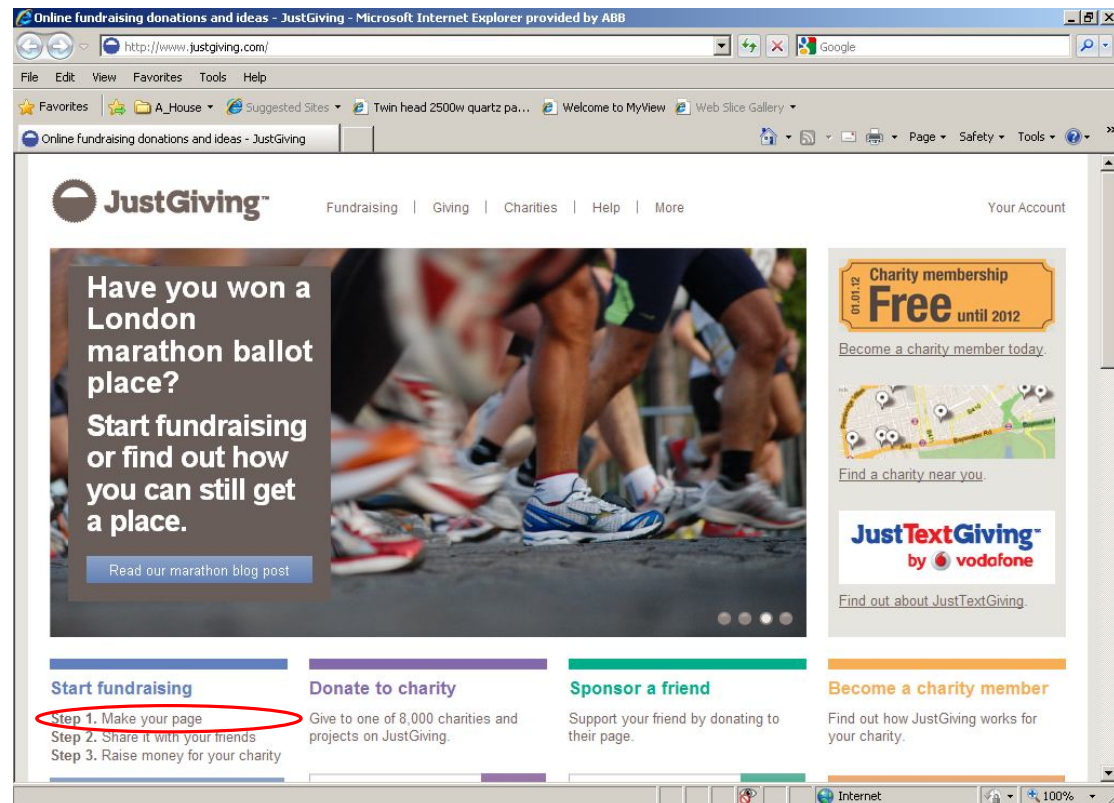


Creating Your Own Justgiving Page

Step 1 Go to the Justgiving website

