

Fundraising As a Team Using JustGiving

We have pulled together a new guide to help you create team pages from setting up a page, customising your page, extending the page, and FAQs surrounding the how to's of team fundraising.

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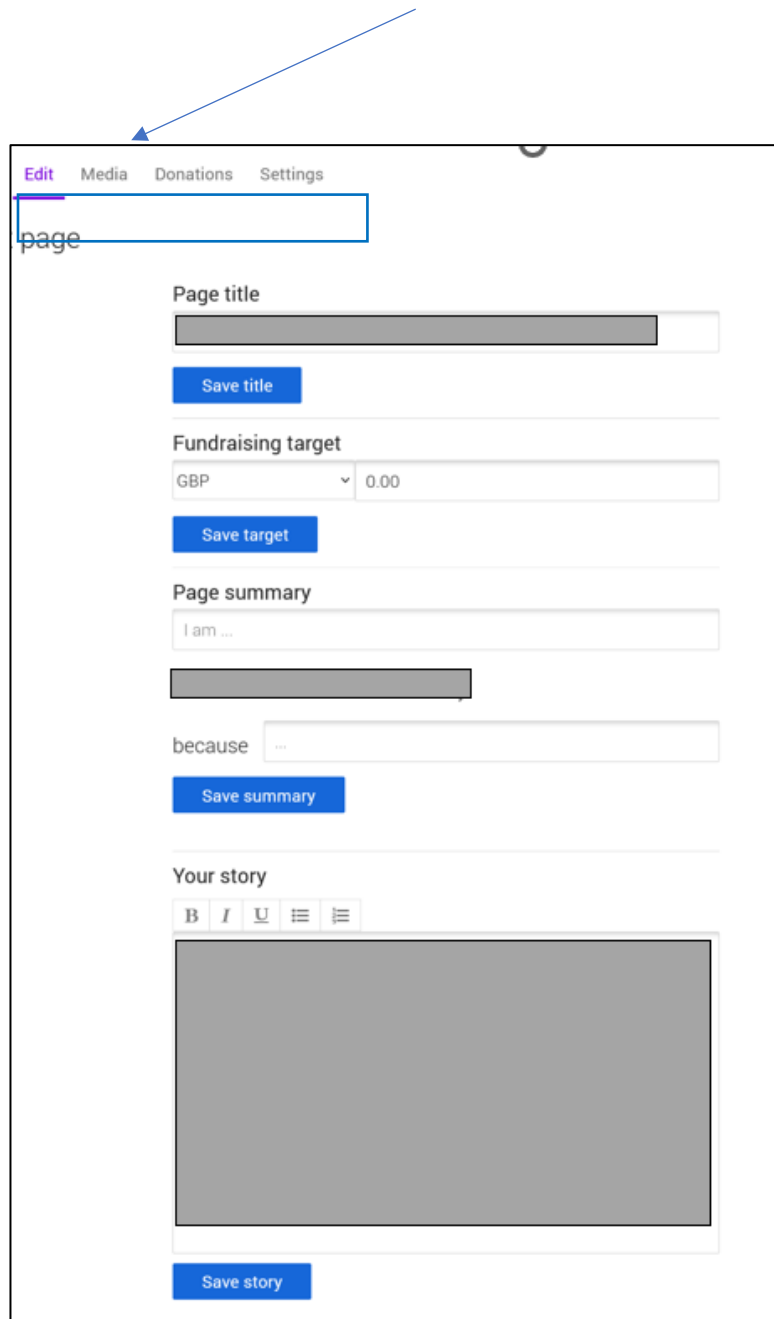
1.1 How to Set Up a Page

Set up your individual fundraising page by using the link sent to you during the sign-up process.

If you have not received this link, you can request your link by sending an email to MightyHikes@Macmillan.org.uk

Alternatively, if you signed up via a different method such as by over the phone, please get in touch with our team to request a JustGiving link by emailing MightyHikes@Macmillan.org.uk or calling 0300 1000 200.

Some of the details of your page will be pre-filled already, but you can 'View' or 'Edit' your page at any point by navigating by the ribbon at the top of the homepage.



The screenshot displays the 'Edit' page for a fundraising page. At the top, there is a navigation ribbon with 'Edit', 'Media', 'Donations', and 'Settings'. The 'Edit' tab is selected and highlighted in purple. Below the ribbon, the word 'page' is visible. The main content area is divided into several sections:

- Page title:** A text input field with a grey placeholder, followed by a blue 'Save title' button.
- Fundraising target:** A dropdown menu set to 'GBP' and a text input field with '0.00', followed by a blue 'Save target' button.
- Page summary:** A text input field starting with 'I am ...', followed by a grey placeholder, then another text input field starting with 'because ...', followed by a blue 'Save summary' button.
- Your story:** A rich text editor with icons for Bold (B), Italic (I), Underline (U), Bulleted list (☰), and Numbered list (☰), followed by a large grey placeholder area and a blue 'Save story' button.

