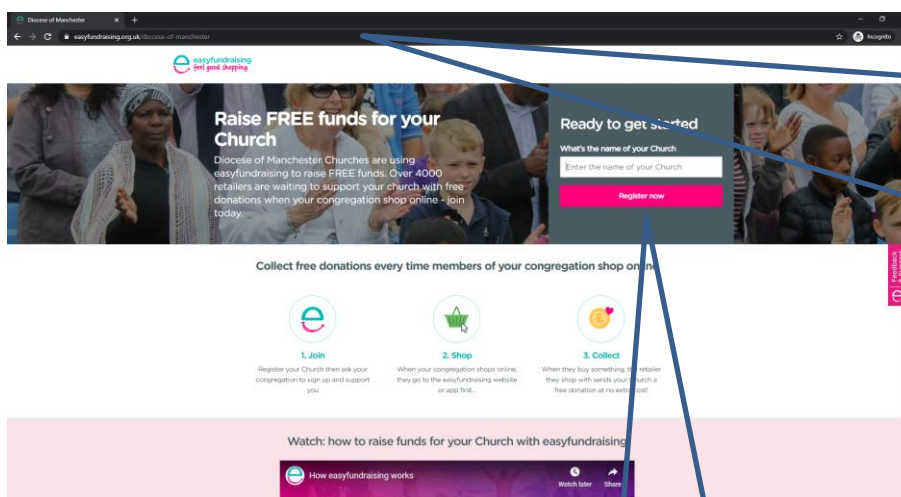# GAL26 – Setting up a new easyfundraising account

easyfundraising is a simple way for members of your congregation and local community to raise funds whilst shopping online. It is a straightforward process to set up an account and this user guide will take you through this step-by-step.

You'll need some information from your Church's Treasurer before you start this process:

  a) Name of the account from the statement
  b) Bank account sort code
  c) Bank account number

  1. Setting up an easyfundraising account

  • Step 1

In the search bar at the top of your browser's screen, type in www.easyfundraising.org.uk/diocese-of-manchester

This will take you to the Diocese's dedicated page create your account.

Type in the name of your Church in the box. Please ensure it is easily identifiable (e.g. St Michael's Church, Flixton). Click on the register button.

- Step 2

You'll need to create an account using a named individual to do this. Enter your first and surnames, an email address and a password of at least eight characters.

Remember to accept the terms and conditions, and privacy policy. Also agree that you'd like to be contacted by easyfundraising in the future.

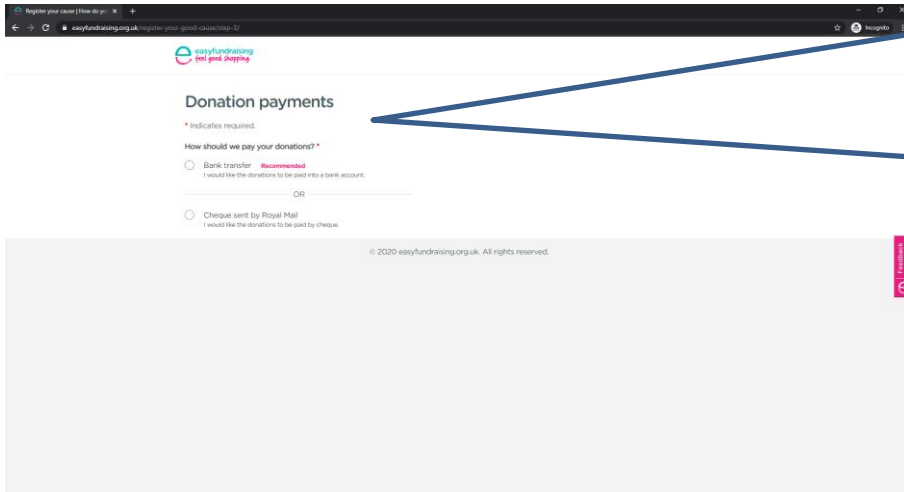Click on the continue button.

- Step 3

Add some information about your Church. This needs to be succinct as you have a 500-character limit to use. Click on whether you are a registered charity, add a phone number and postcode. If your Church has a logo you can add that here.
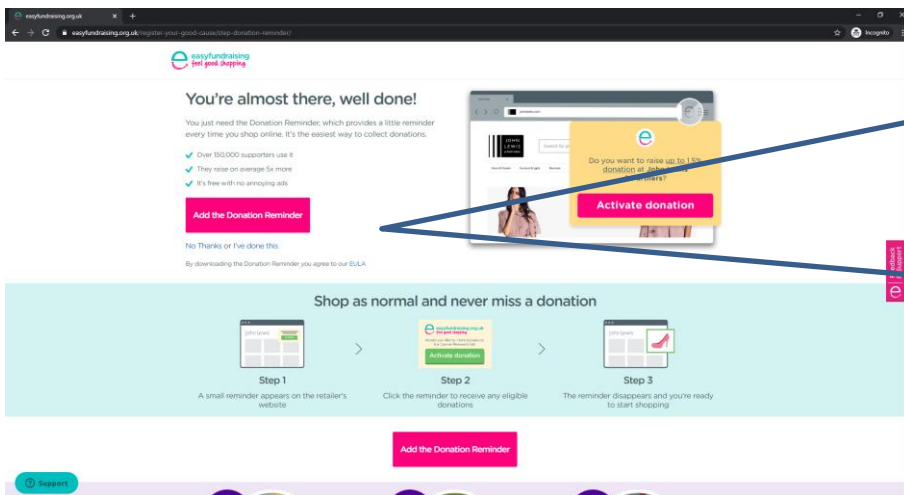
Click on the continue button.

