

WELCOME

DIOCESE
OF EXETER

 THE CHURCH
OF ENGLAND
IN DEVON





mission.resources@exeter.anglican.org

DIGITAL ROLLOUT 2025

HOW TO SET UP AND USE YOUR DEVICE

ALL DEVICES

DIOCESE
OF EXETER



THE CHURCH
OF ENGLAND
IN DEVON



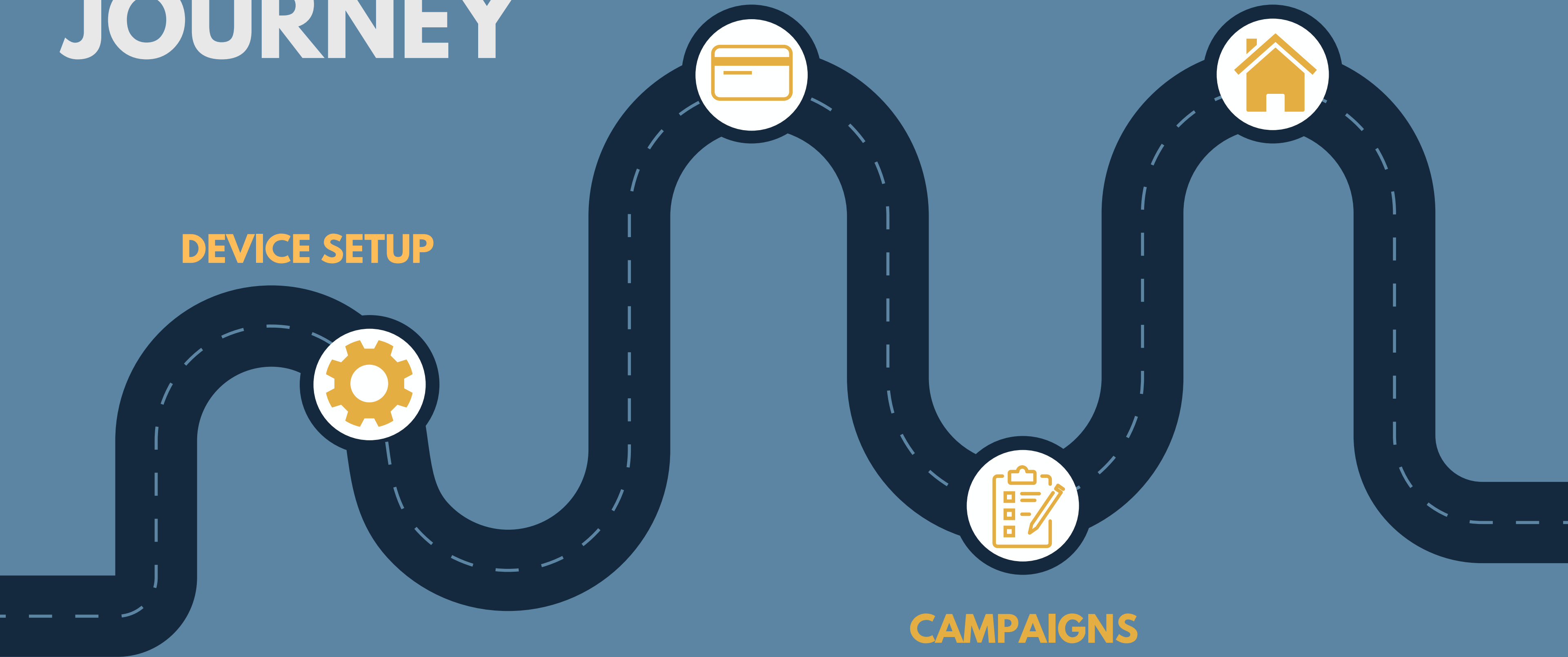
TODAY'S JOURNEY

GIVE A LITTLE

TAKEAWAY TASKS

DEVICE SETUP

CAMPAIGNS



TODAY'S APPROACH

The slides cover in detail the key aspects of setting up and running your devices

The principle is that we tell you what to do, and you do it - in real-time. That way, you are more likely to retain it

My colleagues are here to help you if you get stuck

Please could those who are technically competent and/or confident be patient - there will be sections which you might rather skip! We don't assume any prior knowledge



We'll pause occasionally to make sure everyone's on track

Don't hesitate to ask questions or seek help - chances are, someone else is wondering the same thing!

