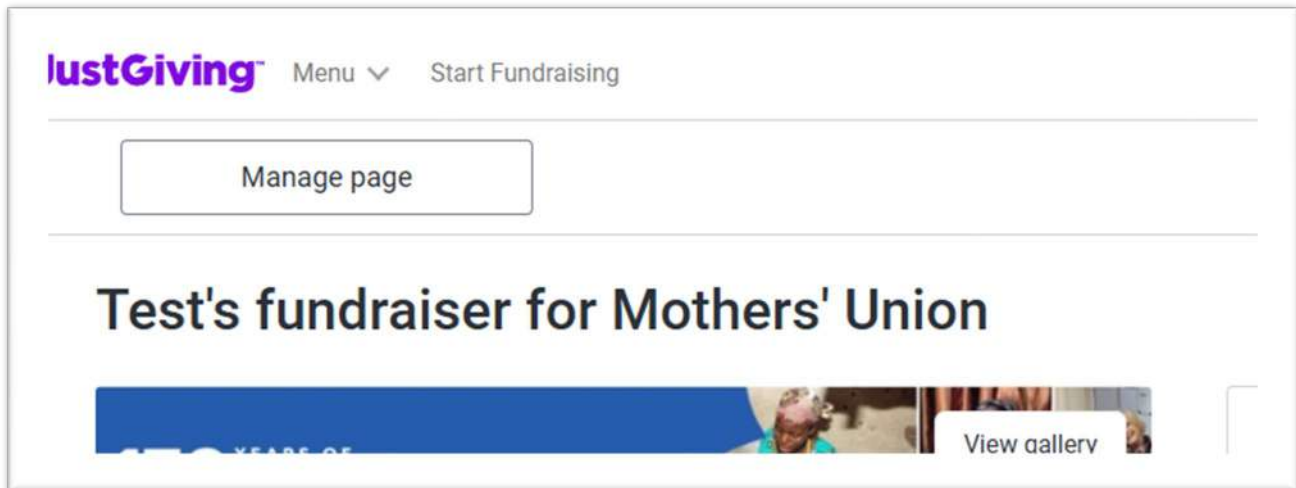


# How to add offline donations to your JustGiving page

## Step 1: Accessing the menu

Open your fundraising page.

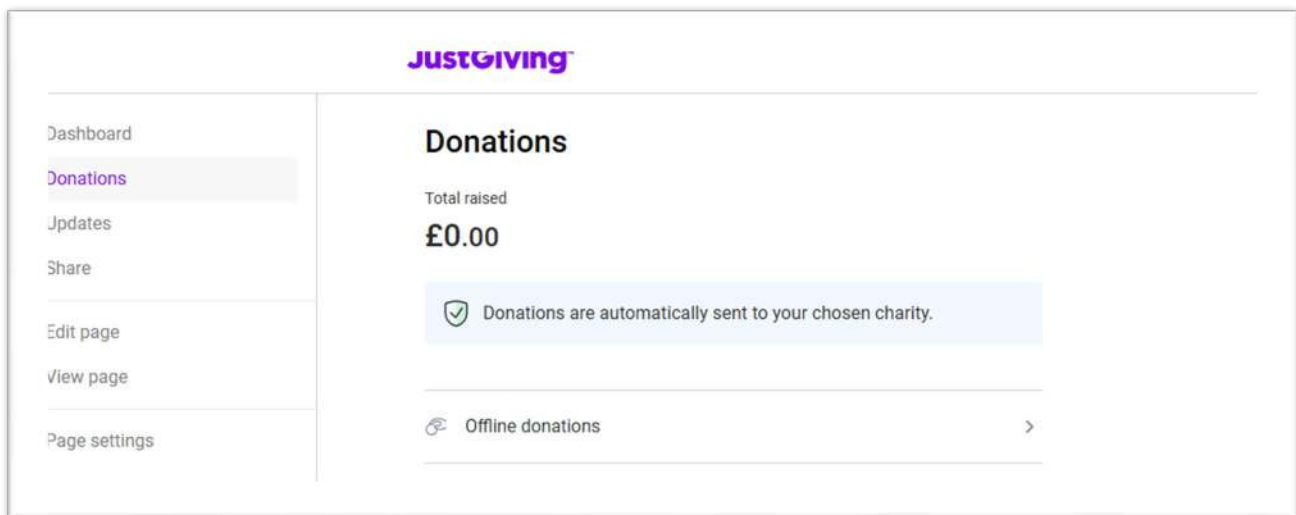
Press the 'Manage page' button at the top of the page.



