

# Sponsor Me

## USER GUIDE

# Accessing your Account



To create your Sponsor Me profile, you will need to use your name, primary email address, and a password.

Activate and access your profile:



<https://www.sponsorme.charitiestrust.org>

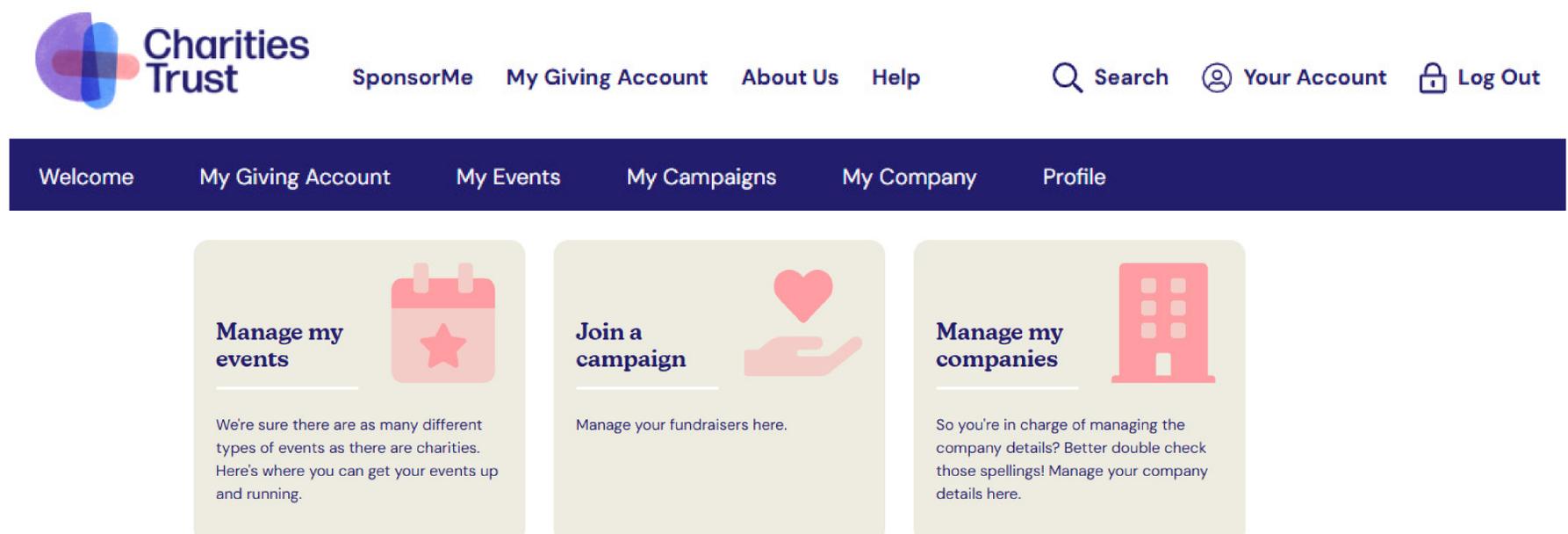
Click **Sign up** in the top right hand corner to create a profile.



Enter your name, email address and create a password. Be sure to check the terms and conditions and Sponsor Me contact preference options and click **sign-up**.

You will then be prompted to verify your email address with a verification code. Once you have done this, you will have full access to your Sponsor Me profile.

Your dashboard looks like this:



# Finding your organisation



From your profile dashboard, navigate to the **'My Company'** tab.



Enter your company details on the next page, and select 'Join' so that your request is submitted for approval.

## Your Companies

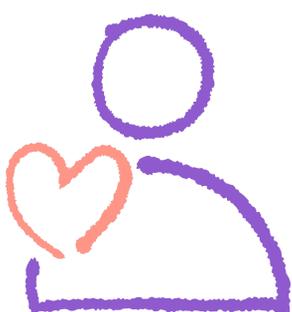
Search for companies and departments to join, and manage your participation below

Search for companies and departments to join, and manage your participation below

Q Select a company to join Select a department  Join 



Once your profile is authorised, you can manage your profile, set up events and join your organisation's activities direct from your dashboard using the intuitive tabs at the top of the page.



