

## How to set up your Charity Choice Fundraising page

To collect your sponsorship online, please follow the steps below. These will enable you to set up a sponsorship page and link it to RHL. If you have any queries or require any support, please do not hesitate to contact Brad in the RHL office on 01252 362660.

### IMPORTANT:

If you register to collect sponsorship online via Charity Choice, please send an email to [brad.dale@rhl.org.uk](mailto:brad.dale@rhl.org.uk) with the following information (please put 'RHL Step Challenge' in subject line):

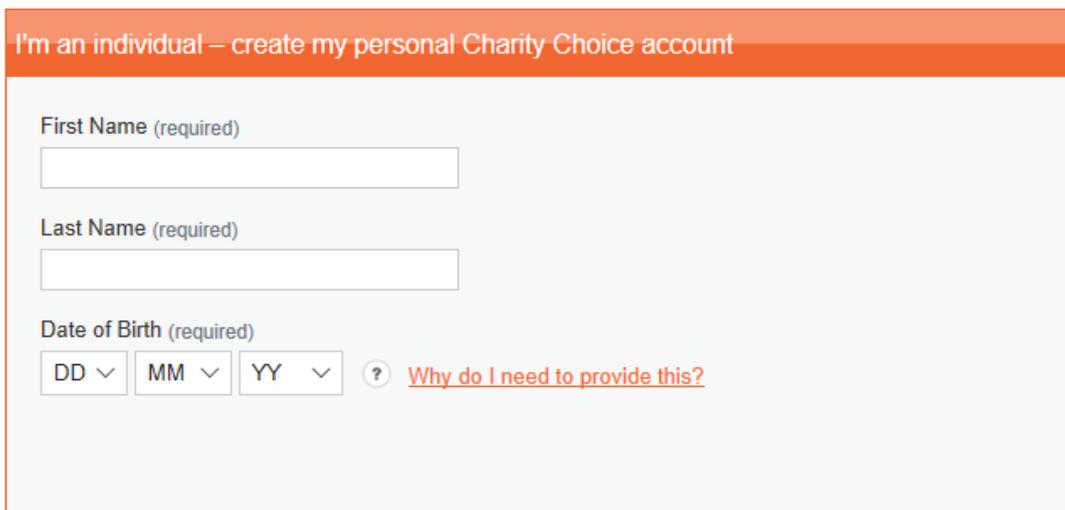
- Your name
- Your email address
- Your telephone number
- Your age (select from 'preschool', 'infant', 'junior', 'secondary', '16-18' or '18+')
- If applicable, the pre-school, school, college or RHL group you belong to

This will enable us to enter you into our prize draw for the relevant age category as well as enabling us to calculate the amount raised from groups where applicable.

Go to <https://www.charitychoice.co.uk/> and click 'sign up' in the top right-hand corner. It will ask you whether you are registering for a charity or yourself. Click 'continue' under '**registering for yourself**'. Then simply fill out the forms using the instructions below.

### Registering

1. **Create your account**, enter your personal details - they only need your name, telephone number and date of birth to register. You can add further details to YOUR profile afterwards.



I'm an individual – create my personal Charity Choice account

First Name (required)

Last Name (required)

Date of Birth (required)  
DD ▾ MM ▾ YY ▾ [? Why do I need to provide this?](#)

2. **Security check**, make sure you have a strong password and set up your email preferences. These can be changed at any time.

### Your Login

Telephone Number (required)

Email Address (required)

**Please note:** We will only use the telephone and email details here to contact you relating to technical aspects of your pages on Charity Choice unless you update 'My Preferences' in your account profile or below.

Password (required)  
Your password should be a minimum of 5 characters long and a mixture of numbers and letters

Confirm Password (required)

Please send me fundraising tips, competitions and other Charity Choice news and goodies by email!

Allow only the charities that I support through Charity Choice to contact me with relevant news and updates

We've teamed up with some great partners who can help you. Please tick here if you want to hear from them by email

3. **Confirmation**, you'll receive an email confirmation. Open the email and click the link back to Charity Choice's website, where you can log onto your account.

*We'd advise you to look around and get familiar with the different tabs. Add a profile picture and brief description of yourself as this will help you raise as much money as possible.*

4. If you want to link your fundraising to your Facebook page: Click on "My Account Profile" and then go to "My Social Networking Sites". Then click "Give permission to connect".

## Setting up your fundraising page

1. Click on “Find a Charity”



2. Type “Rushmoor Healthy Living” into the search box and then click “Find Charity”

### The Premier Guide and List of Charities in the UK

A search interface with a light blue background. It features a search input field containing the text "Rushmoor Healthy Living". To the right of the input field are two buttons: a yellow "Find Charity" button and a blue "Advanced Search" button.

#### Browse Charities by Charity Sector

A grid of six buttons for browsing charities by sector. Each button has an icon and a right-pointing arrow. The sectors are: Aged (wheelchair icon), Family (group of people icon), Medical Welfare (hospital icon), Animals (dog icon), Health (pill icon), and Mental Health (head with brain icon).

3. When Rushmoor Healthy Living comes up in the result, click on “More” - this will take you to RHL’s Charity Choice Page.
4. On the right-hand side, half way down the page, click “Fundraise for us”

A light grey box with a blue header "Friends and Fundraisers". The text inside reads: "Help us raise money by becoming a fundraiser. You can set up fundraising events for the charity or any of our appeals. If you're interested then please click the button below to set up your fundraising event." At the bottom right is a yellow button with the text "Fundraise for us".

