

## **Registering as a Free Charity on Giveall**

‘Free’ charities have limited access to our platform. You can receive Payroll Giving donations and donations from donors directly apart from donations via fundraising events. If you wish to benefit from fundraising events, your charity will need to upgrade their account to be a ‘Subscribed’ charity.

‘Subscribed’ charities, whether small or large, have full access to our platform including benefitting from fundraising events. Charities who have an income of less than £10,000 pa can subscribe at no cost. For more on our fees, please click [here](#).

Registering your Non-Profit Organisation on Giveall is a 10-step process.

### **First and foremost: please note two things:**

1. You must be a person authorised by your organisation to register it with Giveall.
2. You must register as a User first (regulations require that anyone registering a charity needs to be a “real person”).

NB: Donations can take place to the benefit of your charity BEFORE your charity has even started being registered. Fundraising cannot.

### **Step 1**

Click the “Register” button at the top right of each page. Complete the user registration wizard in 5 quick steps. This will create your “User Account” but note, you will not be logged in yet.

### **Step 2**

Once you have clicked the activation link in your Email Verification email, login and click the “Register Charity” button in the line of buttons below the Giveall logo.

### **Step 3**

Search for your charity, either using the name or registration number. Click on the Register link to the right of your charity’s name. (*Tip: Select a country to improve results*).

(NB: If the organisation you are looking for is not there – and you are sure you’ve searched for it correctly – then click on the “My charity is not listed” button at the bottom of the page).

### **Step 4**

Complete the step by step wizard with all of your charity’s details in 5 quick steps.

## Step 5

Once you reach Step 6, you will have successfully registered your charity. However, before it can be activated you will need to; upload charity documents, add Authorised Contacts and upload a charity image.

To carry on with your registration at a later stage, please login to your account. Click on the “Charities” heading in the left hand orange menu. Then click on the pencil icon next to your organisation’s name where you will find the “Documents”, “Contacts”, “Banking Details” and “Charity Logo” tabs.

## Step 6

Upload the following documents (to comply with our “Anti-Money Laundering” and “Know Your Client” requirements) by going to the “Documents” tab:

### **CHARITY**

- Certificate of Incorporation - If Company **or**
- Governing Document - If not incorporated
- A Bank Statement (not older than 3 months) showing the charity address and the sort code and account number where withdrawals out of your Giveall online account will be made to.
- Letter from the CEO or FD, confirming the appointment of your Administrator and the 2 Authorised Contacts

**The signed letter must be sent to our Registrations team at Giveall2Charity, Bank House, 81 St Judes Road, Englefield Green, Surrey, TW20 0DF.**

## Step 7

Add the corresponding details for your two Authorised Contacts in the “Contacts” tab.

## Step 8

In the “Banking Details” tab add the details of your external bank account where transfers out of your Giveall online account will be made to.

(These details should correspond to the details in the copy of your bank statement uploaded in Step 6. As a free charity, you will only be able to make withdrawals to this account)

## Step 9

Upload an image under the “Charity Logo” tab.

Click the “Save” button.

## Step 10

We will respond within days to let you know that your organisation has successfully been activated on Giveall or with any queries we might have.