## Step 2: More menu navigation

Press the 'Donations' button on the left-hand side menu.

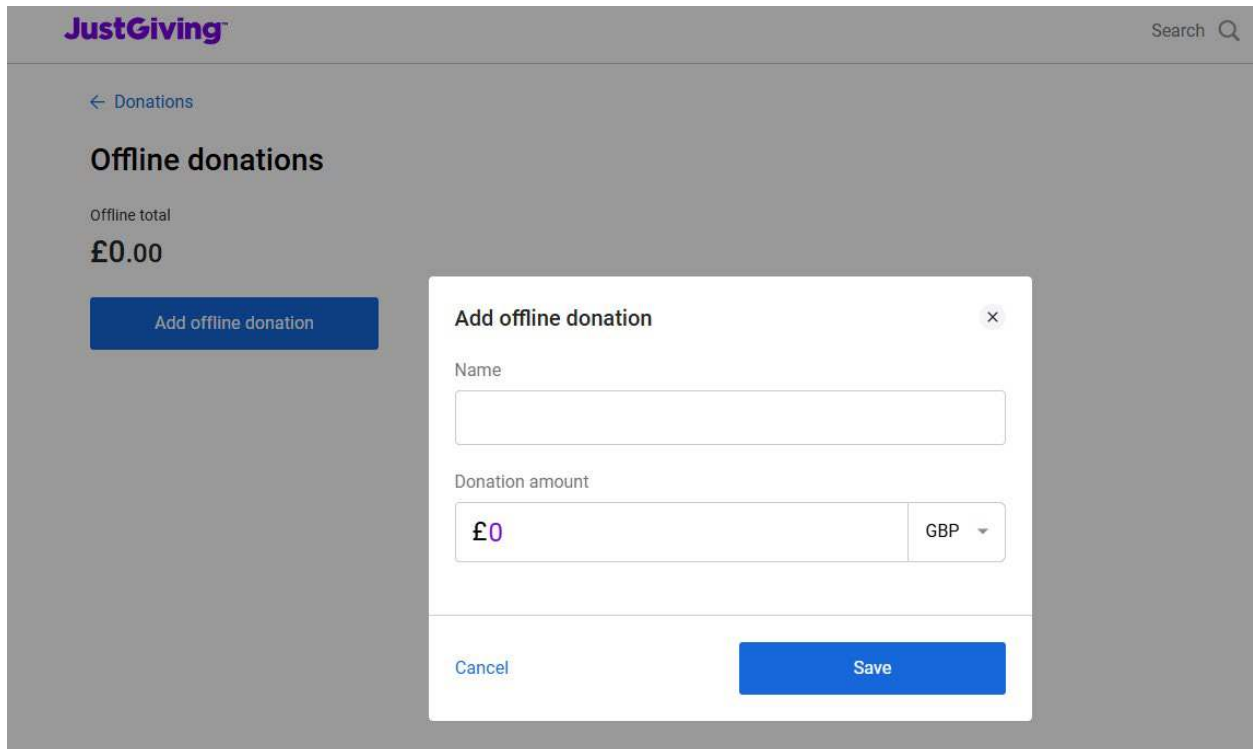
Then press 'Offline donations'



### Step 3: Adding offline donations

Press the blue 'Add offline donation' button

You can then add in offline donations using the pop-up box. You can choose to separate them by individual donor, or group them together under one heading.



The screenshot displays the JustGiving interface for adding offline donations. At the top left is the JustGiving logo, and at the top right is a search icon. Below the logo is a breadcrumb link for 'Donations'. The main heading is 'Offline donations', followed by 'Offline total' and '£0.00'. A blue button labeled 'Add offline donation' is positioned on the left. A modal form titled 'Add offline donation' is open, featuring a 'Name' text input field, a 'Donation amount' input field with a currency dropdown set to 'GBP', and 'Cancel' and 'Save' buttons at the bottom.

### Step 4: Sending your offline donations to Mary Sumner House

Please pay in funds by cheque or bank transfer, clearly labelled with:

**<Diocese/Branch name> – JustGiving 150th Challenge**

You're welcome to send funds in on a monthly basis, or to set your own cut-off date for accepting donations before sending your received monies to Mary Sumner House in one go. If you are sending funds in by post, you're welcome to include a note indicating which fundraising page the funds were donated towards.

Please address your envelopes to the Fundraising and Finance Teams and send them to:

Mary Sumner House  
24 Tufton Street  
London  
SW1P 3RB

For more information, including if you would like our bank details, please write to us at [fundraising@mothersunion.org](mailto:fundraising@mothersunion.org)