

Introduction

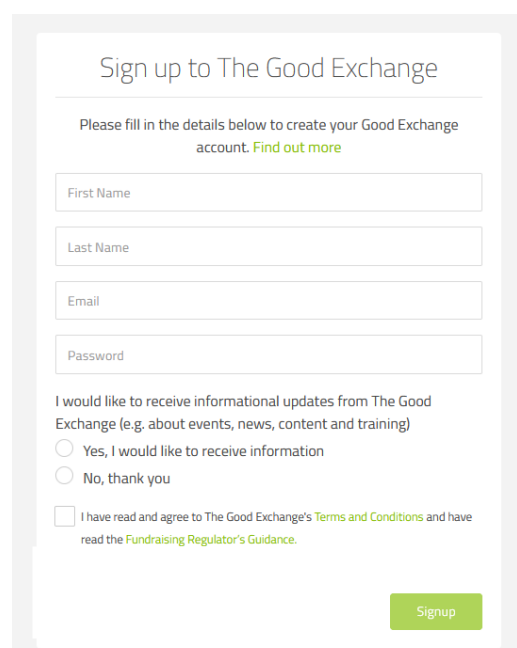
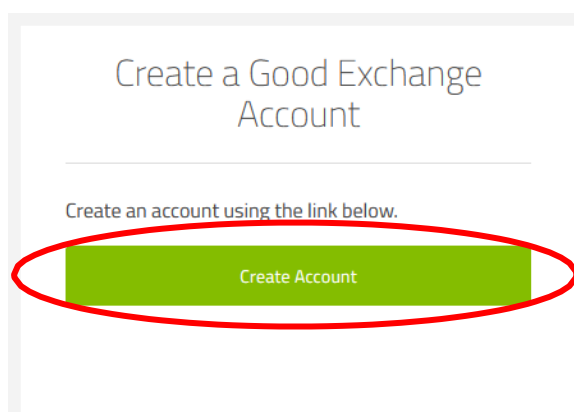
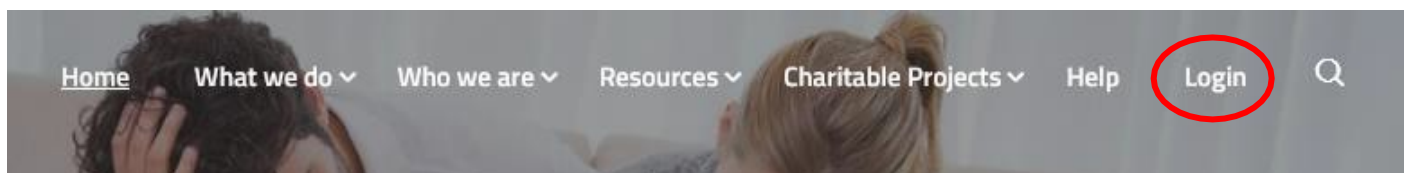
A **Fundraiser** on The Good Exchange is a member of the public or a corporate team who would like to support one of the current charitable projects on the platform with a fundraising activity.

When setting up on The Good Exchange as a Fundraiser, you will work through four processes:

- Step 1: Create an account (personal log-in)**
- Step 2: Find the project you wish to support**
- Step 3: Set up your Fundraising Profile (also updating your Personal Profile)**
- Step 4: Share your Fundraising Profile to encourage donations**

Step 1 – Create an account (personal log-in)

To get started, visit [The Good Exchange](#) and click **Log-in**, then **Create Account**. This account will be unique to you so can fundraise or donate to your favourite projects (*if you already have an account, skip this step and just Log-in instead*).