# Campaigns



Select My **Campaigns** on your dashboard to search for, and manage, campaigns.

This is what it looks like:

## > Your Campaigns

You can search for your organisations campaigns here.



This page is for Company Managers only.



# Creating an event



When you are ready to host your own event for your favourite cause, click **My Events** and then **Create Event** on the next page.

My Events



Create Event

You will then be prompted to enter your event details.

The first step is to assign your event to your organisation, if applicable.

You will then be able to view your event in your organisation's campaigns.

If you do not wish to attach your event to your organisation, simply select **none** from the drop down menu. This cannot be changed afterwards, please ensure this is correct.

1 Are you fundraising on behalf of an organisation?

Campaign \*

Please Select

Your event will be linked to this Campaign. This cannot be changed. Please ensure this is correct.

Next

# Creating an event



The next step is to tell us about your **event**.

2 Tell us about your event

Event Name \*

Members    
Please enter a valid email address.

All members will be able to edit this event.

Event location

Event date

Event close date    
This is the last day for accepting donations.

Event is private

Event Type  Please tick here if your event is not eligible for Gift Aid. If donors will receive any goods, services or other benefits as a result of their donation then it is not eligible for Gift Aid. E.g. bake sales, auctions, event tickets or raffles.

Members can be added in order to edit the event once it has been published.

If you would like donations to continue after the date of your event, then please choose an event close date that is a reasonable amount of time after the event. The event closes at 23:59:59 on the selected close date.

# Creating an event



You can select your **charities** you would like to support for your event.

3 Which charity would you like to raise money for?

Supported charities

You can choose up to six charities to support. If you are fundraising on behalf of a Campaign the charities available will be limited.

[Request a charity not listed](#)

Donation Divide

Charity	%
Please select your supported charities	

0%

[Previous](#) [Next](#)

You can choose up to six charities to support. If you are fundraising on behalf of a **Campaign** the charities available will be limited.

You can change the split of the charities using the edit function, but only before you start receiving donations.

# Creating an event



The event target is how much you would like to raise and this total can include offline donations if applicable.

4 How much are you trying to raise?

Event target	<input type="text"/>
Display Totalizer	<input type="checkbox"/>
Offline Donations	<input type="text"/>

Previous Next

The **Display Totalizer** tickbox can show both offline and online donations.

The offline donations box is where you can input the amount of donations (£) you have received outside of the online page.

# Creating an event



You can create your banner title, description and image that will appear at the top of the page.

5 Event Page Banner

Title

Text

Image

The banner image should be a minimum of 1600px x 800px in JPEG format

You **title** can be the same as your event name chosen if applicable.

The banner **image** will work best in JPEG format.

A simpler image works best, as the title appears over the top-left area of the image. You can see examples on page 12.

# Creating an event



The event page description will appear as text underneath your banner. This is your opportunity to explain in detail about your event.

6 Event Page Description

Title \*

Content



|

Image

The image should be a minimum of 600px x 400px in JPEG format

Previous Next

The **title** for the description can be different to the title of the page. For example, you can use a call to action instead here.