www.justgiving.com



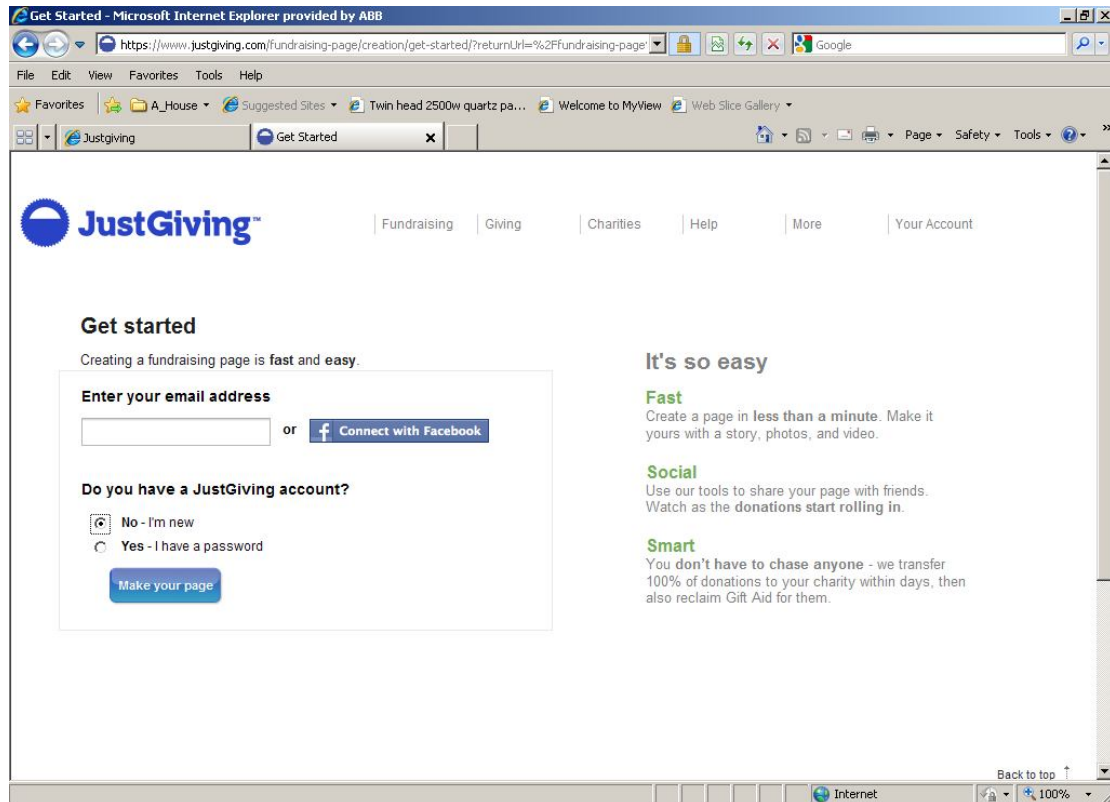
Step 2 Make Your Page

Select "Make Your Page"

