

We want to make it as easy as possible for you to make the most out of your Give as you Live Charity account, to help raise funds for your group.

We've compiled a short guide for your first four weeks, with tasks to accomplish and tick off each week. By following these simple steps you'll have the best chance of making Give as you Live a success for your group!

 Tick off all the activities as you complete them!

Why not print off this checklist and keep tabs on how you are doing?

Remember this is just a guide, if you want to do more or less it's completely up to you

To edit your group's account, request materials or keep tabs on payments visit: www.everyclickadmin.com

Week 1

Signing up and weekly resources

- Sign up and log into your charity admin panel to find your **unique join URL**
- Share your join URL & encourage your local contacts to sign up!
- Request Weekly Resources updates from the fundraising toolkit

Week 3

Campaigns and social media

- Download the latest Seasonal Campaign materials
- Download Tweet Deck to schedule tweets which are included in the weekly resources:
<https://tweetdeck.twitter.com/>
- Upload Facebook posts - also included in the weekly resources email

Week 2

Branded materials

- Download **Marketing Calendar** from the fundraising toolkit
- Download your branded posters and flyers from the toolkit

Week 4

Website and Newsletter

- Add some text to your webpage
- Include an article about Give as you Live in your group's newsletter



Give as you Live[®]



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REGULATOR**