

IF YOU'RE JUMPING FOR A REGISTERED CHARITY PLEASE FOLLOW THESE INSTRUCTIONS, OR FOR YOUR OWN GOOD CAUSE THE INSTRUCTIONS BELOW.



Anything shown in BLUE MUST be included on your page to qualify for your £20 discount.

- (1) Go to the Just Giving website www.justgiving.com
- (2) Click the orange "Start Fundraising" button.
- (3) Click the purple "A charity" button.
- (4) Set up your account and log in.
- (5) Find and "Select" the charity you want raise money for from the list.
- (6) Click the "Personal Challenge" button.
- (7) In the "Event type" box select "a personal parachute / skydive" from the drop down menu.
- (8) In the "Event name" box type "Please sponsor my Skydive with ukskydiving.com 100% goes to the charity".**
- (9) Fill in your "Event date" box and tick the box if your jump is in memory of someone.
- (10) Choose your fundraising page web address or use the one suggested.
- (11) Answer "No" to the first two questions (as already indicated – as this will mean the charity will also be able to benefit from Gift-Aid and receive extra from the government) and "Yes or No" to question three.
- (12) Tick the two boxes "agree & confirm" boxes.
- (13) Click the "Create your page" button.
- (14) Click "Edit your page" in the top left hand corner.
- (15) In the "Edit and personalise your page" box click "Edit your title, target, cover photo and story".
- (16) Remove your name from the "Your page headline" box if it's showing so it starts "Please sponsor..."
- (17) Set your fundraising goal on the right hand side - £130 is all we ask you to qualify for your £20 discount but if you can raise more then all the better
- (18) (18) Click "Change image" under the photo in the top left hand corner.
- (19) Upload the image you saved earlier to the photo library of your device by clicking inside the "Upload your image" box and copying it over from your photo library**
- (20) Click "Save image".
- (21) In the first "Tell us what you are doing and why" box type...
"I am jumping with North London Skydiving Centre".**

In the second "because" box type whatever your feel is appropriate such as "they do fantastic work and desperately need funds."

- (22) Click the Save and Continue button on the top or bottom right of the page.
Your fund raising page is now ready.
- (23) By now you should have also received an email from Just Giving confirming your new on-line fundraising page address. Please forward this to us at office@ukskydiving.com so we can check it and keep it on file.**
- (24) Start fundraising by sharing your story on social media – to do this just click the relevant buttons on your newly created page.
- (25) Post updates as often as you can.
- (26) As soon as your fund raising page is showing that £130 more has been raised email us at office@ukskydiving.com to let us know and we'll either refund £20 to your bank account, or knock £20 off any monies you still owe us for your jump.

GOOD LUCK WITH YOUR FUNDRAISING,

Besides Social Media there are also other ways to raise funds...

- a) Ask your employer and work colleagues to sponsor you by providing them with your newly created 'Just Giving' fund raising page address. Many employers have been known to double the amount you manage to raise in return for some good publicity. It's definitely worth asking.
- b) Contact your local press to tell them what you're doing. Local newspapers are generally very receptive to good news stories – so it's always worth contacting them a couple of weeks before your jump date to see if they'd be interested in printing an article about you in their next publication – again not forgetting to include your on-line 'Just Giving' page-link address.
- c) Ask older family members to sponsor you. They're usually more than happy to do so, but not necessarily online. The solution is simply, collect the money from them yourself and then add it to your 'Just Giving' page through your own payment methods and accounts.

We hope these extra ideas are of help.

IF YOU'RE JUMPING FOR YOUR OWN GOOD CAUSE PLEASE FOLLOW THESE ISTRUCTIONS

Anything shown in BLUE MUST be included on your page to qualify for your £20 discount.

- (1) Go to the Just Giving website www.justgiving.com
- (2) Click the orange "Start Fundraising" button.
- (3) Click the Purple "My own cause" button.
- (4) Set the amount you're looking to raise - £130 is all we ask you but if you can raise more all the better.
- (5) Fill in the "to" box finishing the sentence with "by making a sponsored skydive with ukskydiving.com. 100% will go to the cause. Please sponsor me."**

In other words the example shown would read to "help fund a new playground **by making a sponsored skydive with ukskydiving.com. 100% will go to the cause. Please sponsor me.**

- (6) Choose the Category that best describes your cause.
- (7) Click "Continue".
- (8) Create an account by following the instructions.
- (9) Sign in.
- (10) Upload the image you saved earlier to the photo library of your device by clicking inside the box and copying it over from your photo library. If necessary adjust the image so it fits properly inside the box using the "Zoom and drag" slider.**
- (11) Click "Save and continue".

(12) Write your story by starting with...

"I'm jumping with North London Skydiving Centre to help raise funds for this very worthwhile cause. My jump is scheduled to take place on **[date**]** (weather permitting) and if you could please spare a few pounds to sponsor me it would be much appreciated. Thank you for your support."**

- (13) Click "Save and Continue".
- (14) Edit your page link to something more memorable if you want to, or just leave it as it is, and then click "Save and continue".
- (15) Fill in your personal details and tick the "agree" box.
- (16) Click "Confirm my details". Your fund raising page is now ready.
- (17) By now you should have also received an email from Just Giving confirming your new on-line fundraising page address. Please forward this to us at office@ukskydiving.com so we can check it and keep it on file.**

- (18) Start fundraising by sharing your story on social media – to do this just click the relevant buttons on your newly created page.
- (19) Post updates as often as you can.
- (20) Your page will appear from the next 30 days and in order to receive the funds into your own bank account to forward on you will need to provide Just Giving with your bank details by clicking “Funds” in the top menu.
- (21) As soon as your fund raising page is showing that £130 more has been raised email us at office@ukskydiving.com to let us know and we'll either refund £20 to your bank account, or knock £20 off any monies you still owe us for your jump.

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- e) Contact your local press to tell them what you're doing. Local newspapers are generally very receptive to good news stories – so it's always worth contacting them a couple of weeks before your jump date to see if they'd be interested in printing an article about you in their next publication – again not forgetting to include your on-line 'Just Giving' page-link address.
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