsored challenge. Add a photo of you completing the challenge. Good luck with the fundraising!