1.2 Create Your Team

On the Top Ribbon of your JustGiving page, navigate to 'Settings' and find the button where it says: 'Create A Team'.

- I. First, you'll give your Team a name

Check your details are all correct then click 'Continue'.

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Create a team

Team members will be able to connect their own fundraising pages to the team page.

Team name

100

ⓘ **Team name is required!**

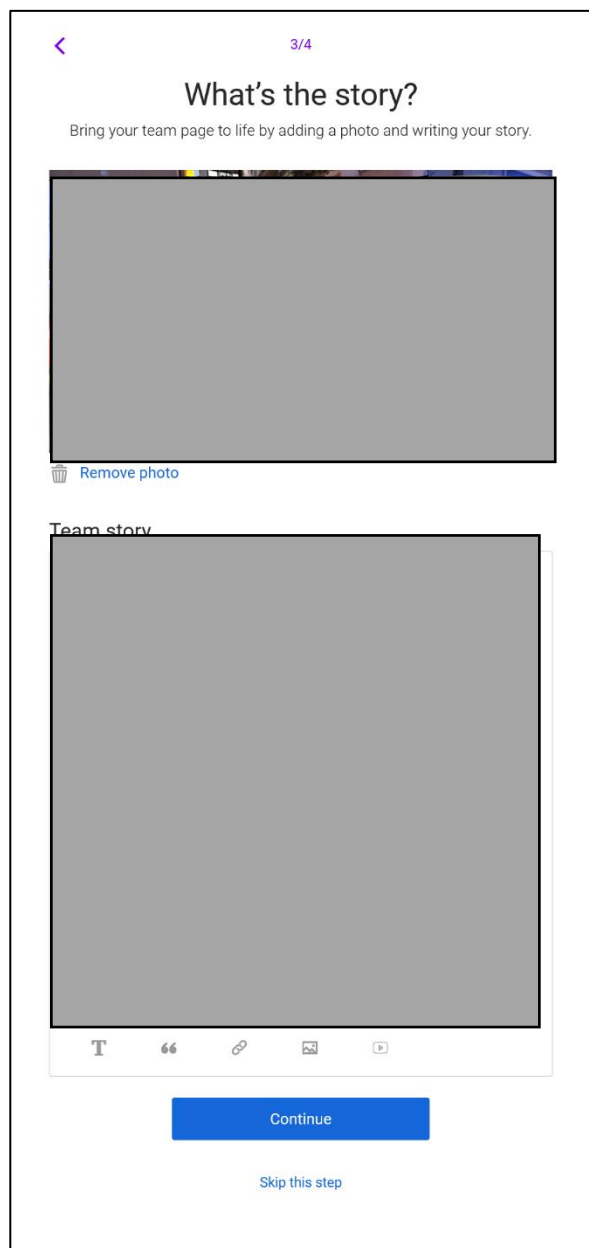
Let's go!

If your team members don't need their own fundraising pages, you can add their names to a single shared fundraising page without creating a team.

1.3 Fill Out Your Team Bio

At this stage, you can expand on some more information about your fundraising team and reasons for taking on this challenge to engage your supporters and why you are taking on your challenge.

1. If you skip this stage when you first create the page, you can always go back to it and Edit the Bio at a later point. *Simply, Navigate to 'Edit' in the top ribbon of your page at any time to add some further explanation / story and personalise the page.*



1.4 Setting A Team Target

Once you've named your page and linked to your teammate's pages, you can then set your team's target.

It's important to note that when fundraising as a team, each team member must raise £250 contributing toward the overall total.

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Team settings

Set fundraising targets and a link for your team page.

Team fundraising target

You can change your target at any time.

