



## 2020 SAWSTON COMMUNITY FUN RUN CHALLENGE EVENT

### Setting up a Fundraising Page on Virgin Money Giving for the 2020 Sawston Fun Run Challenge Event

Before setting up your page it is a good idea to decide what you want to say about your fundraising activities including the target you want to meet and find a file containing a photograph you may want to upload. When you first log onto the site you can see what other fundraisers are saying by scrolling down to the bottom of the page.

1. Go to the Virgin Money Giving Fun Run 2020 Webpage at:

<https://virginmoneygiving.com/fund/sawstonfunrun2020>

2. Click on the "Start fundraising" button on the right-hand side of "The Cambridge Sawston Rotary Trust Banner".
3. Follow the instructions to register or, if you already have an account, sign in.
4. Select the "Individual" or "Team" Radio Button depending on whether or not you want to set up a team for fundraising. Selecting "Team" allows you to invite other members of the Virgin Money Giving community to join your team.
5. You will be prompted to enter what you are doing to raise money (Participating in the 2020 Sawston Community Fun Run Challenge Event).
6. A list of events will appear but it is unlikely the Fun Run Challenge Event will be listed. Click on "Doing something else?". You will be prompted to enter the date of the event.
7. Enter the date (4<sup>th</sup> October 2020) using the dropdown menus. The Cambridge Sawston Rotary Trust should appear as the only charity. If there is more than one charity select the Cambridge Sawston Rotary Trust.
8. Respond to the two questions on the page.
9. Click on "Create my page". Your page will be created. Complete the set up of your page according to the on-screen instructions.
10. Once it is set up you can log into your account at any time to edit the information and see how the fund raising is going.