Step 3

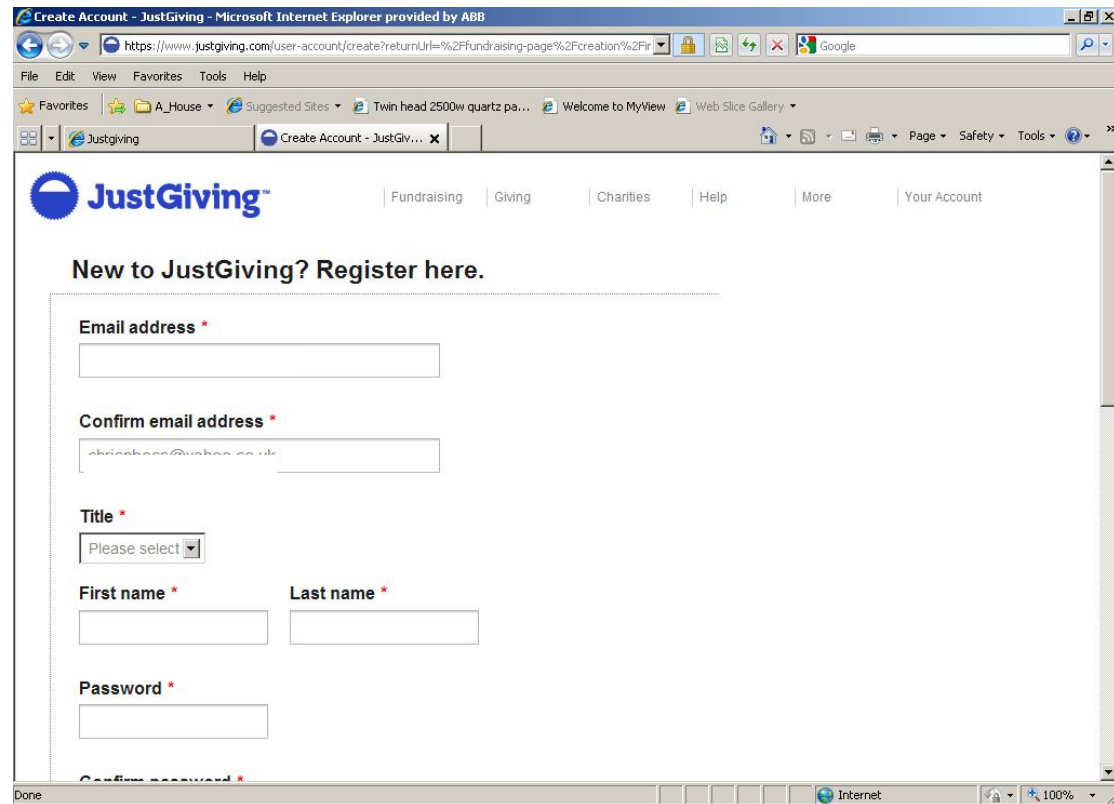
The following screen will appear

Enter your email address and check the radio button “No-I’m new”



Step 4

Fill in details then select “CREATE ACCOUNT”



The screenshot shows a web browser window titled "Create Account - JustGiving - Microsoft Internet Explorer provided by ABB". The address bar contains the URL: <https://www.justgiving.com/user-account/create?returnUrl=%2Ffundraising-page%2Fcreation%2Ffir>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar shows several tabs, with the active one being "Justgiving".

The main content area of the browser displays the JustGiving logo and navigation links: Fundraising, Giving, Charities, Help, More, and Your Account. Below the logo, the text reads "New to JustGiving? Register here." followed by a registration form.

The registration form includes the following fields:

- Email address ***: A text input field.
- Confirm email address ***: A text input field containing the text "chris@...@...".
- Title ***: A dropdown menu with the text "Please select".
- First name ***: A text input field.
- Last name ***: A text input field.
- Password ***: A text input field.
- Confirm password ***: A text input field (partially visible at the bottom).

The browser's status bar at the bottom shows "Done" on the left and "Internet" with a zoom level of "100%" on the right.

Step 5 Search for Lytton Player Events

Search for Stevenage Lytton Players and select SLP

The screenshot shows a Microsoft Internet Explorer browser window displaying the JustGiving website. The address bar shows the URL: <https://www.justgiving.com/fundraising-page/creation/charity-search?pcid=2287ea8d-deab-49bd-89>. The page title is "Find your charity - JustGiving".

The main navigation bar includes the JustGiving logo, a user greeting "Hello Becs (not you? [Log out](#))", and menu items: Fundraising, Giving, Charities, Help, More, and Your Account.

The search section features the heading "Search for the cause you want to support" with a "(Reset search)" link. A search input field contains the text "Stevenage Lytton Players" and a "Search" button.

Below the search bar, it indicates "1 - 20 of 33 results". The first result is "The Stevenage Lytton Players", with a registered charity number of 257007. The description states: "The Stevenage Lytton Players are an amateur theatre group specialising in both musical theatre and drama. Active since 1948 this award winning group caters for". A "Show more >" link is provided.

The second result is "The Globe Players", with a registered charity number of 1131332. The description states: "The Globe Players inspire young minds through high quality professional theatre in schools. They rely on external funding to subsidize productions of the". A "Show more >" link is provided.

On the left side, there are filters for "Causes" (All, Charities, Projects) and "Categories" (All, Animal shelters and charities, Arts and culture, Children's charities, Climate Change (GG Green), Corporate social responsibility, Democracy and Governance, Disability, Economic Development, Education, Elderly health and care).

The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

Step 6 Select Your Event Type

Select Taking part in an organised event

Event category selection - JustGiving - Microsoft Internet Explorer provided by ABB

https://www.justgiving.com/fundraising-page/creation/event-selection/2287ea8d-deab-49bd-898e-7

File Edit View Favorites Tools Help

Justgiving Event category selection...

