



Text Giving

Guidance for Parishes

Although regular giving is the bedrock of support for most churches, one-off donations are a very useful additional supplement to this.

This resource has been produced in addition to Receiving Web, Text and Mobile Donations (please read this guidance first) to provide information to PCCs considering registering their church with JustTextGiving. It provides an overview of how to register your church, create a profile and establish a unique charity code to receive donations.

This Guidance Document provides the following information:

1. An Introduction to Text Giving
2. Is there a fee on text donations?
3. How to Register with JustTextGiving
4. Log In to your New Account
5. Complete Account Registration
6. You Account is Now Live
7. Personalising your Profile Page
8. Create a Text Code



1. An Introduction to Text Giving

JustGiving offer a service called JustTextGiving, which enables charities to receive donations made through their mobile phones. This is STILL a free service for the church to register to – using their new free START plan. It is also free for the donor to use. This service is now available to all churches, regardless of whether they have a registered charity number.

This type of digital giving has great potential for one-off fundraising events, for churches in areas where tourists drop in, and for events with lots of young people present. Ramblers, tourists and other visitors may these days be more likely to have their mobile phones with them than to have any cash in their pockets!

For example, you could have a poster on the wall:

‘To help preserve our beautiful church, donate £10 now: just text **COFE12 £10 to 70070**’

2. Is there a Fee on Text Donations?

JustTextGiving have a partnership with Vodafone so there's no fee or commission on text donations, so the church will receive 100% on every donation.

How is the Donation Added?

The donation is added to the donor's phone bill (or debited from their credit balance if they use pay as you go). They receive an automatic acknowledgement with a link for Gift Aiding, thanking them for their donation.

3. How to Register with JustTextGiving

Step 1: Visit the JustGiving Charity Registration website at <https://www.justgiving.com/for-charities/a-new-free-way-to-join-justgiving>

Step 2: Scroll down to the bottom of the page and select 'Join us Today'

Step 3: Confirm your Country 'United Kingdom'

Step 4: Input your Account Details

- Organisation Name (Name of Church). Please note - if you want your donations paid by bank transfer (BACS) rather than cheque, the Organisation Name must match the *name* of your bank Account.
- Your First Name and Surname
- Your Email Address (the church's or personal)
- Create your Username

Step 5: Click Sign Up

Step 6: JustGiving will then email you with a temporary password, along with confirmation of your Username.

4. Log In to your New Account

Once you have received your Account Details via email, you will need to Log in to your Church Account and complete your registration details. To log in follow these 2 simple steps:

Step 1: Head to the login page at www.justgiving.com/charities/beta/signin?mode=login

Step 2: Enter the login details you received when you registered (your Username and Password). There is also an entry box asking for a Pin, if you have not been issued with a PIN, please ignore this box.

(If you've forgotten your Username or Password, select 'Forgotten your login details?')

5. Complete Account Registration



To complete your Account Registration you will need the following to hand:

- Your Charity Registration Number (if you have one)
- Your Gift Aid number (if you have one)
- If you are signing up using a Gift Aid number, JustTextGiving will ask you to upload a copy of your HM Revenue & Customs (HMRC) letter confirming your Gift Aid eligibility.
- Your PCC bank details - if you wish to receive donations via bank transfer (BACS) rather than via cheque.

Before you start (This section outlines what you'll need to Register.)

STEP 1: Read the instructions on completing Registration (please see above) and ensure you have all the information required in front of you.

STEP 2: Tick the acknowledgement box at the bottom of the page

STEP 3: Click Next

Essentials (This section asks for the details of your Charity.)

STEP 1: Your Organisation name should already be filled in.

STEP 2: If you have a Charity Registration Number please enter it here. If you do not have a Registered Charity Number, don't worry – you can still register and are eligible to receive Gift Aid on all donations.

STEP 3: If you have a Gift Aid number please enter it here. The Gift Aid number needs to start with 2 characters followed by up to 5 digits i.e. XR12345.

STEP 4: Enter your Church address and best contact telephone number.

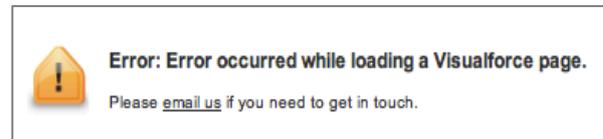
Step 5: Proof of your Non-Profit Status

If you don't have a charity registration number, JustGiving will ask you to upload a copy of your HMRC letter confirming your Gift Aid eligibility.

If you are not sure where a copy of this letter is, please check with the Treasurer, Vicar or contact HMRC to ask for a copy of the original letter.

They will only accept copies of the letter in PDF, JPEG or JPG. Once you have a copy of the letter in the correct format, you can upload it to your application. Select UPLOAD.