5. This will enable you to set up your own fundraising event page. You'll need to select “I would like to fundraise for the following Charity Event” and on the drop-down menu select “The RHL Great Step Challenge”. After you have done this click “continue”.

A form titled "Fundraising Event" with an orange header. The text says "Please select your favoured option from below:". There are three radio button options: 1) "I would like to fundraise for the following Independently organised event:" with a dropdown menu showing "Select an independent event". 2) "I would like to fundraise for the following Charity event:" with a dropdown menu showing "The RHL Great Step Challenge" and a selected radio button. 3) "I would like to set-up my own fundraising event". Below this is a section titled "Fundraising Cause" with an orange header and the text "This event raises money for Rushmoor Healthy Living". At the bottom right is a yellow "Continue" button.

6. On the window you'll need to set your fundraising target and the length of time you wish to carry on fundraising after the event happens. After you have done this click "continue".

*We suggest that you pick a realistic target as people can be put off if it is too high.*

### Event Details

## RHL's Great Step Challenge

**Event type:** Active & Health - Walking



**Description:** During the week commencing Monday 12th March, local charity RHL will be running our first ever 'Great Step Challenge'. The Challenge will bring together all ages - it will not only raise money, but will also help participants take a step towards becoming fitter and healthier! Participants can choose between three challenges: 1- 'RHL's Step Challenge' - this challenge is suitable for any age, all you need is a pedometer, a fitness watch which counts steps or a phone suitable for downloading a free pedometer app. The challenge involves walking the government's recommended 10,000 steps each day for 7 days - or choose your own target number of steps! 2 - 'RHL's Move It Challenge' - this challenge is suitable for all adults. It provides an alternative to the Step Challenge and includes options for Cardio and Seated exercise. Simply complete 10 minutes of additional activity per day, choosing from a range of suggested exercise ideas. Pick what suits you! 3- 'RHL's 10 Minute Challenge' - targeted at ages 3 to 18, this challenge gets children and teenagers doing an extra timed 10 minutes of vigorous activity each day for 7 days. Easily broken up into 1 minute segments, this challenge is all about having fun! We would really appreciate your support and it's a great way to get everyone more active! For more information on what RHL does, please go to our website [www.rhl.org.uk](http://www.rhl.org.uk) and check out the 'Videos' page.

---

**Fundraising Target**

£

How long after your event would you like to carry on fundraising?

**Please note: Your Fundraising event will be closed automatically on this date**

Back

Continue

7. Gift Aid is set up. You will be asked whether you are "fundraising in exchange for goods or benefits?". You'll need to **select "No"** and then click continue.



Qualifying for Gift Aid for your fundraising event means that, for every £1 donated to your event from donors who also qualify for gift aid, the charity can claim 25p from HMRC at no additional cost. So, for every £100 donated to your event your charity, they will be able to reclaim a further £25 from HMRC

Are you fundraising in exchange for goods or benefits?

Yes

No

Hint: This means that the charity has either paid for travel or accommodation etc as part of your fundraising

Back

Continue

8. Type your personal message detailing the challenge you are taking and why you are doing it. You can also upload a photo if you wish. You may wish to say how Rushmoor Healthy Living has helped you personally (if applicable).

**SAMPLE MESSAGE: (Choose the challenge that you're doing):** *I'm challenging myself to raise money for Rushmoor Healthy Living, a local charity that improves peoples' lives with Exercise, Rehabilitation and Health Education projects in and around Rushmoor and surrounding areas! I am going to be completing (e.g. **10,000 steps per day/ a Cardio Circuit every day**) for a week. Thank you for sponsoring me – why don't you join me and do the RHL Step Challenge too? It's open to everyone and it's simple to sign up via the events page at [www.rhl.org.uk](http://www.rhl.org.uk). Help RHL to raise money that makes a difference to local people – every little bit helps! **Add a photo to encourage people to sponsor you.***

When you have done this click “continue”.

My Fundraising Messages

**My Message (Required)**  
(please type a personal message to help you drum up support from your friends, family and colleagues)

Rich text editor toolbar: B, I, U, Link, Unlink, List, Paragraph, Ω, ↻, ↺

Add a picture for your fundraising page (for example, a picture of yourself and/or something in connection with the event)

Upload Image  
Pick from existing  
Add a caption

I confirm that Charity Choice has copyright permission to display the above image on this website.

Back Continue

9. You then have the option to link to your Facebook page. If you didn't set this up beforehand just click continue. If you already set this up, select your option and click “continue”.

Connect this event to your Facebook page:

If you have a Facebook account and you have given permission for Charity Choice to communicate with your page (My Account Profile > My Social Networking Site) then you can link this event and any news updates to your Facebook page by selecting the options below:

Create a link to this event on my Facebook page  
 Share my event news updates on my Facebook page

Back Continue

10. You'll see a preview page - if you are happy click “save event”.



**Thank you - your The RHL Great Step Challenge event has now been set up.**

Thank you for creating your Charity Choice fundraising page. Just click on the links below to tell your friends, family and colleagues! And don't forget you can add an offer of goods, volunteer or become a charity friend from your account area.

11. If you wish to, you can edit details by going to “My Fundraising” and clicking the “edit” button.



**Happy Fundraising!!!!**