You're raising money for **The Stevenage Lytton Players**

Let us know what you're doing

There might be more than one reason you're fundraising. Please pick the one which feels most relevant to your fundraising.

Taking part in an organised event

You could be doing a marathon, trek, walk, cycle, swim, triathlon, skydive – in fact any type of official or unofficial organised event to raise money.

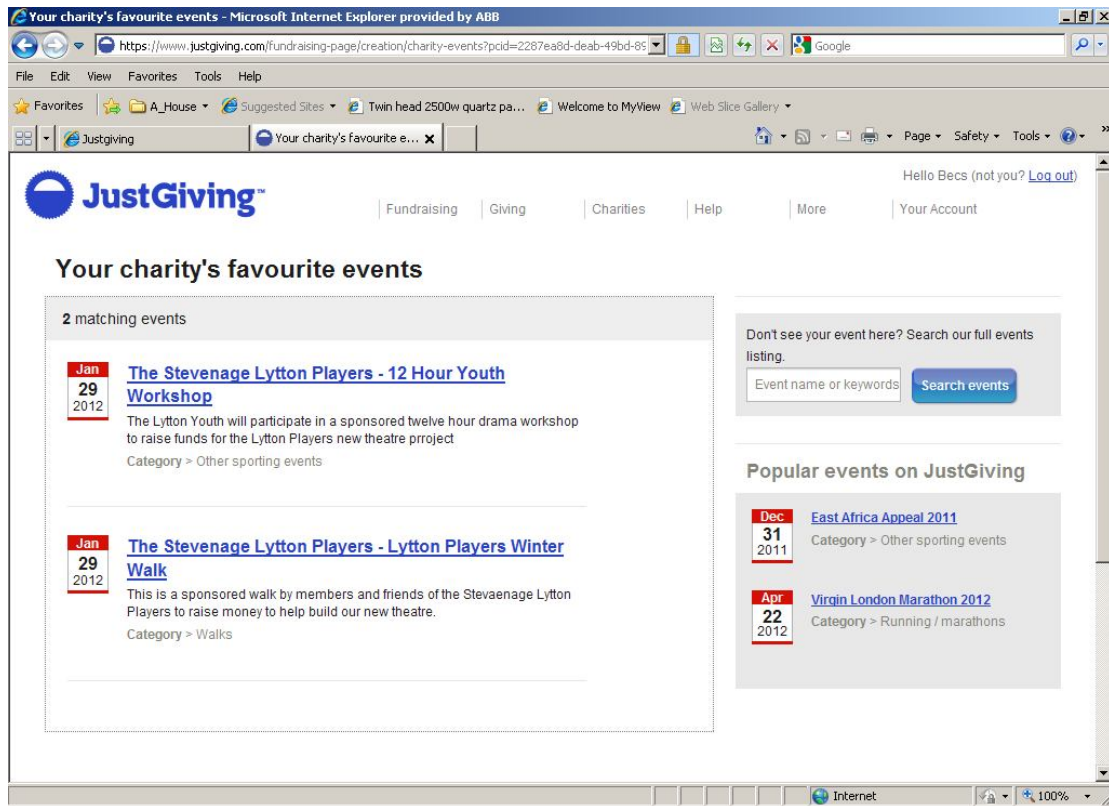
Organised event

Popular events on JustGiving

Dec 31 2011	East Africa Appeal 2011
Category > Other sporting events	
Apr 22 2012	Virgin London Marathon 2012
Category > Running / marathons	