If you receive this error message when attempting to upload the letter, just refresh the page or click back. After one or two attempts, the letter should load.



STEP 6: Confirm your charity details by ticking the two boxes.

Contacts (Confirm the main contact for the account and add another if you wish.)

STEP 1: Check the current contact details for Person 1.

STEP 2: Add a new contact if you would like 2 contacts on the account.

STEP 3: Click Next

Payments (This section sets up payment from JustGiving to your Bank Account.)

There are two ways to receive your text donations from JustGiving: Cheque or Bank Transfer (BACS).

1. Cheque If you wish to receive payment by cheque, tick 'Send me a cheque' box. If you choose to be paid by cheque then you do not need to provide JustGiving with your bank details, please leave this section blank.

2. BACs If you wish to receive payment by BACs, you will need to fill in the following details for your PCC bank account:

- Account name and Sort code
- Account number
- Building Society Reference
- Bank name and Bank address

To verify your charity bank account, you will need to send JustGiving either:

- a) An original bank statement dated in the last 3 months **OR**
- b) A letter from your bank confirming your account name, number and sort code which has been both stamped AND signed by your bank **OR**
- c) Paying in Slip/Void cheque

Post everything to:

JustGiving Memberships, 2nd Floor, Blue Fin Building, 110 Southwark Street, London, SE1 0TA

JustGiving will contact you when they have received it, and send your bank statement back to you within 14 working days.

Confirm (This section confirms the information within your application.)

Please check all your details are correct before pressing 'Submit'. You can go back and edit any section by clicking on the 'Edit' button next to the step title. If you have uploaded any Files, for example your Proof of non-profit status.pdf, it will also be displayed here.

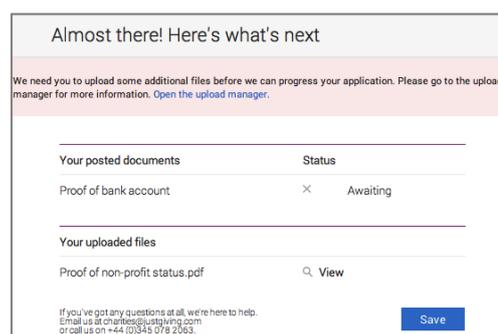
If you are happy with the information provided, please Click Submit.

Almost There!

If you need to upload additional files to complete the application;

- a) Proof of bank account
- b) Proof of non-profit Status

This will show here. If you have uploaded or posted the files to your account, you can View them here.



6. Your Account is Now Live

Once you have completed your application, JustGiving will email confirming:

- Receipt of your application and your opted payment method
- If you need to post any original documents

Once all information has been received and is correct, they will have your charity live on the site within one working day. JustGiving will email you to confirm your account is live.

7. Personalising your Profile Page

1. Log into your Charity account
2. Click on the Branding & Settings tab
3. Select Logo, description and social media
4. Add your **Church Logo / Photograph of Church** (it needs to be a jpeg, jpg, gif, bmp or png and when you upload, it will resize to fit in the displayed area)
5. Add your **Description** – this part allows you to tell people a bit about your church fundraising cause and inspire them to support you. It can be up to 300 characters long.
6. Add your **Impact Statement** - this is your opportunity to tell donors about your church in 80 characters. You may be able to adapt this from your existing vision and mission statement or Clergy Introduction from your church website.

8. Create a Text Code

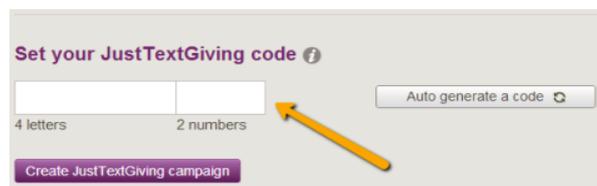
To create a Text Code and start receiving text donations:

1. Log in to your church account
2. Click on Fundraising Tools
3. Select Text donations campaigns
4. You'll be asked to add a short charity name e.g. St John the Baptist, Ludlow might be St John's Ludlow. This will be included in any thank you messages your text donors receive.
5. Click 'Save your short charity name'



To set up a new code click **Create a new Campaign**. You'll then be asked to pick a name for your campaign e.g. Roof Repair Fund, Christmas appeal, One off Donations etc. This is also where you set up the text code. It can be any four letters and then two numbers between 00 and 46. Every text code is unique so any code you choose that comes up as unavailable is being used already. In this case you can simply try another code or you can select Auto generate a code. You can create up to 10 text codes. If you want to create more, you will need to upgrade your account.

Once you've created your Text Code – you're ready to promote this fantastic way of digital giving to your church!



If you have any questions on the above section, please contact JustTextGiving:
Email charities@justgiving.com or call on 0345 078 2063