

Your guide to using  
**Everyday  
Hero**

Our preferred online giving platform



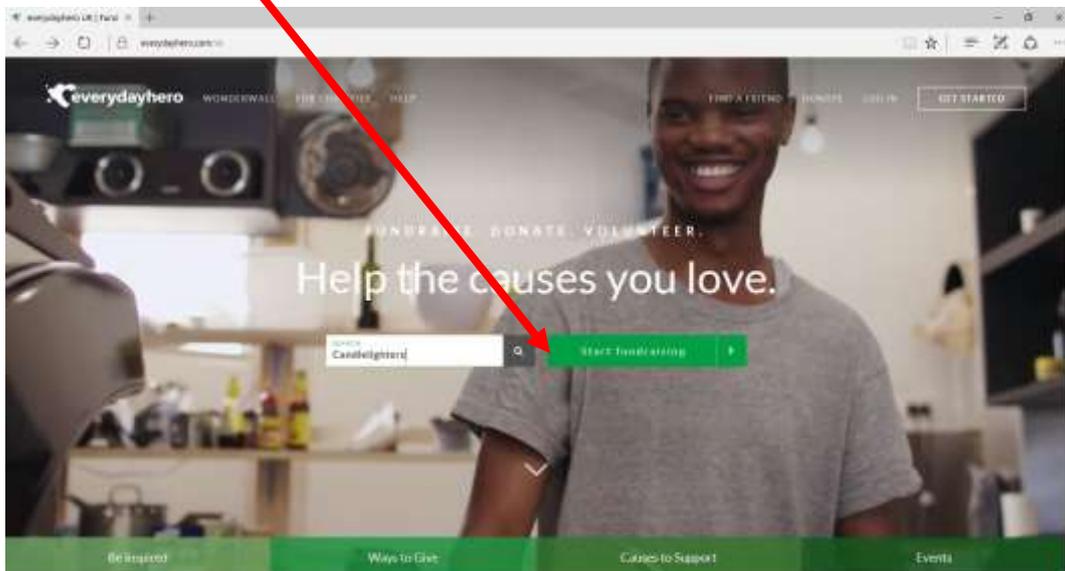


# A guide to everydayhero

## How to set up your page

Setting up a page on Everyday Hero is quick and easy:

- 1.) In order to set up your own Everyday Hero fundraising page, you will need to go to the Everyday Hero website: [www.everydayhero.com](http://www.everydayhero.com)
- 2.) Then simply type in 'Candlelighters' into the search bar and select us from the top of the list.

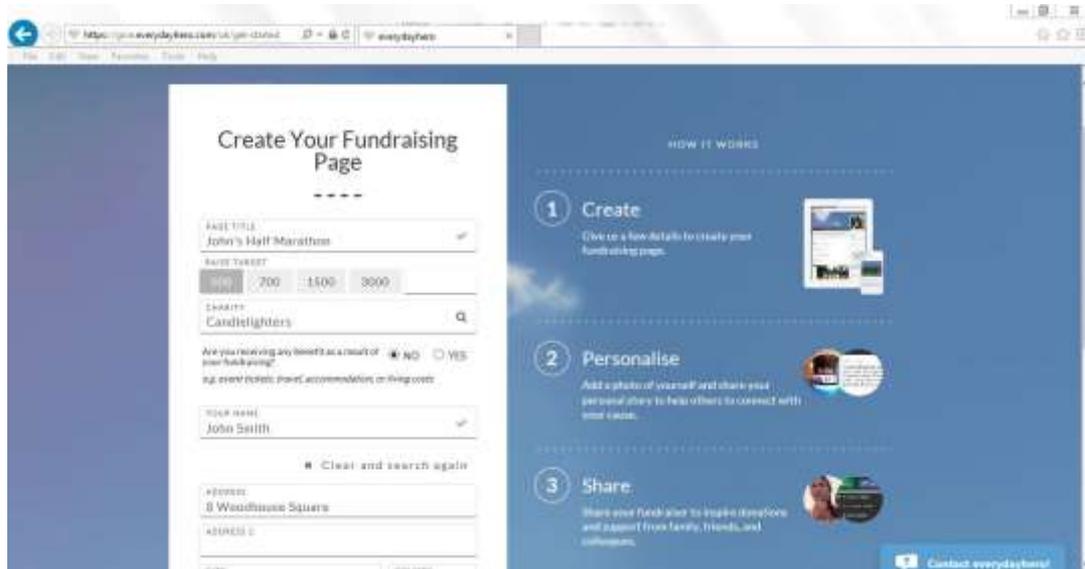


- 3.) You have reached the Candlelighters Everyday Hero page! Click 'Start Fundraising'.





4.) You will then reach a simple form to fill in your details. You can set up your page through your Facebook or with an email address- whichever is easiest for you!



Once you have set up your page, Everyday Hero will guide you through ways of **personalising your page**. You can upload a profile photo, add videos and write about your story so people can read all about why you are taking part in your event or challenge. If you are part of a team, you can create team pages as well as an individual page.

When personalising your page, you can also set a **target amount** that you wish to raise. By doing this, you can set yourself a clear goal as well as track your progress.

In addition to linking your page with your social media accounts, you can also **link your fitness tracker apps** (eg. Strava and Map My Run). By doing this your supporters can track your progress on the run up to your event and see all the effort you are putting into your training!





You may also receive messages from Candlelighters including videos and promotional images about the event. You can choose to have these appear on your page to let your supporters know more about the charity or the event.

Once your page is set up and personalised you are ready to start fundraising! So get on your social media and **share, share, share!**

People will be able to sponsor you and leave messages of encouragement and congratulations on your Everyday Hero page. You will also be able to leave messages back to thank people for their donations. **All online donations will go directly to Candlelighters so you won't need to worry about sending the money over once you have finished fundraising.**

## Questions?

**I have family who aren't online. How will they sponsor me?** You can also add offline donations. This way, you can keep track of all your donations, online and offline.

**When should I close my page?** It is a good idea to keep your page open after the event as people may still want to donate after seeing your pictures and hearing stories about the event.

**What if I get stuck trying to set-up my page?** If you get stuck with your page you can contact Everyday Hero through their website: [www.everydayhero.com](http://www.everydayhero.com). Here, you can click on the 'Help' tab which will direct you to their online support team to help you resolve your problem.

## Top Tips

Don't be afraid to **donate to yourself first**. By doing this you will get that ball rolling for other donations as well as giving others an idea of how much they should donate.

**Keep updating your page** as you get closer to the event. People who update their page, eg. with blog posts and new photos, tend to receive more donations. Also, adding a new photo is another excuse to share your page again.

Try to make your page **as personalised as you can**, if you have a strong motivation for supporting the charity or taking part in the event, let everyone know about it.

Share, share, share! You are doing a great thing by supporting Candlelighters and taking on a challenge- **don't be shy about telling everyone about it and how well you're doing!**