How to Set Up a Fundraising Page and Team's page on JustGiving and How to Get a QR Code for Your JustGiving Page

Springboard

Whether you're fundraising solo or with a group, JustGiving makes it easy to create your own page and start raising money for a great cause.

Set Up an Individual Fundraising Page

1. **Go to www.justgiving.com**

2. **Log In or Sign Up**
   - Already have an account? Log in.
   - New user? Click **"Sign Up"** and follow the prompts.
   - Click on **"Start Fundraising"**.

3. **Choose a Charity**
   - Select **"Yes"** when asked if you're fundraising for a charity.
   - Type **"The Springboard Charity"** and select it from the list.

4. **Choose Your Event**
   - Select your event from the list if applicable.
   - If not, click **"Doing your own thing"**.

5. **Build Your Page**
   - Set a **fundraising target**
   - Add a **title and description** (explain why you're supporting Springboard!)
   - Upload **photos or a video**
   - Choose a memorable page URL

6. **Publish & Share**
   - Your page is live!
   - Share the link with friends, family, colleagues, and on social media.

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Create a Team Page

A team page lets multiple individual fundraisers combine their efforts and track progress together.

1. **Log in to JustGiving** at www.justgiving.com

2. Go to your **individual fundraising page** (created using the steps above)

3. In the menu on the left (or under "Page Tools"), click **"Create a team"**

4. **Set Up the Team Page**

   o Choose a **team name**

   o Add a **description**

   o Upload a **team photo or logo**

   o You can also set a **combined fundraising target** for the team

5. **Invite Team Members**

   o Send the team link to your colleagues/friends

   o They can **join the team** by linking their individual pages to it

   o You don't need to collect donations through a team page directly – all linked individual fundraising totals contribute to the team total

6. **Track & Celebrate Together**

   o View the total raised by your team

   o See who's raised what

   o Share your team page to encourage more donations and healthy competition!

How to Get a QR Code for Your JustGiving Page

Step 1: Log into Your JustGiving Account

Go to www.justgiving.com and sign in.

Step 2: Go to Your Fundraising Page

Click on **"Your Fundraising"** at the top of the page, and then select the **fundraising page** you want to use.

Step 3: Scroll to the Share Section

On your fundraising page:

- Scroll down until you see the **"Share"** options (or look in the sidebar on desktop).

- You should see icons for sharing via Facebook, Twitter, etc.

- **Look for the QR code icon** or a link that says, **"Print a poster"** or **"QR code"** (it can vary slightly based on layout and device).

Step 4: Download the QR Code

- Click the QR code icon or the "Print a poster" option.

- A window will open with a **ready-made QR code poster** or **standalone QR image**.

- You can **download** or **print** it directly from there.

You're All Set!

Your fundraising helps **Springboard** provide vital training and support to people looking to build a future in hospitality.

If you have any questions or need help, please contact:
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