



# FOR GROUPS, CHURCHES, AND BUSINESSES

## JustGiving Platform Tutorial

### FOR GROUPS, CHURCHES, AND BUSINESSES

- You can **build pages for your organization** and customize it to your own goals
  - Change the cover photo and upload your organizational logo or other graphic
  - Change the target dollar amount (this can be changed/updated at any time)
  - PRM pre-populates all of the content, story, and color theme so that your page can be used immediately, and in most cases we recommend leaving it alone unless you want to personalize it a bit to your group or organization
- You can **start a team** and connect multiple pages to a group goal
  - When looking at your new fundraising page, you can click “Create a team”
    - *Pro Tip: When creating a new team, you will automatically be the team captain and can set team goals, so we recommend having the main organizer for your group or organization create the team*
  - You will have the opportunity to create a team name and again edit the cover photo and other content on the team page you are creating.
  - When creating a team, you will also be able to choose a group fundraising goal and create a custom web link for your team
  - Once the page is created, you as the team captain can edit your page, change the settings, and invite team members using the menu at the top.
    - You can also set the target fundraising goal for each team member, which by default is set to \$500
    - Click the “Invite members” button to see a custom link to invite new team members.
    - You can also decide if you want anyone to be able to join your team or keep it to invitation only. If you keep it to invitation only, people can only join your team when you send them your special invitation link.
  - When team members receive your custom link to join your team, they will be directed to the team page and they will see a button to “Accept” the invitation
    - When they accept, they will be directed to create their own page, just like you did. The new page will automatically be connected to your team.