A screenshot of the 'Sign up to The Good Exchange' form. The title 'Sign up to The Good Exchange' is at the top. Below it, the text 'Please fill in the details below to create your Good Exchange account. [Find out more](#)' is followed by four input fields: 'First Name', 'Last Name', 'Email', and 'Password'. Below these fields, there is a section for 'I would like to receive informational updates from The Good Exchange (e.g. about events, news, content and training)' with two radio buttons: 'Yes, I would like to receive information' and 'No, thank you'. At the bottom, there is a checkbox for 'I have read and agree to The Good Exchange's [Terms and Conditions](#) and have read the [Fundraising Regulator's Guidance](#)'. A green 'Signup' button is at the bottom right.

FUNDRAISER USER GUIDE



Complete the details; read the Terms and Conditions and tick to confirm; then click [Signup](#). You will then be sent an email to verify your email address.

Please verify your Good Exchange account email address

Inbox x



The Good Exchange noreply@thegoodexchange.com [via](#) amazonses.com

to me ▾

Dear Jim,

Please click the below link to complete your Good Exchange registration process. This link expires at 10:00 AM - September 29:

[Registration](#)

Thanks,

The Good Exchange Team

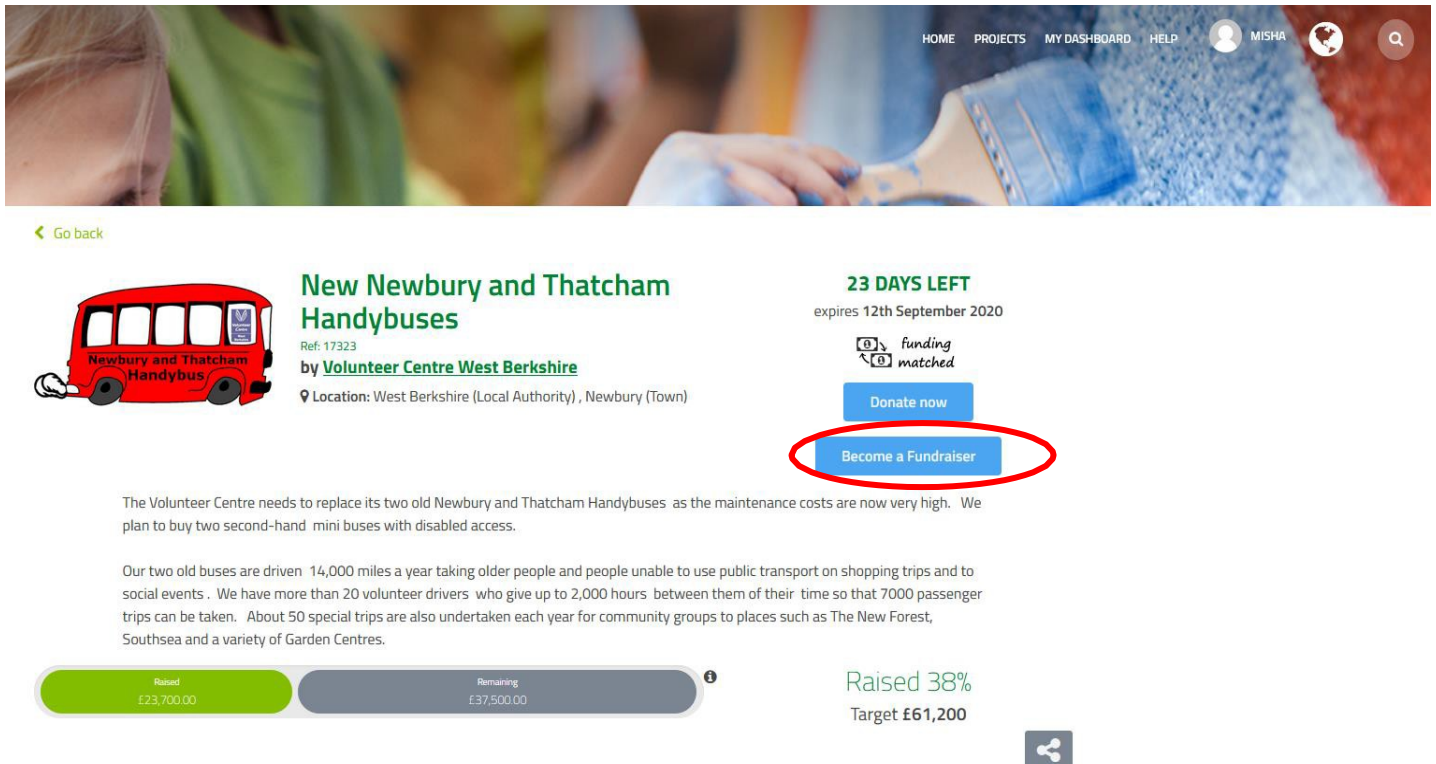
Follow the instructions in the email to come back through to The Good Exchange and [Log in](#).

