



# How to add up your Parish Church to the Everyclick site!

Visit: <https://give.as/GetStarted>

## Step 1.

This will take you to a form that you need to complete to add the charity to the Everyclick site. The information you need to enter is the parish church name, your contact email address and the parish church address. For the charity type please select 'England/Wales Charity' from the drop down menu and enter our Charity Number which is 246871.

In the description box please write: **A Parish Church of the Portsmouth Roman Catholic Diocese.**

Once you have completed the form click 'Register my charity'.

Within 24 hours of completing the form Everyclick will set up the charity on their site and you will receive an email with a link to set up your charity admin page.

## Step 2.

When setting up the charity admin page first you will need to set up your log-in by entering your name and password. Next you need to set up the payment details so that Everyclick can pay the donations you raise straight to your bank account. Once you have entered the bank details you will then need to email Everyclick a charity letterhead and some bank stationery (a bank statement, letter from the bank, a void cheque or paying in-slip). This enables Everyclick to verify the bank details you have entered. Once the bank details have been verified you will receive an email to let you know that you are all set up. The email address to send the documents to is [bankdetails@giveasyoulive.com](mailto:bankdetails@giveasyoulive.com)

## Step 3.

Now you can access the marketing toolkit where you can create your bespoke 'Donate Button' to add to your website and Facebook page.

To create your button please visit: <https://resources.giveasyoulive.com/giveasyoulive/donations>

Everyclick is a donation platform from Give as you Live. As well as collecting donations, Give as you Live have a number of different FREE ways to help you raise more funds that you can use:

- Sponsorship pages – for your supporters to raise money when completing sponsored events.
- Give as you Live shopping – your supporters can shop at over 4,300 online retailers and a percentage of what they spend is turned into a free donation for the charity. Supporters also have the opportunity to raise free bonus donations by collecting the Give as you Live hero badges.

We have a dedicated Account Manager within Give as you Live who would be happy to help and offer advice, so if there is anything you need please contact [Danielle@giveasyoulive.com](mailto:Danielle@giveasyoulive.com) and she will be happy to help.