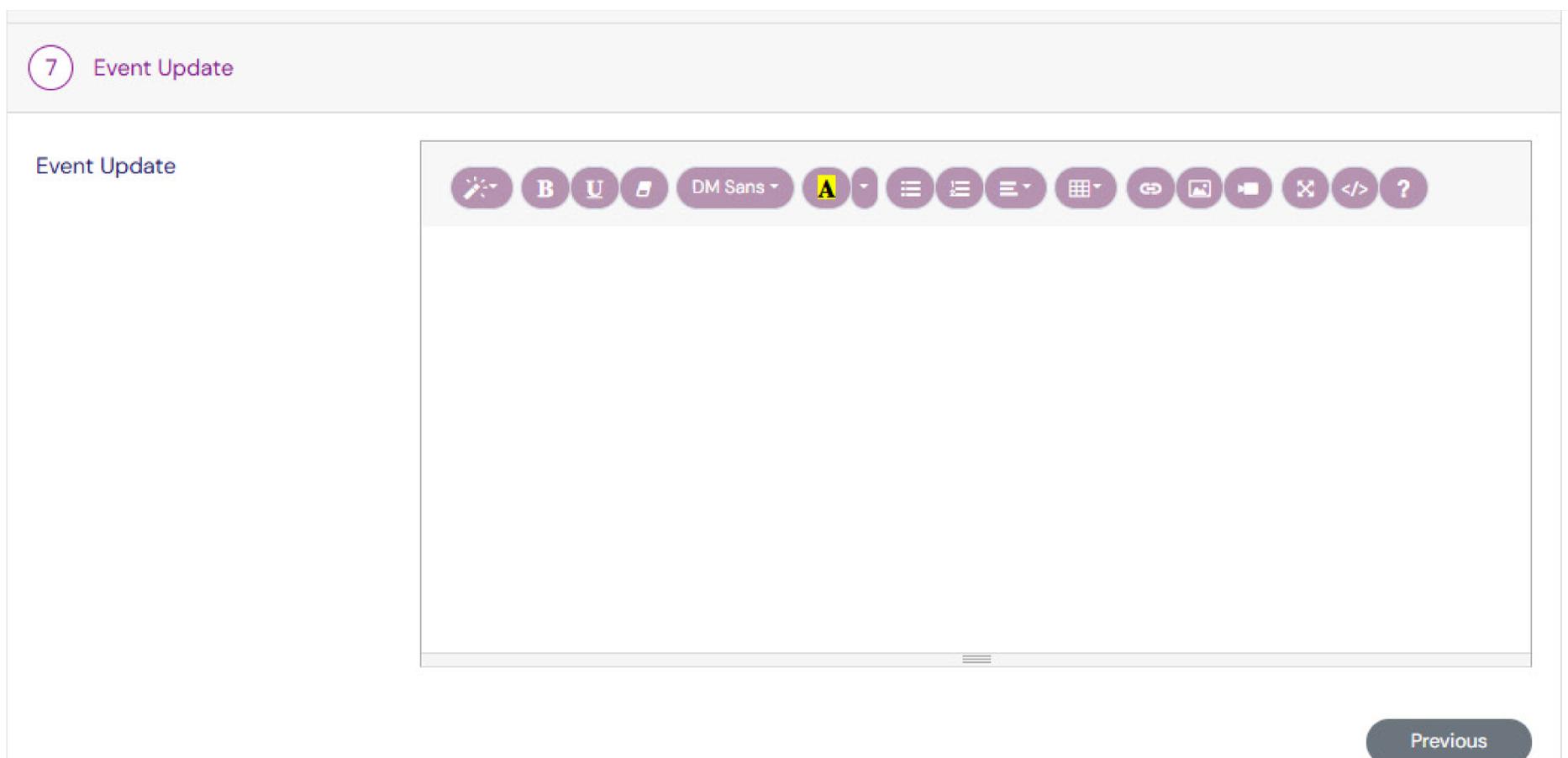
Your **image** will appear on the left hand side of the page underneath the banner. Use JPEG for better quality imagery.

You can see examples on page 12.

# Creating an event



Once the event is published you have the opportunity to post updates about the event.

