



MyDonate - Advice for Team Captains

Before you start this process please think about the email account that you are going to use for all notifications.

Medway Sunlight Rotary **recommend that you set up one account** and link this to the page that we have set up for the "Dragon Boat Challenge". This will be easier for you to manage rather than every team member having their own page, just list the team members on the one page.

You will be given an opportunity to link your account to an event. Once you have registered and selected the Medway Sunlight Rotary as the Charity you are supporting.

- 1) Go to <http://www.btplc.com/mydonate/>
- 2) From anywhere on the MyDonate website, click on the 'Log in / Register' button (found near the top right of the screen) and choose the 'Personal' tab from the drop-down menu. Click the 'Personal registration' tab or the 'Register a personal account' tab.

Entering your details:

- 3) Enter your name, address, email address and contact phone number.
- 4) Tick the box to confirm that you have read the MyDonate terms and conditions.
- 5) Enter a password - which must be a minimum of eight characters and contain at least one letter and one number (your password is case sensitive so be sure to enter it in exactly the same way).
- 6) Then enter a memorable word containing a minimum of eight letters - this will help us to identify you if Mydonate need to speak to you in the future. Please keep your password and memorable word in a safe place.
- 7) Click on 'Create personal account'.
- 8) You will see a confirmation screen informing you that your personal account has been created and that an e-mail has been sent to you
- 9) Your registration process is now complete and you can begin fundraising as soon as you like.

Linking to the Dragon Boat Challenge

- 10) Click on start fundraising and search for 'Medway Sunlight Trust' as per the screenshot, once you have located the event, click "create my page" and your team will now be linked to the main event page.

MyDonate BT Hello Bill Parkinson

Start fundraising Sponsor a fundraiser Donate to charity For charities News Help

Dragon Boat Challenge

This is the 'flagship' charity event for the Medway Sunlight Rotary Club, now in its fifth year, having raised nearly £40,000 for our Charities.. The number of teams has grown each year, in 2017 we had 28 teams paddling and hope to have 30 this year. Each team has 15-20 team members poised to paddle the 40ft Chinese War canoes. The event is part of the 3-day...



In aid of **The Rotary Club of Medway Sunlight Trust Fund**



[View charity profile](#)

Share this page Video

Fundraise
Create a fundraising page and share it with your friends and family

Total raised £0.00 **Target** £10,000.00

0%
Donations accepted until 30-09-2018

[Start fundraising](#) [Donate now](#)

[View all fundraisers for this event](#) [View donation summary](#)

Now you need to decide on a page name (your organisation or something amusing?). Then input whatever you want to say about your team. You can also upload a company or charity logo or image to promote your page.

You can now decide on a target for your fundraising (you can amend it later if required).

Start fundraising • Sponsor a fundraiser • Donate to charity • For charities • Help • Latest news f t Hello Outset UK Limited

Start fundraising

You are raising money for:



The Rotary Club of Medway Sunlight Trust Fund

It's your personal fundraising page

We want your page to be as unique as you are, so customise it by adding your own text, banner image and photos. You can also link to YouTube.

Then share your page with friends and family on social media, and spread the word about your fundraising.

If you need to make any more changes you can update your page at any time from your personal account area.

Your page

1. You
2. Your charity
3. Your page
4. Promote your page

Joining a charity event

Dragon Boat Challenge in aid of The Rotary Club of Medway Sunlight Trust Fund

This is the 'flagship' charity event for the Medway Sunlight Rotary Club, now in its fourth year. The number of teams has grown each year, in 2016 we had 27 teams paddling and hope to have 30 this year. Each team has 15-20 team members poised to paddle the 40ft Chinese War canoes. The event is part of the 3-day food and drink festival organised by the Chatham Maritime Trust.

Event start date: 28 May 2017
Event end date: 28 May 2017

Inspire donors with your fundraising story

[Preview](#)

Your page title *

Your page summary
(Max 150 characters)

About you *
(Max 1200 characters, including formatting. See help for more info)

B I Ix **☰** **📎** **📷** **↶** **↷** **🔍**

Characters (with formatting): 0/1200

You can now upload an image or logo and a banner for your page if you wish (you can do it later if required).

Now please choose the name of your fundraising web page address, best to choose something simple that people will search for - then remember to check the box that says you want the link to be searchable.

We would encourage you to use just one page for your team so would recommend you click no to linking to a team page unless all of your team will be creating their own page. This is time consuming and we would suggest listing all of the team on the page so as to avoid the need for individual pages.

Photographs & video

Upload a main image to help identify your fundraising page

 **For best results please upload a .jpg format image with a maximum size of 450 pixels on its longest side.**
If you can't easily provide your image in that format don't worry, we will automatically resize and convert most larger images for you, which you always update further later.

Upload a banner image for your fundraising page

 **For best results please upload .jpg image with dimensions 647px wide by 363px high.**
If you can't easily provide your banner image in that format don't worry, we will automatically resize and convert most larger images for you, which you always update further later.

Additional gallery images for your challenge

You can upload additional images to your fundraising page later by logging into to your personal account and editing this fundraising page after it has been created.

Link to other websites

Enter the Web URL for your YouTube video

Enter the Web URL for your Flickr photo gallery

Your page on MyDonate

Choose your page's web address *

https://mydonate.bt.com/fundraisers/

Do you want this link to be searchable on MyDonate? *

Yes No

Do you want to link your page to a fundraising team? *

Yes No 

We would ask that you answer the questions about 'payment for goods' and support as a "No"

In relation to notifications of donations, this is a matter of personal choice, however we would encourage you to check on progress regularly.

Please don't forget to put a personal message of thanks in the last box as this will go to everyone that donates to your page.

Then click "create my page",

Gift Aid & charity support

Are any donations to this fundraising activity being made in payment for goods or services - for example payment for admission to a concert, payment for a raffle ticket, an entrance fee for an adventure challenge event etc? *

Yes No

Is your charity helping with the costs of your fundraising e.g. by providing money, accommodation, flights, transport or meals? *

Yes No

Receive help with your fundraising and news from your charity

Your charity may contact you about your fundraising. However, please tick here if you are also happy for us to send your details to the charity you are fundraising for. They may contact you about news, events and appeals and how your money is helping. By agreeing to this, your information will be dealt with according to the privacy policy on your charity's website.

Yes, please pass on my details (e-mail/post/phone)

Notifications

Would you like to be notified when someone makes a donation? *

Yes No

When someone makes a donation we automatically send them a confirmation email, would you like to include a personal message in this email? *

Yes No

Personalise the email message we send donors confirming their donation has been successful *

(Max 500 characters)

B *I*    

[Create my page](#)

Now all you need to do is encourage your supporters to donate through your page – give them the web address and off they go!

Please encourage your sponsors when entering their donation to check the box for Gift Aid if they are eligible – this increases the value of their donation by 25% at no extra cost to them!

Good luck with the fundraising – and thank you!