

## Individual Fundraising Account

1. Register for an online account. Due to our fundraising accounts being able to be managed by you online, you must first register for an account by clicking this [link](#).
2. Once you have registered for an online account you will need to create your Fundraising account, all of the fields should already be pre-populated with your online account information. Then click "Create Account".
3. You will automatically be taken to create a new campaign but for those who come back later to create your page follow the next steps.
4. Underneath Fundraising Account you want to select from the My Account area "Create a Fundraising Page"

### Freedom Account

- Amend Account details
- Top Up Your Balance
- Donate to Charity
- Donation History
- Payments into Account
- Adjustments on your Donations
- Regular Monthly Donations
- Gift of Giving
- Request Charity Cheque Book

### Fundraising Account

- Update IFA Details
- View Current Fundraising Pages
- **Create a Fundraising Page**

### Donations

- Donation History
- Make a Donation

✓ You have been logged in

## My Account

Welcome Katy, you are now logged in.  
Manage your account information.  
inactivity.

Welcome to the Charities Trust Merr

**Freedom Account** - Open and/or manage your account, request a cheque book, donate online, plus much more.

**Create your own fundraising page** - Create your own fundraising page for your colleagues, fundraise for your favourite charity.

**Online donation** - As a member you can donate online via your Freedom Account or direct from your Credit/Debit Card.

**Your Freedom Account | Current Freedom Account Number is**

- Amend account details
- Top up your balance

3. Once you have clicked this you will be taken to the “Create a New Campaign” and will be asked which charities you want to support.

 Created IFA Account OK

## My Account

Welcome , you are now logged in - [Edit your profile](#)

Manage your account information. For security you will be logged out automatically after an extended period of inactivity.

### Create a new campaign

Here you can create your own online fundraising page called; Individual Fundraising Account (IFA).

By following the steps below you can create your IFA specifically for your favourite charity or choose more than one and will look click here.

To start follow the steps below.

If you have any queries, regarding creating a new event on your Individual Fundraising Account please visit the FAQ

Please check your details are correct below, if not, you can change your account details here.

#### Step 1 to 3 - Adding Charities

Please search for a charity.

Charity Search

[Search Charities](#)

5. Simply click the Search Charities to search our online database of over **(10,000) charities**. If your charity isn't featured on our website, don't fret simply click this [link](#) and enter in the necessary details to see the charity you wish to support online and ready to fundraise for in 24 hours.
6. You can choose up to 6 charities with Sponsor-Me. If you click Search Charities you can type in the name of the charity or the UK registered Charity Commission number to find your charity. Once you have found your charity, simply click the radio button next to the charity and click “Select & Add Charity”. Again you can do this upto 6 times for 6 different charities, simply search for another charity and add them to the list.

**Step 2 - One or more charities will be displayed, click the charity you wish to support and then press Select & Add Charity**

If you are supporting more than one charity repeat Step 1. Once you have selected all of the charities you are supporting go to the next step.

Tick the radio button and click the 'Select & Add Charity' button.

Charity	Select
Nspcc Safe Place Appeal	<input type="radio"/>
Nspcc Oldham	<input type="radio"/>
The Friends Of Nspcc (uk) Limited	<input type="radio"/>
NSPCC Congleton	<input type="radio"/>
NSPCC Head Office	<input checked="" type="radio"/>
Childline ( Head Office)	<input type="radio"/>
Charities At Work -london C/o Nspcc	<input type="radio"/>
NSPCC N Ireland	<input type="radio"/>

**Select & Add Charity**

**Step 3 - Review the list of charities and if you are happy with the selection press Continue.**

You have selected these charities

**Charity Name**

The Butterfly Trust

NSPCC Head Office

**Continue**

7. Once you have all the charities you want selected please click continue.
8. You will now need to decide on the split of the money to your charities. If you want 2 charities to get equal amounts you may split the proceeds 50/50. This can be done 40/30, 20/80 etc however way you wish to split the proceeds. You can also opt for you to receive a cheque to pass to the charity, or the cheque to go to you to present to the charity. If you select Anonymous the charity will not know any details of the donation.

**Step 1 to 3 - Adding Charities**

Please search for another charity.

Charity Search

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I am fundraising for:  
**The Butterfly Trust**

**Percentage split for this charity**  %

Cheque Issued to: Individual  Charity

Anonymous? Yes  No

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I am fundraising for:  
**NSPCC Head Office**

**Percentage split for this charity**  %

Cheque Issued to: Individual  Charity


Anonymous? Yes  No

9. Event Details. Here you need to inform us of your event details, where the event will take place, when the event will take place and your target. The hide target indicates that the Sponsor-Meter will not be displayed if you choose to hide your target.

**Step 4 - Event Details**

**Event Name & Location\***

Event name and Location you are doing

**Date of your Event\***  

**Your target (£)\***

Please enter the amount of money you would like to set as your target

Hide Your target

10. Your Details, here you need to enter your event title, who is fundraising (there can be more than one of you) a personal message to put on your webpage and your URL token. This token identifies your webpage from other people's. So if you want to run a marathon, your name is Joe then you could use the token joesmarathon. This will then be converted so the webpage URL you will receive and direct friends and family too will be [www.sponsor-mr.org/joesmarathon](http://www.sponsor-mr.org/joesmarathon).

You can also add a photo of yourself, add a link to your facebook, myspace, blog or website in the link area.

### Step 5 - Your Details

**Your Event Title\***   
Title for your event web page (John & Julie does the 10k)

**Fundraiser(s)\***   
Add the names of the fundraiser(s)

**Personal Message\***

**Url token\***   
Must contain ONLY letters, numbers or the underscore, no spaces.  
e.g. johnandjulie10k would be accessed as  
www.sponsorme.org/johnandjulie10k

Your Photo    
(150 pixels x 150 pixels, .gif or .jpg file format)

Link http://   
your website url if you have one

11. If you are part of a company you can also add the company details including logo and a link to their website.
12. Now you can add all of your charities details. You can add the charities logo and a link to their website.
13. Finish – Now you just click Create Event a confirmation email will be sent to you and you will receive an email from us in 24 hours with your URL to your live fundraising page. Good luck in your event!
14. Once you have set up your account you will receive a welcome pack in the post with details on how to raise some extra cash offline, gain an extra £0.28p per £1 from HMRC and how to utilise Charities Trust to hold offline monies which can display on your online page!