Team page link

justgiving.com/team/

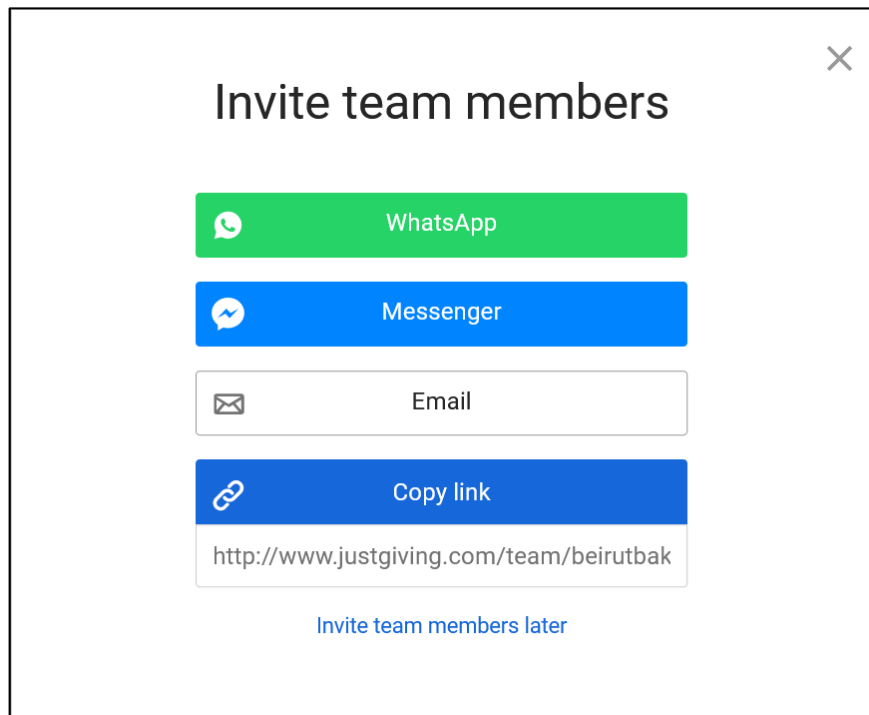
e.g. teamrudge

[Create your team](#)

1.5 Share Your Team Link

You can add teammates to your team page by two methods depending on whether you are the Page Administrator.

- I. If you are the Page Administrator, you can send a link by sharing the Team Page with your teammates (pictured below). Make sure your Page is set to be 'Open' in settings.
- II. The other option involves the teammate sending the owner of the Team Page a Request to Join. The Team Page Admin will then be sent a notification they can approve. Alternatively, if the page is Open, this step isn't required.



1.6 Extending the Expiry Date

To extend the expiry of your page, also in 'Settings' you will be able to do this. If you require the page to stay open longer to collect your fundraising Use the drop-down bar to set a new expiry date and 'save date'.

Page settings

Extend your page

Your page will stop taking donations on **09 August 2025**

9 ▾ August ▾ 2025 ▾

[Save date](#)

Thank you message

It's a really good idea to personalise this thank-you message, which is sent automatically to anyone who makes a donation through your JustGiving page.

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[Save message](#)

1.7 Cancelling Your Page

To cancel a page, also navigate to 'Settings'. You will find an option that says 'Cancel my JustGiving page'.

Please note this action is irreversible although we will automatically receive your donations in this scenario after you have cancelled your page.

Cancel page

Cancelling your page is irreversible and means:

- You won't be able to collect any more online donations through this page
- You won't be able to see this page

Any donations already received on the fundraising page will be automatically paid to the charity you have selected. You do not need to do anything else.

[Cancel my JustGiving page](#)

1.8 Contact Our Team

We are very happy at any stage to support your fundraising efforts as a team toward your Mighty Hike Challenge.

Our team are always happy to support with queries surrounding fundraising anxiety or worries about not meeting a pledge. To discuss your fundraising please call 0300 1000 200 or email our team at MightyHikes@Macmillan.org.uk

We also have a whole host of information and resources on our Mighty Hikes homepage where you can access Fundraising Tips and Games to make your fundraising fun, and drive your fundraising.

1.9 FAQs

How are Funds Paid to the Charity?

The best thing about online fundraising pages is that funds are automatically and securely transferred across to the charity recipient automatically by JustGiving.

How do I Add Offline Fundraising?

Log in to your account, click on your name / icon at the top of the page and then select 'Fundraising'.

Click to 'edit' your page, then navigate to 'Donations'. From here you should see an option to 'Add Offline donation.'

Log in to your account, click on your name / icon at the top of the page and then select.

How can I Re-Assign my Fundraising?

If you have created a page for the wrong event, you can amend this by contacting our team and letting us know the event you need to change to.

The details of the page are unlikely to change, but internally for our records we can transfer the sponsorship you've raised toward your registered event.

We can move over any fundraising raised on an event that was cancelled or postponed toward a new pledge.

To move over your fundraising please get in touch with our team.

How to Re-Activate an Old or Expired Page

To edit your team URL or to re-activate an old / expired page you will have to contact JustGiving directly using their contact form

https://help.justgiving.com/hc/enus/requests/new?ticket_form_id=5342

Can We Fundraise Together on an Individual's Page?

Yes, that's not a problem.

If you prefer to fundraise on an individual page just as with a Team Page include all participant's names in the bio of the page so we are aware.