

## Setting up a Give A Little account



Give A Little is a donations platform that allows your church to receive donations online and through contactless devices.

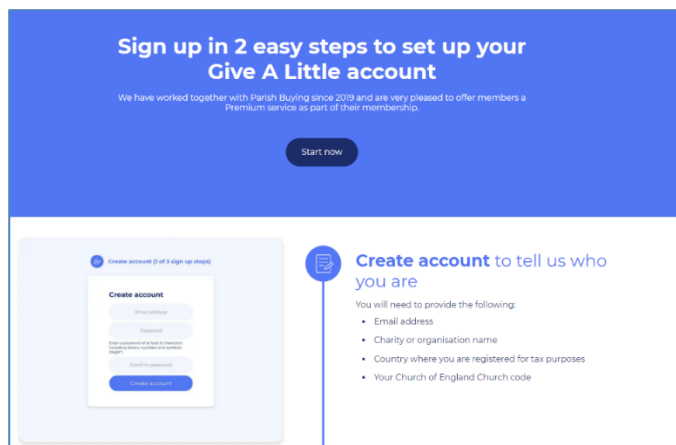
**Please note that Give A Little needs to verify each chaplaincy account before you are approved and can start creating a campaign. This may take 24 hours to do so.**

### Step 1: Go to the Parish Buying website

To start the process of creating an account with Give A Little, please [visit the Online Giving page](#) on the *Parish Buying* website and **log in** to your Parish Buying account. Once you are logged in, the link to the special Give A Little/Church of England will appear on the page. It's important that you follow this link, rather than going directly to Give A Little, as this ensures you receive the Premium version of Give A Little for free, which has been specially negotiated for Church of England Parish Buying members.

### Step 2: Click on the link to 'Go to Give A Little's website'

Click on 'Start now' in the middle of the page.



On the next screen, enter your email address and set a password. It is good practice to create your account using a role-based email address (e.g., stmarystreasurer@gmail.com) rather than a personal email address so that the login details can be shared with others. Click on 'Confirm email address'.

### Step 3: Verify email address

After clicking 'Confirm email address', you will see a screen that says 'Confirm your email address'. Check the email account you signed up with and you should have an email from Give A Little. Follow the link in that email, or click on 'Resend verification email' if it has not

come through.

#### Step 4: Enter your church details

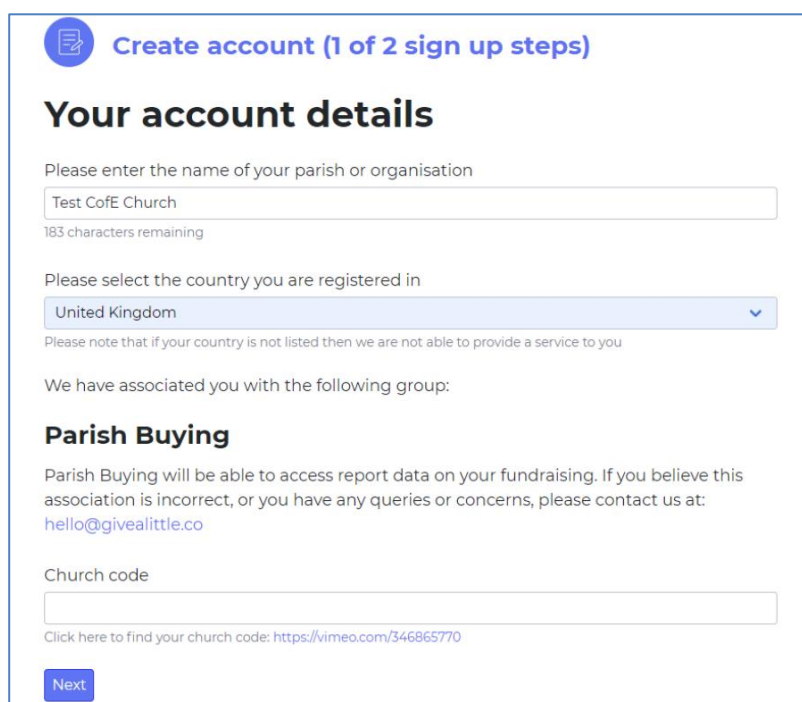
Now you will be asked to enter your church details. It is best to enter your church name in an easily identifiable format including the place e.g., 'St Agatha's, Anytown' rather than just 'St Agatha's'.

Then enter the country location from the dropdown menu.

Here you also asked for your church code. This is a Church of England code, which you can find by going to your chaplaincy page on the [A Church Near You website](#), clicking on the 'More Information' tab on the left, and you will see your Church Code number under 'Location Information'.

If you are setting up an account on behalf of a multi-church chaplaincy, use the church code for the lead church in the chaplaincy.

When you're ready, click on 'Next'.



The screenshot shows a web form titled 'Create account (1 of 2 sign up steps)'. The main heading is 'Your account details'. The first section asks for the 'name of your parish or organisation' with a text input field containing 'Test CofE Church' and a character count of '183 characters remaining'. The second section asks to 'select the country you are registered in' with a dropdown menu showing 'United Kingdom'. A note below states: 'Please note that if your country is not listed then we are not able to provide a service to you'. The third section, 'Parish Buying', explains that it will access fundraising data and provides an email 'hello@givealittle.co'. The final section is for the 'Church code' with an empty text input field and a link: 'Click here to find your church code: <https://vimeo.com/346865770>'. A blue 'Next' button is at the bottom left.

#### Step 5: Accept the terms and conditions

Once you have clicked on the link in the email from Give A Little and successfully verified your email address you will be taken to a welcome screen. This explains what Give A Little is and asks you to agree to their terms and conditions. Scroll down until you see the tick boxes. You must tick the first box but it is up to you whether you tick the second box and subscribe to updates. When you're ready, click 'Next'.

**Terms and Conditions**

Please read our [terms and conditions](#) then make the following declaration to begin using the service:

☐ I agree to the terms and we'll use Give a Little solely for charitable purposes

And optionally, would you like us to stay in touch with you regarding updates and new features to the Give A Little platform? By signing up to our newsletter, you'll also receive useful cashless giving tips and case stories about how charities are using Give A Little.

☐ Yes, please sign me up

We promise to keep your data safe and you can unsubscribe at any time in the future. More information is in our Privacy Policy at <https://givealittle.co/privacy-policy>.


[Next](#)

## Step 5: Connect a Payment Processor

A page will come up asking you to connect a Payment Processor.

Under **SumUp**, click “Connect existing account” and log in with your SumUp email and password. (Please note: Stripe does not work for Diocese in Europe chaplaincies.)


**Payment card processors**

**Stripe**

Stripe provide online payment processing to facilitate your web fundraising.

Create a Stripe account to accept donations using web campaigns.

[Create a Parish Buying Stripe account](#)

**SumUp**

SumUp provide in-person card-reader, and online, payment processing to facilitate your fundraising.

If you don't already have a SumUp account, you can sign up at <https://sumup.co.uk/parishbuying>. Otherwise, connect your existing account.

[Sign up with SumUp](#) [Connect existing account](#)

**Congratulations! You have now set up your Give A Little account**

You are now ready to create your first online giving campaign.

## Overview

Charity name: **Test account**

Charity number:

**£0.00**

Raised this week  
(Week starting 18/04/22)

**0**

Donations this week  
(Week starting 18/04/22)

**£0.00**

Monthly recurring donations

**£0.00**

Raised in total