Step 2 – Find the project you wish to support

Next, find the project you wish to support using the website 'projects' search.

The screenshot shows the 'Browse Projects' section of the website. At the top, there is a navigation bar with links: HOME, PROJECTS (highlighted with a red circle), MY DASHBOARD, and HELP. To the right of the navigation bar are user profile icons for 'MISHA' and a search icon. Below the navigation bar is a large banner image showing a person holding a plate of food. The main content area is titled 'Browse Projects' and contains a search form. The search form has four input fields: 'Search for' (containing '17323'), 'Within a radius of' (set to 'Anywhere'), 'Of' (set to 'Postcode'), and 'Sort by' (set to 'Relevance'). There is an 'Advanced Search' button to the right of the search fields. Below the search fields are three radio buttons: 'Projects Seeking Funding' (selected), 'Successful Projects', and 'Both'. Below the search form, it says '1 result(s) found'. The result is a project titled 'New Newbury and Thatcham Handybuses' with a red bus icon. The project details include: 'Volunteer Centre West Berkshire', 'West Berkshire (Local Authority)', 'Newbury (Town)', and 'Ref: 17323'.

On the project page, click [Become a Fundraiser](#)



The screenshot shows a fundraising project page. At the top, there's a navigation bar with links: HOME, PROJECTS, MY DASHBOARD, HELP, and a user profile for MISHA. Below the navigation bar is a banner image of a person painting. The main content area features a red bus icon labeled 'Newbury and Thatcham Handybus'. The project title is 'New Newbury and Thatcham Handybuses' with a reference number 'Ref: 17323' and is organized by 'Volunteer Centre West Berkshire'. The location is 'West Berkshire (Local Authority), Newbury (Town)'. A countdown timer shows '23 DAYS LEFT' until '12th September 2020'. There are two buttons: 'Donate now' and 'Become a Fundraiser', with the latter circled in red. A progress bar shows 'Raised £23,700.00' and 'Remaining £37,500.00'. A summary box indicates 'Raised 38%' towards a 'Target £61,200'. A share icon is located at the bottom right.

Step 3 – Set up your Fundraising Profile

You can then begin setting up a [Fundraising Profile](#) for yourself or your team:

- Add a main [image](#)
- Description: Add details of [your fundraising activity](#)
- Be sure to tick the box to 'Make Fundraising Page Public'
- Add [details of the event](#) you are participating in
- Gallery: Add [further images](#) to increase the visual appeal of your page
- Add a [fundraiser personal target](#)

FUNDRAISER USER GUIDE



Fundraising Profile

Name

Misha Wallace

Description

This October I will be taking part in the £5K fun run on Greenham Common in support of an amazing local charity.

If you would like to see me go the extra mile, please make a donation!



The Team

[Click here to set](#)

Profile Status

Hidden

[Make Fundraising Page Public](#)

Event



5K Fun Run!

Start

24th Oct 2020 - 12:00 pm

End

24th Oct 2020 - 2:00 pm

Details

A £5K fun run on Greenham Common to support amazing local charities.

Come along to show your support or register to take part!