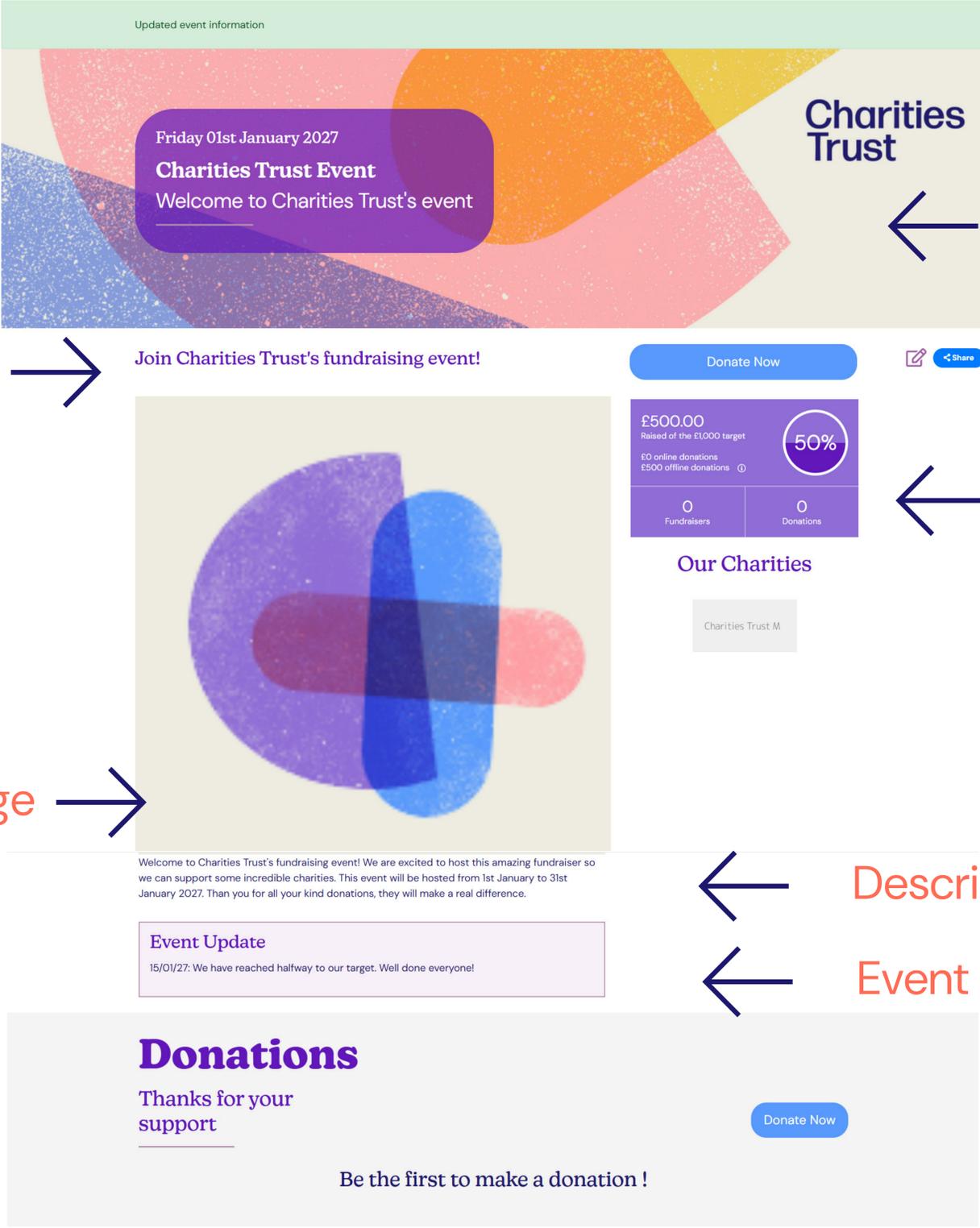
A screenshot of a web-based editor interface for creating an event update. At the top left, there is a tab labeled '7 Event Update'. Below this, the main editing area is titled 'Event Update'. The editor features a rich text toolbar with various icons for text formatting (bold, italic, underline, strikethrough), font selection (currently 'DM Sans'), text color (yellow), background color, bulleted and numbered lists, indentation, table creation, link insertion, image insertion, video insertion, unlink, source code, and help. The main content area is currently empty. At the bottom right of the editor, there is a 'Previous' button.

You can edit the page after it is published and make any required changes.

# Creating an event



This is an example of what your complete page will look like:



**Banner Title and Banner Text** →

**Banner Image** ←

**Description Title** →

**Description Image** →

**Display Totalizer** ←

**Description Content** ←

**Event Update** ←

The diagram illustrates the layout of a fundraising event page. At the top is a banner with a date and event title. Below the banner is a description section featuring a large image, a fundraising progress bar (showing 50% raised), and a list of charities. An event update box is positioned below the description. The bottom section is a call-to-action for donations, including a 'Donate Now' button and a motivational message.