SETTING UP THE DEVICE

DIOCESE
OF EXETER



FIRST STEPS: Collectin More

DIOCESE
OF EXETER



COMPONENTS



UNBOX

Get the components out of the box. The battery is in a separate box inside



BATTERY BY-PASS POWER SUPPLY CABLE

Insert battery by-pass supply cable into the void in the case handle

SWITCHES



SUMUP DEVICE

Accessible by lifting the lid. On/off/cancel transaction switch is to right of device



ON/OFF SWITCH

Press the on/off switch for a few seconds until the CollecTin icon appears on the tablet screen

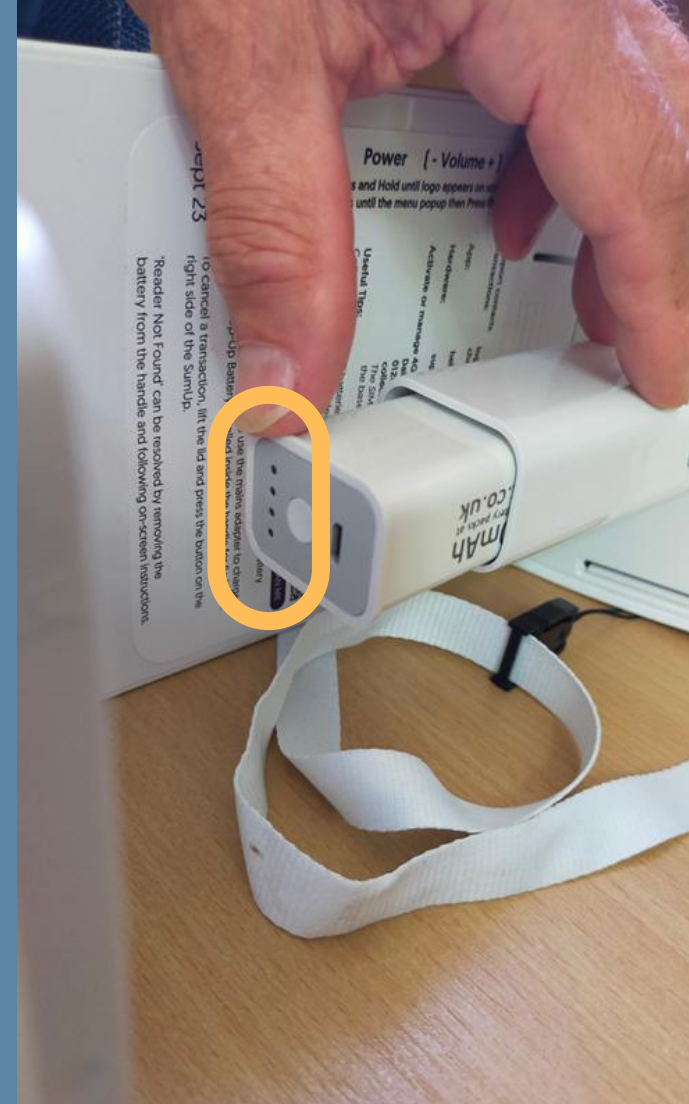


USING A BATTERY



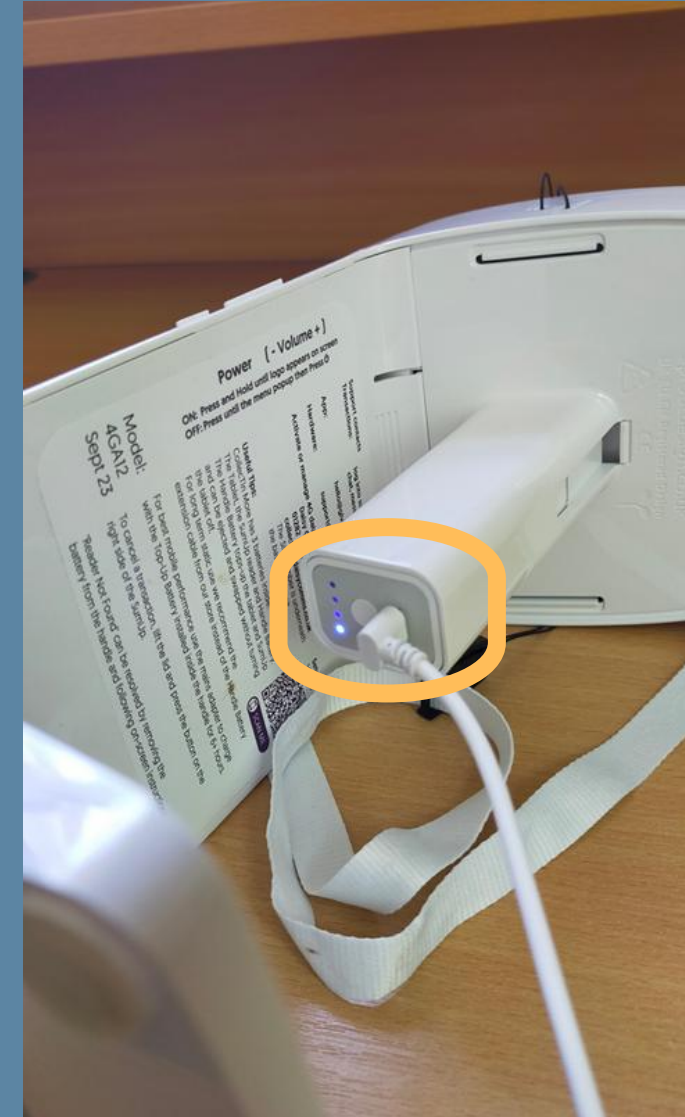
PREPARE TO INSTALL

Remove the existing battery by-pass power supply. Find the battery! This will be in a white box at the bottom of the main box