- Step 4

You'll need to add in some bank details to receive your donations once.

Please click on the bank transfer button and follow the instructions to add the required information to proceed.
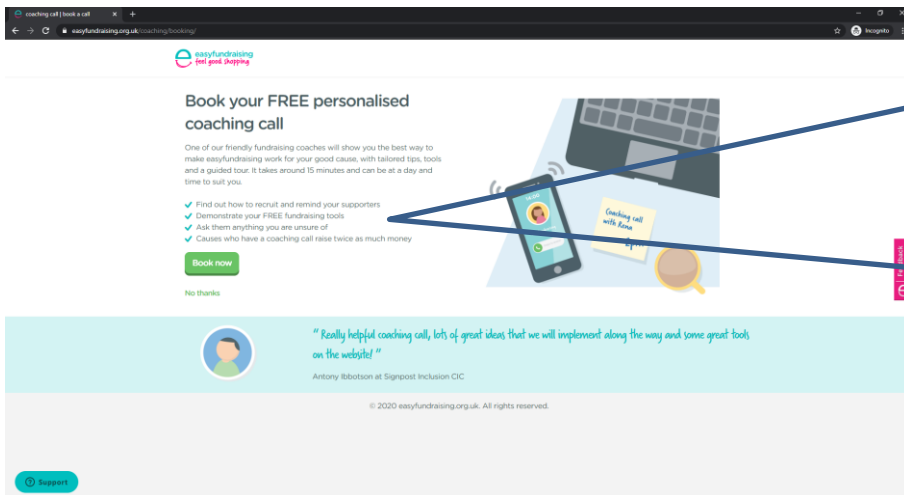
- Step 5

Click on the button to add the donation reminder. This will help you to raise more donations as you are shopping online by highlighting which retailers are members of easyfundraising.

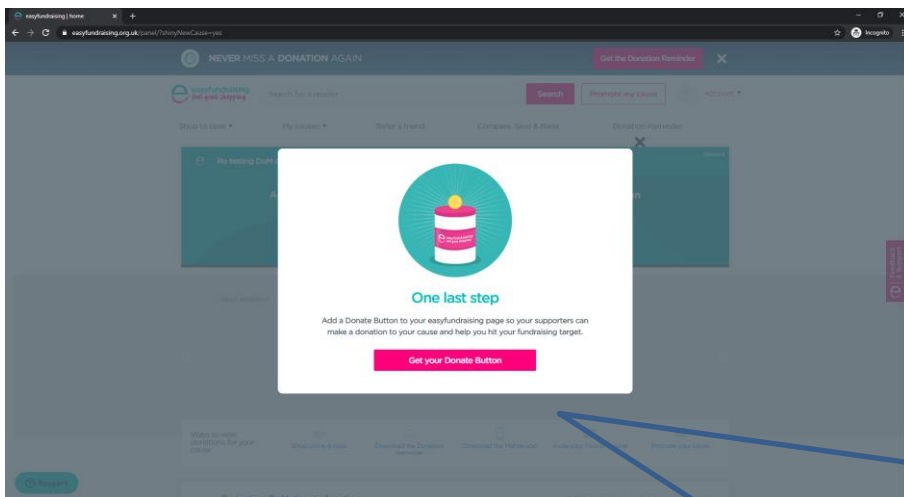Your supporters can add the donation reminder as well.

- Step 6

easyfundraising offers free personalised coaching calls to provide one-to-one support. This is a great way to find out more about the support they provide to Churches, and to ask any questions you may have.

Support is provided on a continuous basis, as you need it.

- Step 7

easyfundraising is offering the Churches in our Diocese the opportunity to add a facility to receive one-off donations!

These donations will be received into your own bank account. easyfundraising charge no platform fees to offer this service. However, each donation will be subject to a transaction charge of 1.4%, plus a card fee of 20p.
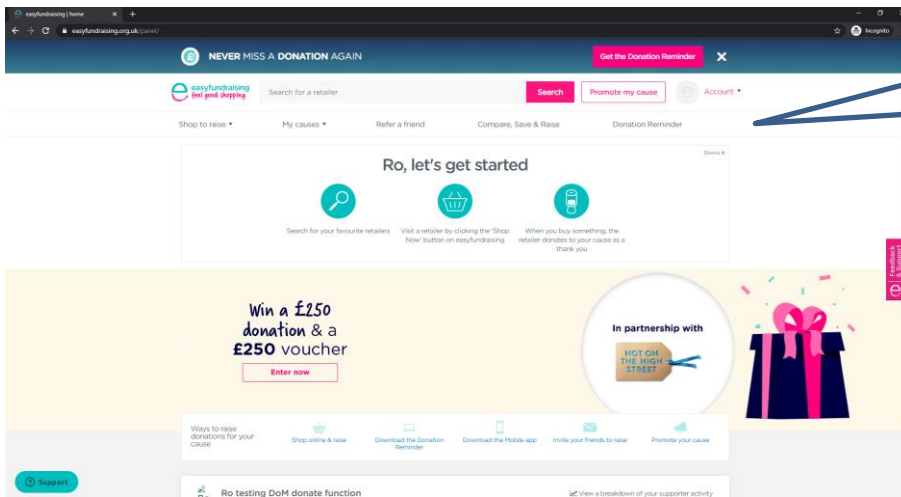
- Step 8

To set up your donation button, you'll need to complete this screen. Each element has to be provided for the account process to be completed.

The bank account name, sort code and account number are those from your Church.

- Step 9

Once this has been completed successfully you will receive this success message via a pop-up window.

- Step 10

Afterwards you'll be returned to your own account page.