# Contact Us

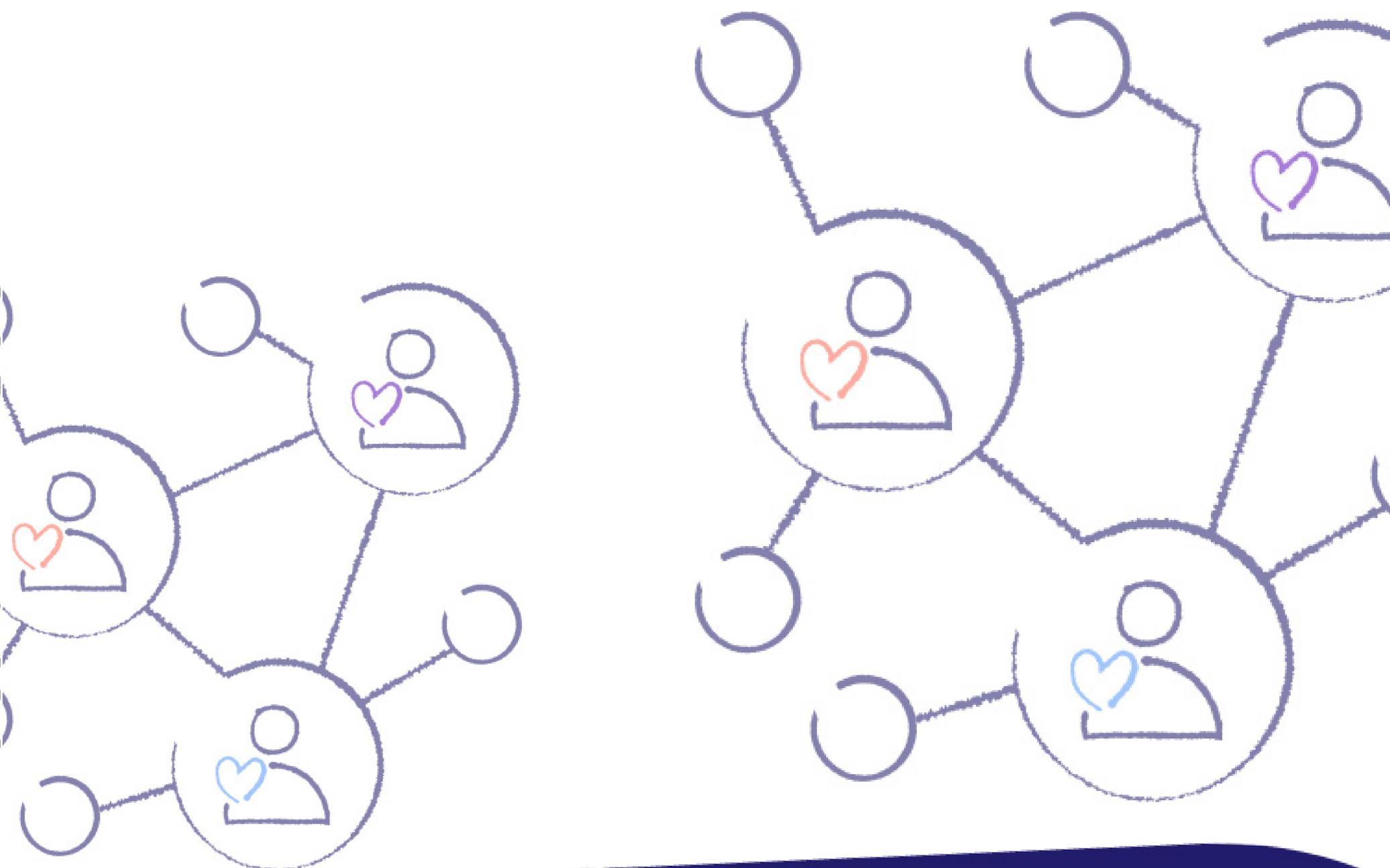


If you have any questions when using your Sponsor Me profile please contact a member of our **Customer Service** team who'll be happy to assist or view our FAQ's here: <https://sponsorme.charitiestrust.org/faq>

**T: 0151 286 5129**

**E: [info@charitiestrust.org](mailto:info@charitiestrust.org)**

**W: [www.charitiestrust.org](http://www.charitiestrust.org)**





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Charities Trust, 2nd Floor, Eleanor Rathbone House, Connect Business Village,  
24 Derby Rd, Liverpool, L5 9PR, United Kingdom.