BATTERY

Insert battery with the row of four lights facing towards the device



CABLE

Insert charging cable into the battery. the number of lights lit indicates level of charge



ON/OFF

Press the on/off button which is on the right side of the card reader

FIRST STEPS: Payaz Givingstation 3

DIOCESE
OF EXETER



PREPARATION



CHARGE

Plug lead into middle slot at the back. Make sure the device charges up to at least minimum charging level.



UNLOCK

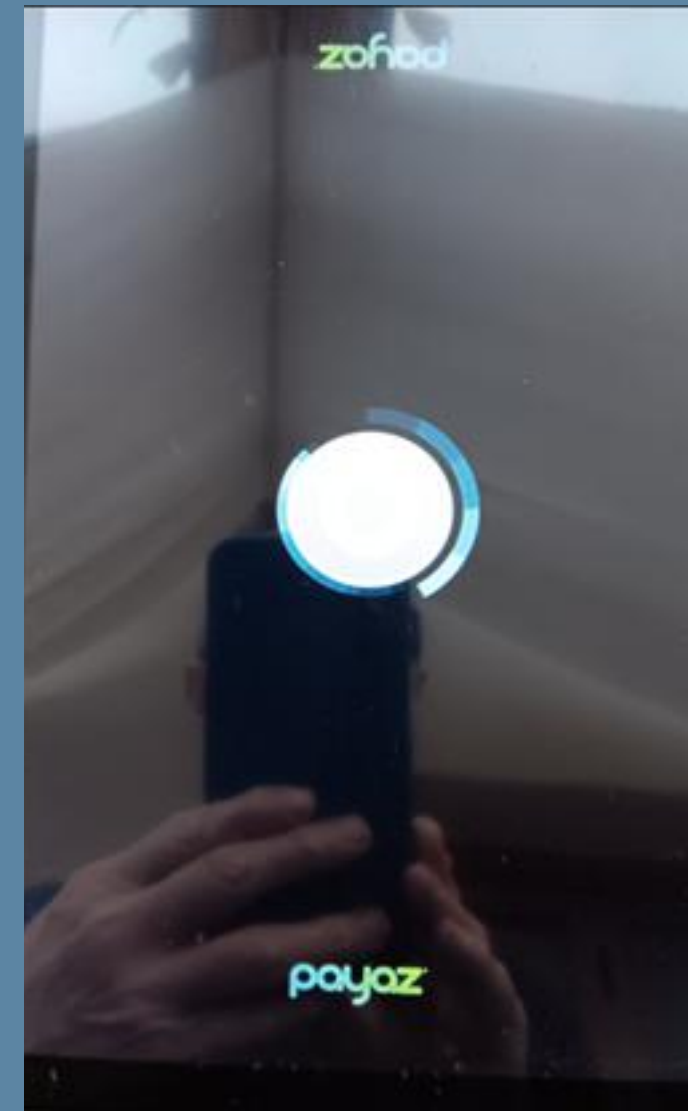
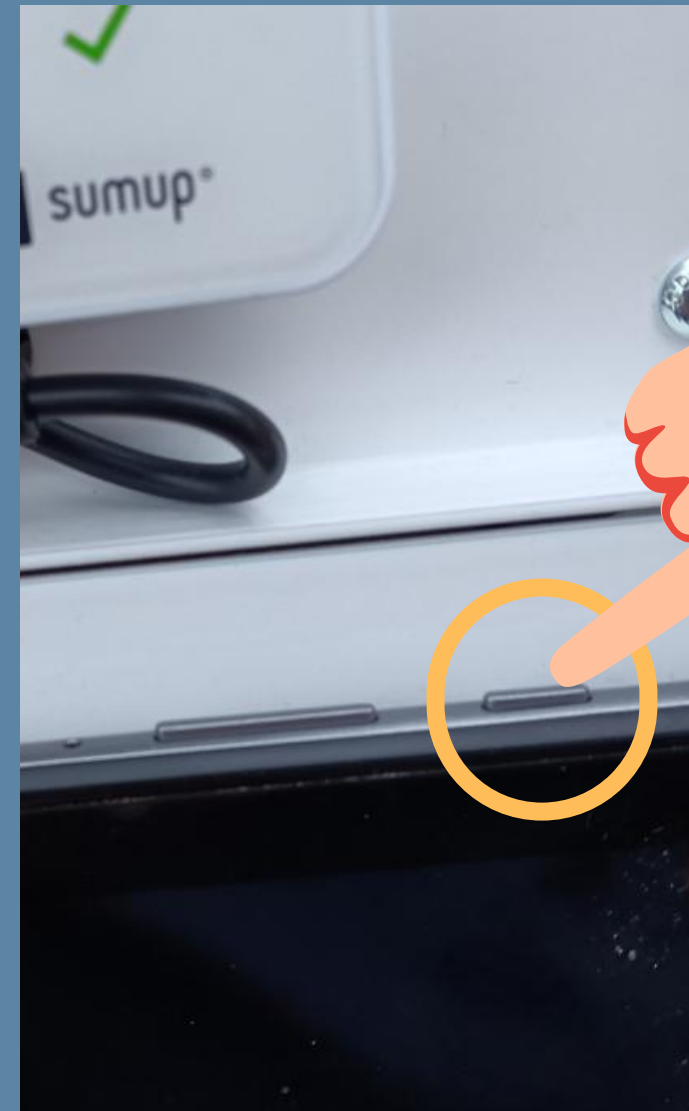
Unlock the device



