

Creating your Virgin Money Giving account

- 1) Visit the Virgin Money Giving website - <http://uk.virginmoneygiving.com/giving/>
- 2) Click "Set up a fundraising page".
- 3) Choose "Organised event".
- 4) For your Event Name write "Raleigh expedition", leave the date as "Any date", select "International" as the location, and for Type of Event select "Other".
- 5) One event should appear, select the "Raleigh Expeditions" option, and click "Next"
- 6) Select "No" for "Has your charity contributed to the cost of your event?", and fill the rest in however you want.
- 7) You will then need to log in, or register an account with Virgin Money Giving. Make sure that the email address you use is the same as your Raleigh application so we can match your fundraising!
- 8) Create a unique web address for your page.
- 9) Read, and then click next on the "Event Information" page.
- 10) You're all done! Make your page unique and engaging by giving it a title, setting yourself a target, using photos[LINK], and adding any funds you might have already raised offline. You can use this as an introduction to your page if you would like:

"Thank you for your support! This <Spring/Summer/Autumn> I will be participating in a Raleigh International Expedition in <Country>. Before I leave, I am trying to raise more than <£amount> to support Raleigh's work.

Raleigh International is a sustainable development charity that challenges and inspires volunteers from around the world to work with communities living in poverty. They work in remote, rural areas to improve access to safe water and sanitation, build community resilience, to sustainably manage natural resources and to protect vulnerable environments.

I will be joining other volunteers from around the world to undertake a <ten/seven/five> week programme in <Country>. Any donations will help Raleigh to continue to create lasting change and to transform lives in some of the world's poorest communities."

How your money gets from Virgin Money Giving to us

- 1) Virgin Money Giving sends us an alert when you select Raleigh as your registered charity.
- 2) We then match your fundraising page to your individual Raleigh account.
- 3) Any donations made to your Virgin Money Giving page are automatically transferred into your account, and contribute towards your Raleigh fundraising target (please bear in mind that this can take 10-12 days).
- 4) To see how much you have paid and have left outstanding, go to <https://system.netsuite.com/pages/customerlogin.jsp> and enter your email address as the username and your Raleigh ID number as your password.