[Add Event](#)

[Leave Event](#)

[Edit Event](#)

Address

Greenham Common
Thatcham
Berkshire
RG19 6HN

Gallery

Add Gallery Item

[Click here to set](#)



Fundraising for New Newbury and Thatcham Handybuses

The Volunteer Centre needs to replace its two old Newbury and Thatcham Handybuses as the maintenance costs are now very high. We plan to buy two second-hand mini buses with disabled access.

Our two old buses are driven 14,000 miles a year taking older people and people unable to use public transport on shopping trips and to social events. We have more than 20 volunteer drivers who give up to 2,000 hours between them of their time so that 7000 passenger trips can be taken. About 50 special trips are also undertaken each year for community groups to places such as The New Forest, Southsea and a variety of Garden Centres.

Remaining
£500.00

Raised 0%

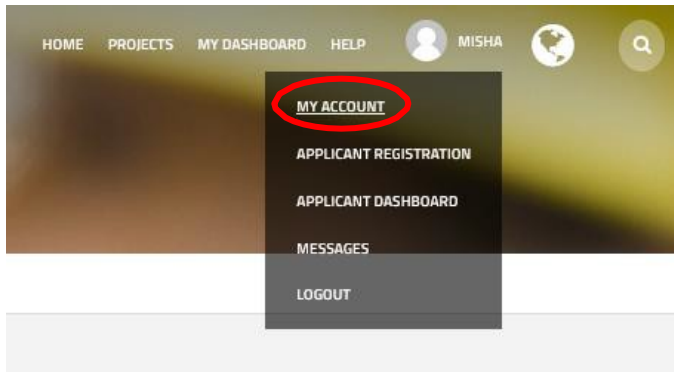
Target
£500.00

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Separately, you also need to add some information to your general [Personal Profile](#) on The Good Exchange.

From the drop-down menu under your name on the top right, select [My Account](#).



In this section, add:

- An [image](#)
- URLs for your personal [social media](#) (*this can help with sharing later*)
- A bit [about you/your team](#) and your general activities/interests
- In this section too, tick '[make profile public](#)'

[Profile](#) [My Preferences](#) [Messages](#) [Notifications](#) [Search](#) [Reports](#)

Profile




Name
Misha Wallace

Telephone
0


Email
mishawallace@ mail.com

Website Url
https://thegoodexchange.com

Social Media Links



[Delete](#) [Delete](#) [Delete](#) [Add](#)



About Me
I enjoy taking part in community activities in support of local charities.

Make Profile Public ☒

My Contact Preferences

I would like to receive informational updates from The Good Exchange and Greenham Trust (e.g. about matched funding, events, news and training)

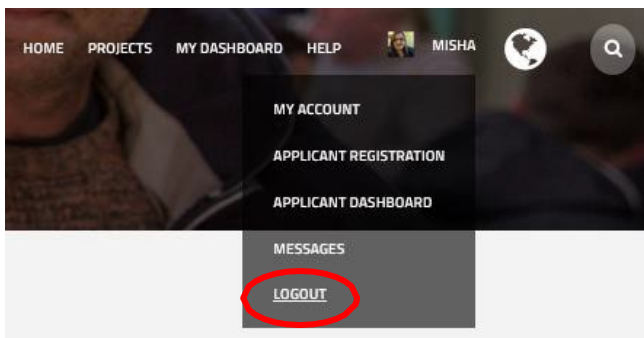
Yes

Once you have finished and have ensured that both your [Fundraising Profile](#) and [Personal Profile](#) are 'public,' your page will be live on The Good Exchange (your profile and event will also display on the page of the project you are supporting).

