

Instructions to set up a fundraising page

1. Register on:
<http://uk.virginmoneygiving.com/giving/index.jsp> and follow the instructions.
2. Once you have completed your registration, return to the homepage
(<http://uk.virginmoneygiving.com/giving/index.jsp>)
3. Click on 'Create your page' to start.
4. You will be asked "What kind of event are you taking part in", "When is the event taking place", "Where and Whether you are doing it alone or with friends".
5. If you are taking part in an organised event, the details might have already been uploaded onto Virgin Money Giving. You will then be able to search for the event and we will bring up all the information for you.
6. You will be asked for the names of the charity you would like your sponsorship money to go to. Here, you will state "National Algerian Centre".
7. If you are taking part in an organised event, you may only be able to support the charity for which the event is for. In such case, it will be indicated.
8. To set up your page, you need to first [register](#). Simply create your account by providing us with your contact details and choosing a password. If you have already registered with Virgin Money Giving, just sign in.
9. You will then be asked to choose a web address for your Virgin Money Giving page. The address will be the same for every event you take part in, so it is best to avoid one that is related to a specific event or date.
10. At this stage, you will have created a *Basic Virgin Money Giving Page* showing your event details and the charity you are supporting.
11. Next, you can customise your page by adding more information, photos and links by clicking the 'Create my page' button. If you need assistance on this section, you can ask the NAC team!
13. Type in/Fill in the required information (page title, further information about yourself, the organisation, your event etc., features such as a countdown calendar, photo gallery, history of the other fundraising events you have taken part in). Just tick the boxes next to the features you would like to add and follow the instructions on screen.
14. If you have already raised money for your event outside of Virgin Money Giving, you can add the amount raised to your page.
15. When you are happy with your changes, click the 'save' button. You will be able to update this page whenever you like by signing into your account and choosing 'Update my Page'.



How to market and advertise your fundraising page



From your Virgin Money Giving account you can share a link to your page with friends, family and colleagues by email, Facebook and Twitter. Please share this link with your contact person at the National Algerian Centre and they will arrange to have it posted on our social media and published on our website.

National Algerian Centre

How to pay the money to our charity

By Bank Transfer

Account Name: National Algerian Centre:

Bank: HSBC

Sort Code: 404609

Account Number: 91766864



FUNDRAISING PACK

National Algerian Centre (NAC)





Dear Fundraiser,

Thank you for requesting a fundraising pack from the NAC. We never ceased to be amazed at how supporters go about raising funds for the NAC. Fundraising is an amazing in which you will learn more about yourself which requires some hard work and some dedication from you. Hopefully the ideas and hints we have set out for you in the next few pages will be very useful bearing in mind they are only examples so let your imagination run wild!

