

Ashgate Sparkle Night Walk

How to set up your Sparkle team on JustGiving

1. Go to the JustGiving homepage www.justgiving.com.
2. Click **Start fundraising**.
3. Click **A Charity**.
4. **Log in** or **Sign Up**.
5. Search **Ashgate Hospice**.
6. A list of our campaigns will come up – you are looking for **Sparkle Night Walk 2024**, you may need to click on **see more campaigns** to find it.
7. Now it will ask you some questions.
8. If you are walking in-memory of someone, tick the box.
9. Fill out your in-memory details.
10. You can choose your fundraising webpage address or you can keep the one that has been generated for you (bear in mind if yours matches with someone else you will have to pick a different one).
11. Click **yes** to opt into our Sparkle News where we will update you on all the fun that is in store as well as important information.
12. Click **Create your page**.
13. **Donate first** will come up (having money on your page encourages others to donate).
14. Your page will now look fabulously pink for Sparkle Night Walk!

See overleaf for how to create a **Team** page.

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15. To create your team page click **Edit page** above the Sparkle logo.
16. Click **Settings**.
17. If you are in a team click **Start a team**.
18. Enter your team name and click **Let's go**.
19. Click **Continue**.
20. Bring it to life by explaining why you are taking part and sharing a bit more about your team. Then click **Continue**.
21. Set your team fundraising goal. We ask each individual to raise £80. This goes directly towards funding patient care.
22. You can then personalise your page link with your team name.
23. Click **Create your team** to finalise your team details.
24. You can now invite other members of your team who have set up their own **JustGiving** page to link to the team page, so you can see the collective amount raised by your team. You can then share the link to invite other teams members via WhatsApp, Facebook messenger, email, or copy the link so you can text it them. By creating a team page this also helps us when producing the teams leader boards for top fundraisers. You can add additional team members to your team page at any point.

When you go on your team page, under **Team Members** you can invite people to join. Alternatively, your team members can join by selecting **Create your fundraising page** or **Connect fundraising page**.

If you need any further information please contact Leah More at events@ashgatehospice.org.uk or call our fundraising line 01246 567 250.