



Step Out for Dougie Mac

JustGiving & Strava Tips

How to set up your JustGiving Page

1. Visit <https://www.justgiving.com/campaign/StepOut> Log In to your JustGiving account or Sign Up. Click *Start Fundraising*.
2. When asked *Are you fundraising for a registered charity?* Select *Yes* and *Continue*, search for Douglas Macmillan Hospice and select us.
3. On the *What Are You Doing* page, select *Fitness at Home*. Complete the page and choose your web address – this is the link you'll share with friends and family asking them to donate.
4. Agree to JustGiving Terms of Service and Create Your Page

Job Done! You're now ready to share your page using social media, email and messages to your friends, family and colleagues. You can even personalise your page with your story and photos. Good luck with your fundraising!

How to create your team page on JustGiving

You can add your friends and family to your team via JustGiving. Once you have created your Fundraising page:

1. On your Fundraising page, click *Create a Team*
2. Next up, give your team a name
3. You'll be asked to confirm the charity you're raising money for and the event you are participating in
4. Provide the story behind your reason to fundraise together and add a cover photo
5. Set the team's fundraising target
6. You can set targets for individual team members by using the drop down
7. Choose your team's web address and hit 'create a team'

How to invite team members to your page on JustGiving

1. On the page, click the link 'invite team members'
2. Invite your friends and family via FB messenger or copy the link to share in an email
3. Team members can then create their Fundraising page to connect to your team page

How to connect your Strava Tracking App to Your JustGiving Page

1. Login to your JustGiving account and view the Fundraising Page you wish to connect with. Scroll down slightly on your Fundraising Page and select the 'Connect Strava' button
2. You'll then need to login to, or register with Strava (it's free!)
3. Finally, confirm some Strava permissions and select and save your fitness settings/preferences
4. Your activity will now automatically appear on your Fundraising Page

Finalise your Fundraising on your JustGiving Page

Once you know you've received all your donations on your online page you can expire your page so we know you've finished your fundraising. Your page will still be visible on the site but donors can no longer donate to it. Here's how to expire it:

1. Log into your account
2. You'll see your active pages on the left-hand side, click 'Edit' underneath the page you'd like to manage
3. Click on 'Extend your fundraising page' - this can be found under 'Page Settings' on the right-hand side
4. Enter the date for the following day, then your page will expire the next day
5. Click 'Save'

If you don't expire your page this will happen automatically and all your donations will still come to the hospice.

For more information about how to make changes to and promote your online giving page you can visit JustGiving's online help pages [HERE](#)

If you have any further questions regarding the above, please don't hesitate to get in touch with our Fundraising Team by email: events@dmhospice.org.uk or telephone: 01782 344304.