

## LHFC BUILD Project Sponsored Events

If you are doing a sponsored event to raise money for LHFC BUILD Project then please use **BT MYDONATE ONLINE SPONSORSHIP**

LHFC are a registered charity with BT MyDonate.

### If you are setting up your own sponsored event:

START HERE: [www. btplc.com/mydonate/](http://www.btplc.com/mydonate/)

- Select Donate to Charity
- Search Locks Heath Free Church
- Click View profile and events
- Select Start Fundraising
- Select Create My Challenge
- Create a personal registration and login with MyDonate
- Complete all sections and publish your page
- View your page and edit as necessary
- Create a personal registration and login with MyDonate
- Enter your Target amount and complete 2 tick boxes
- Click Next Step
- Fill in the boxes with details about yourself and why you are doing the Event
- Complete tick boxes
- Compose an email to be sent to your donors thanking them for their donation
- Publish your page
- View your page and edit as necessary

Email [treasurer@lhfc.org.uk](mailto:treasurer@lhfc.org.uk) to inform them you have set up a page

### If you are joining in with an LHFC Fund-raising event

START HERE: [www. btplc.com/mydonate/](http://www.btplc.com/mydonate/)

- Select Donate to Charity
- Search Locks Heath Free Church
- Click View profile and events
- Select Your Event - More event details
- Start Fundraising
- Create a personal registration and login with MyDonate
- Enter your Target amount and complete 2 tick boxes
- Click Next Step
- Fill in the boxes with details about yourself and why you are doing the Event
- Complete tick boxes
- Compose an email to be sent to your donors thanking them for their donation
- Publish your page
- View your page and edit as necessary

Email [treasurer@lhfc.org.uk](mailto:treasurer@lhfc.org.uk) to inform them you have set up a page

Your page will track your individual totals but also be linked to the “event” giving “Team” totals.

If you have any questions about setting up online sponsorship please contact Claire Johnson

Tel: 01489 579669 or Email: [children@lhfc.org.uk](mailto:children@lhfc.org.uk)