Step 7 Select your event

Select the event that you wish to join in with. e.g. Winter Walk



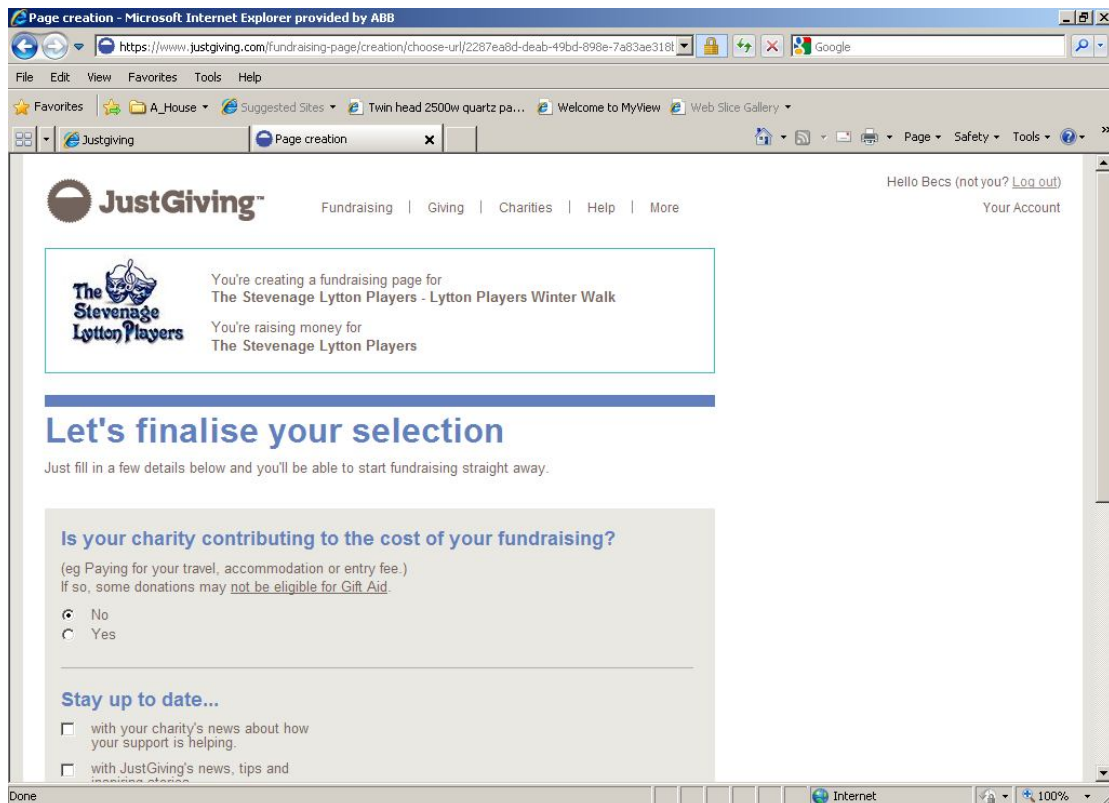
The screenshot shows a Microsoft Internet Explorer browser window displaying the JustGiving website. The page title is "Your charity's favourite events". The navigation menu includes "Fundraising", "Giving", "Charities", "Help", "More", and "Your Account". The main content area is titled "Your charity's favourite events" and shows "2 matching events".

- The Stevenage Lytton Players - 12 Hour Youth Workshop** (Jan 29 2012): The Lytton Youth will participate in a sponsored twelve hour drama workshop to raise funds for the Lytton Players new theatre project. Category > Other sporting events.
- The Stevenage Lytton Players - Lytton Players Winter Walk** (Jan 29 2012): This is a sponsored walk by members and friends of the Stevenage Lytton Players to raise money to help build our new theatre. Category > Walks.

On the right side, there is a search box for "Event name or keywords" and a "Search events" button. Below that, a section titled "Popular events on JustGiving" lists:

- East Africa Appeal 2011** (Dec 31 2011): Category > Other sporting events.
- Virgin London Marathon 2012** (Apr 22 2012): Category > Running / marathons.

Step 8 And finally...