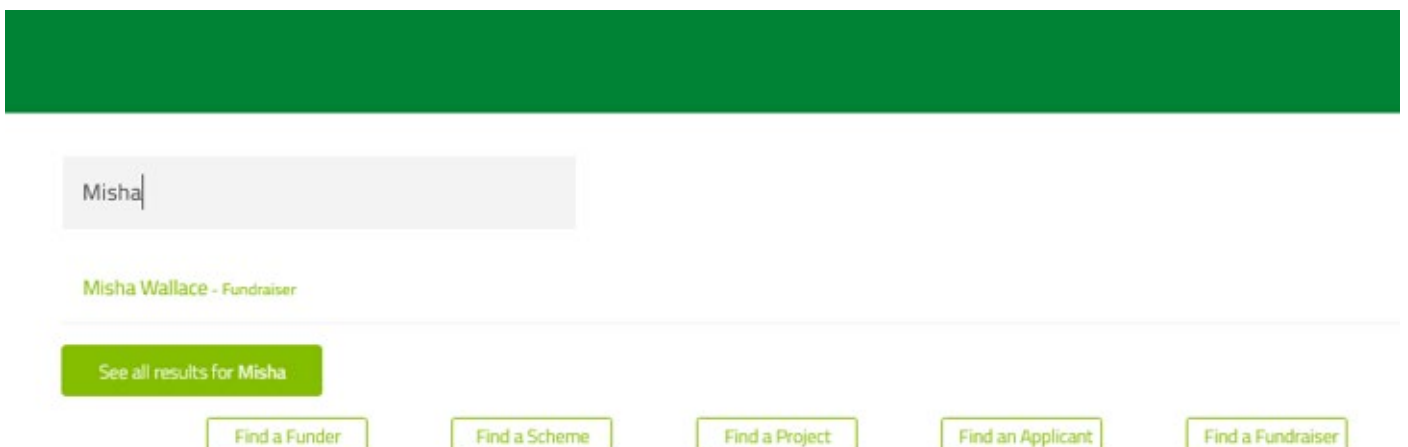
You will now be ready to find your [Fundraising Profile](#) and [Share](#) it with friends and family to encourage donations.

Step 4 – Share your Fundraising Profile to encourage donations

Before sharing your [Fundraiser Profile](#), log out of The Good Exchange (*if you share a URL whilst logged in, it will not work when someone clicks on it*).



Next, use the main website search on the top right to [search for your Fundraising Profile](#) (*if you prefer you can find this via the page of the project you are supporting*).



FUNDRAISER USER GUIDE



On your [Fundraising Profile](#), click on the title of the project you are supporting.



Misha Wallace

I enjoy taking part in community activities in support of local charities.

<https://thegoodexchange.com>



Currently Supporting



New Newbury and Thatcham Handybuses

The Volunteer Centre needs to replace its two old Newbury and Thatcham Handybuses as the maintenance costs are now very high. We plan to buy two second-hand mini buses with disabled access.

Our two old buses are driven 14,000 miles a year taking older people and people unable to use public transport on shopping trips and to social events. We have more than 20 volunteer drivers who give up to 2,000 hours between them of their time so that 7000 passenger trips can be taken. About 50 special trips are also undertaken each year.

Raised
£23,700.00

Remaining
£37,500.00

38% Raised

Target £61,200

You will see that your [Fundraising Profile](#) has a [Donate Now](#) button to be used by your supporters.




To [Share this page and encourage donations](#):

- Copy and paste the URL of the page, or
- Use the [Share](#) icon to share directly on social media


Misha Wallace

This October I will be taking part in the £5K fun run on Greenham Common in support of an amazing local charity.

If you would like to see me go the extra mile, please make a donation!



Events



5K Fun Run!

Start
24th Oct 2020 - 12:00 pm




End
24th Oct 2020 - 2:00 pm

Details
A £5K fun run on Greenham Common to support amazing local charities.

Come along to show your support or register to take part!

Address
Greenham Common
Thatcham
Berkshire
RG19 6HN

Gallery



- Your profile and event will also display on the page of the project you are supporting.
- Any donations you receive will display on both on your [Fundraising Profile](#) and on the project page.
- If the project you are supporting has match funding in place from a funder, all donations through your [Fundraising Profile](#) will also be doubled (*until the specified limit has been reached and if the donations are eligible under the terms of the supporting funder*).