




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Hello,

We have created a little pdf to help you with your fundraising for Lost Chord UK. The steps have been tried and tested but if you need any help, please do reach out to the office and someone will help you.

Thank you for your fundraising for this wonderful charity. We value every penny and promise to make the most of every single one.

How do I create a fundraiser for Lost Chord UK on Facebook?

1. On your computer or laptop or tablet/iPad, login to [Facebook](https://www.facebook.com).
2. On the left, click  **Fundraisers**.
 - o **Tip:** If you don't see **Fundraisers** on the left, then click **See more**.
3. On the left, click **Raise money**.
4. Click **Nonprofit**.
5. Type into the search bar Lost Chord UK
6. Select Lost Chord UK
7. On the left, enter:
 - o The goal amount of money you would like to raise
8. Click **Create!** It is as simple as that but if you need help, do reach out to the Lost Chord UK office.

Registered Address:

The Wesley Centre, Blyth Road, Maltby, Rotherham S66 8JD

Email: Clare@lost-chord.org.uk **Telephone:** 0300 1317 889

Visit: www.lost-chord.org.uk

Registered Charity Number: 1099385.

Company Limited by Guarantee Number: 4793062



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How do I create an online fundraising page for Lost Chord UK via JustGiving?

It is really simple and should just take a few minutes.

After following these tried and tested quick steps you will be able to share your story on email and social media and will be able to start receiving donations for Lost Chord UK! Thank you.

1. [Log into your account and click 'Start Fundraising'](#). If you don't already have a JustGiving account, you will need to create one. The easy steps below in this section will walk you through how to do this. If you have already got an account jump to step 2.
 - To create an account head to <https://www.justgiving.com/>
 - Click **Start fundraising**
 - Click **Yes, I'm fundraising for a charity**
 - Click **Next**
 - Click **Sign Up**
 - **Complete the information required and click Sign up**
2. When asked 'Are you fundraising for a registered charity?', select '**Yes continue**'.
3. Search for Lost Chord UK and click **Continue**.
4. Let JustGiving know whether you're taking part in an event, celebrating an occasion, fundraising in memory of someone or doing your own thing.
5. If you can't see your event listed such as The London Marathon or Great North Run, select 'Add your own' at the bottom of the page. Here you will be given the opportunity to tell everyone a bit more about your activity and also why you have chosen Lost Chord UK. If you need help with this, please contact the office. Speak from the heart and you can't go far wrong!

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LOST CHORD UK
When words fail, music speaks

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6. Choose your web address – this is the link you'll be sharing with friends and family when asking them to donate. You could use the one they suggest or choose your own, for example Joe-Bloggs-couch-to-5-km-for-Lost-Chord-UK but make sure there is a dash between each word and no spaces.
7. Please note that donations to your Page won't be eligible for Gift Aid if you are running a cake sale, selling tickets to a raffle, event or auction. [Find out more here.](#)
8. Click 'Create your page'.

If you feel inspired, you can jazz up the page with photos and videos or you can keep it slick and simple. Again, if you need any help reach out to the office. Just bear in mind that if you use any photos or videos you need to have permission to do this.

Hopefully your Fundraising Page is now set up and ready to accept donations. JustGiving sends the money that you raise for Lost Chord UK on a weekly basis.

Thanks again for helping Lost Chord UK to keep the music playing!

(The above information is based on FB and JustGiving help pages and has been tested)

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