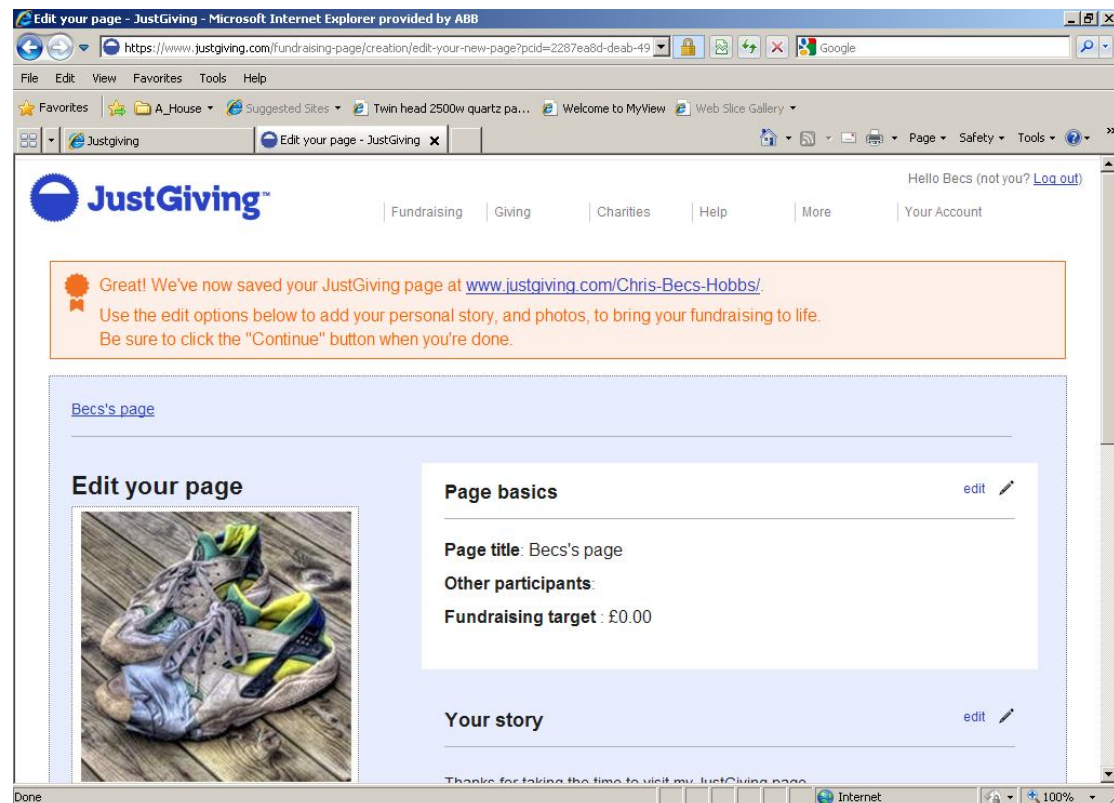


The screenshot shows the "Page creation" step on the JustGiving website. The page title is "Page creation". The navigation menu is the same as in the previous screenshot. The main content area is titled "Let's finalise your selection" and includes the following information:

- The Stevenage Lytton Players** logo and text: "You're creating a fundraising page for The Stevenage Lytton Players - Lytton Players Winter Walk" and "You're raising money for The Stevenage Lytton Players".
- Let's finalise your selection**: "Just fill in a few details below and you'll be able to start fundraising straight away."
- Is your charity contributing to the cost of your fundraising?** (eg Paying for your travel, accommodation or entry fee.)
If so, some donations may **not be eligible for Gift Aid**.
 No
 Yes
- Stay up to date...**
 with your charity's news about how your support is helping.
 with JustGiving's news, tips and...

Check boxes as appropriate and **check your justgiving address as this will be the URL to your page.**

Select CREATE PAGE



Congratulations you now have your own justgiving page which will allow you to collect money for the Lytton Players at any time in the future simply by adding a new event.

Now you are ready to add words and pictures. Once you are happy with your creation simply save and logout. Then let your friends and family know your URL to your page