

A GUIDE TO YOUR COFFEE MORNING PAGE

It's quick and easy to use your Coffee Morning fundraising page.

How do I access my page?

Once you've registered to host a Coffee Morning, a fundraising page will automatically be set up for you, so you can start fundraising straight away. To access this page, use the link in your registration e-mail.

If you'd like to personalise your page and add a photo, a fundraising target and update your bio with more details about your event, you can do this quickly and easily by creating an account. This link will also be in your registration e-mail. Once you have created an account you can update your page as often as you like "by clicking on the log in button"

Make sure the details you enter are accurate, save your changes and you're ready to go!

Why do I have to create an account?

We ask you to create an account and set a password for your personal data protection. If you wish to personalise your Coffee Morning fundraising page, you can easily and securely log back in. If you forget your password, there will be a reset password link below the password field where you log in.

Do I have to personalise my page?

We recommend you personalise your page, as we know that people are more likely to support you, if they understand how their donations will help. It's not a requirement to personalise your page, and you can still share your page to collect donations without personalising.

If you decide not to, you will have a standard fundraising page with a default date (30 September) and a default fundraising target. You can still create your account if you change your mind.

If you are using your QR code you will always be able to see the donations you have raised on your fundraising page.

How do I share my page?

Share the URL link that's on the confirmation page, once you've completed your set up (we'll email it to you too). You can copy the link to send your page directly to your guests to donate. Use the Facebook, Twitter, LinkedIn and WhatsApp buttons to share it on social media too.

I've lost the link to my page. How do I find it?

If you forget or lose the link to your page, you can simply scan your QR code again. This is the page you can share with your guests too. We will also include your link in your registration e-mail, so you can always refer back to this e-mail to access your fundraising page if you need to.

How do people donate to my page?

You can collect donations ahead of your Coffee Morning, on the day and after the event. There are two ways people can donate to your page:

1. By clicking the URL link you share with them directly and clicking on the 'Donate' button
2. By scanning the QR code in your fundraising kit with their smartphone

Anyone who donates to your page, will follow a secure donation payment process and receive an email receipt. Guests can choose if their name is shown publicly on your event page.

Donation amounts will always be shown on your page, and there is no way to hide the amount your guests have given.

Can my friends from Overseas donate to my page?

We have added PayPal as a donation method to Coffee Morning Fundraising Pages, which means people donating from Overseas to their Friends/Family's Coffee Morning, have an easy way to do so.

To donate using PayPal go to the Coffee Morning Fundraising Page and click "donate". PayPal will be offered as a payment method (along with Apple, Samsung and Card Payment still). There your friends can donate via their own PayPal account regardless of what their local currency is.

PayPal will then pay Macmillan in pounds. (This is subject to international payment fees from PayPal.)

What is a QR code?

A QR code is just like a bar code. A smartphone is able to scan this code (using the camera) so your guest can donate safely without needing cash. These donations will be included in your fundraising total, that you can see on your totaliser.

How do I use a QR codes?

1. Open up the camera on your smartphone
2. Hold the camera over the QR Code so the whole image is in view (don't take a picture)
3. You'll then be prompted to click on a link which will take you to the secure homepage for your Coffee Morning
4. Click on the 'Donate' button
5. You can then choose to give one of the pre-defined donation amounts or select 'Other' to input your desired donation.
6. Follow the instructions on screen to securely enter your payment details. Remember, please select Gift Aid if we are able to claim an extra 25% on your donation at no extra cost to you.
7. An email receipt will be sent to confirm the donation has been processed

Not working? You may need to download a QR Reader app on your smartphone and scan the code using the app instead.



WORLD'S BIGGEST
COFFEE
MORNING

MACMILLAN
CANCER SUPPORT

How do I know who has donated?

You can see your total fundraised amount and the donation you have received by visiting your fundraising page. All donations will appear on your page, although guests can choose to donate anonymously during the donation process by choosing to hide their name. We'll also send you a weekly email of your donations. Check your junk folder if you don't receive the email straight to your inbox.

Will I be thanked for donations on this page?

Yes, you will be thanked by Macmillan Cancer Support.

How are my donations collected?

The money donated to your page will automatically be securely sent to Macmillan Cancer Support. From your donation, a transaction fee of 2.5% will be paid to Thyngs, the service provider. Payment by means of different options e.g. PayPal, Apple Pay, Google Pay are also subject to the charges of the particular supplier.

What happens if I don't meet the target I set myself?

Don't worry if you don't meet your target, Macmillan Cancer Support will still be delighted to receive any funds that you raise.

Can I add offline donations to my page?

Unfortunately, you will not be able to add offline donations your Coffee Morning Page. There are four easy ways to pay in the money collected from your Coffee Morning. You can do this online, over the phone at 0330 102 7890 or at the bank using your unique paying in slip included in your fundraising kit.

How long will my page remain live for?

It will remain active until March 2023, if you want to hold your event later in the year.

I need help!

If you are having any problems with your page, donating or the QR code sticker in your fundraising kit isn't working, please get in touch with our friendly team at coffee@macmillan.org.uk or call 0330 102 7810.



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