## Instructions for thanking donors via Localgiving

- 1. Login into Localgiving <u>https://localgiving.org</u>
- 2. On the left-hand side, click the 'My Fundraising pages' option.



3. Click the green 'Donations' button on your fundraising page.



4. You will see a list of all your donations. Click on the 'Read and send thank you' button for each of your donors.

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Dashboard	Donations to your fundraising page Dational / YarLindmainicaaese / Dean Ku Rain Reigete 2019					📥 Export a:
2 My Fundraising pages	Date Charity	Supporter name	Amount (E)	Gift Aid	Matched amount (E)	Supporter com
My donations	08-07-2019 Stripey Stork	Susan Moore	£10.00	£2.50	60	Read & send thank you
My direct debits	08-07-2019 Stripey Stork	Janet Gazey	620.00	£5.00	60	Read & send thank you
	09-07-2019 Stripey Stork	Margaret Osborne	£10.00	£2.50	60	Read & send thank you
🕞 Logout	10-07-2019 Stripey Stork	Susan Moore	£10.00	60.00	60	Read & send thank you
	10-07-2019 Stripey Stork	Stephen Moore	£10.00	£2.50	60	Read & send thank you
	20-07-2019 Stripey Stork	Helen Dodd	620.00	65.00	60	Read & send thank you
						Page 1 of 1

5. A pop-up box will appear for each, where you can enter your individual message.

Comment left by supporter on £10.00 donation	×
Message from supporter:	
Good luck boys!	
Close Sen	d thank you

6. Before sending your first message, you may want to highlight the text and press 'ctrl & c' to copy to the clipboard, then you can click the green 'Send thank you' button. When you open the next message box, if you press 'ctrl & v' it will paste the text from the previous message.

It's always lovely to show your appreciation to those who have supported you and let them know how you got on, a thank you goes a long way!