

A GUIDE TO YOUR COFFEE MORNING PAGE

It's quick and easy to set up your Coffee Morning Page, to collect RSVPs and accept donations.

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 make changes to your 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.

How do I create my page?

Once you've set up your account, click 'Create your Page'. You can edit your page, add a photo, a fundraising target and update your bio with more details about your event.

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

Do I have to create a 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.

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 RSVP and donate. Use the Facebook, Twitter and LinkedIn 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.

How do people RSVP to my page?

A guest can RSVP to your page, by clicking the shareable URL link you send them and clicking on the 'RSVP' button.

A guest will be asked to enter their name and email address to RSVP and they have the option to securely donate, ahead of the day too.

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 donation amount is shown publicly on your event page.

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 chose to give one of the pre-defined donation amounts (£10, £15, £25) 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.

How do I know who has RSVP'd and donated?

You can see your total fundraised amount and the latest three RSVP messages on your RSVP feed and totaliser, on the homepage. We'll send you a weekly email of your RSVPs and 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 January 2021, 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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