LIFT

Lift the lid, exposing the tablet

SWITCHING ON



POWER BUTTON

Press the on/ off button on the top right of the tablet, hold for several seconds then release when it starts to load

FIRST STEPS: PayazGo

DIOCESE
OF EXETER



PREPARATION



CHARGE

Plug lead into middle slot at the back. Make sure the device charges up to at least minimum charging level.



SumUp reader
on/off/cancel
transaction

Tablet on/off

POWER BUTTONS

Press the on/ off button on the device to the right of the tablet and hold for several seconds then release. Also press and hold the on/ off button to the right of the SumUp reader

ALL DEVICES: BLUETOOTH

DIOCESE
OF EXETER



THE CHURCH
OF ENGLAND
IN DEVON

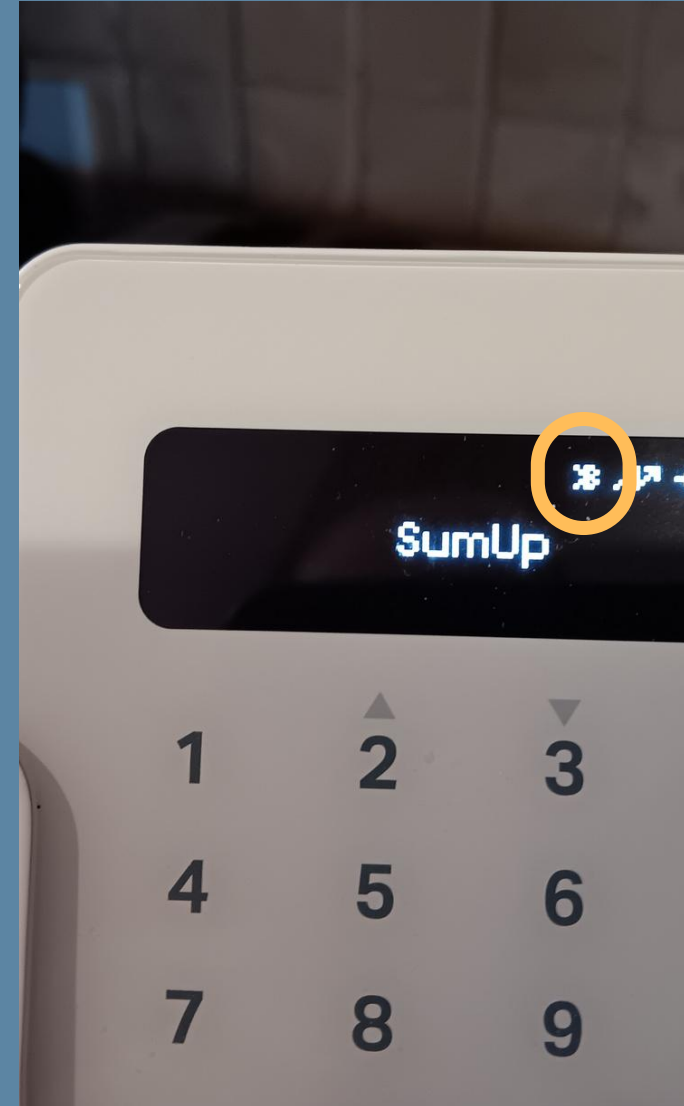
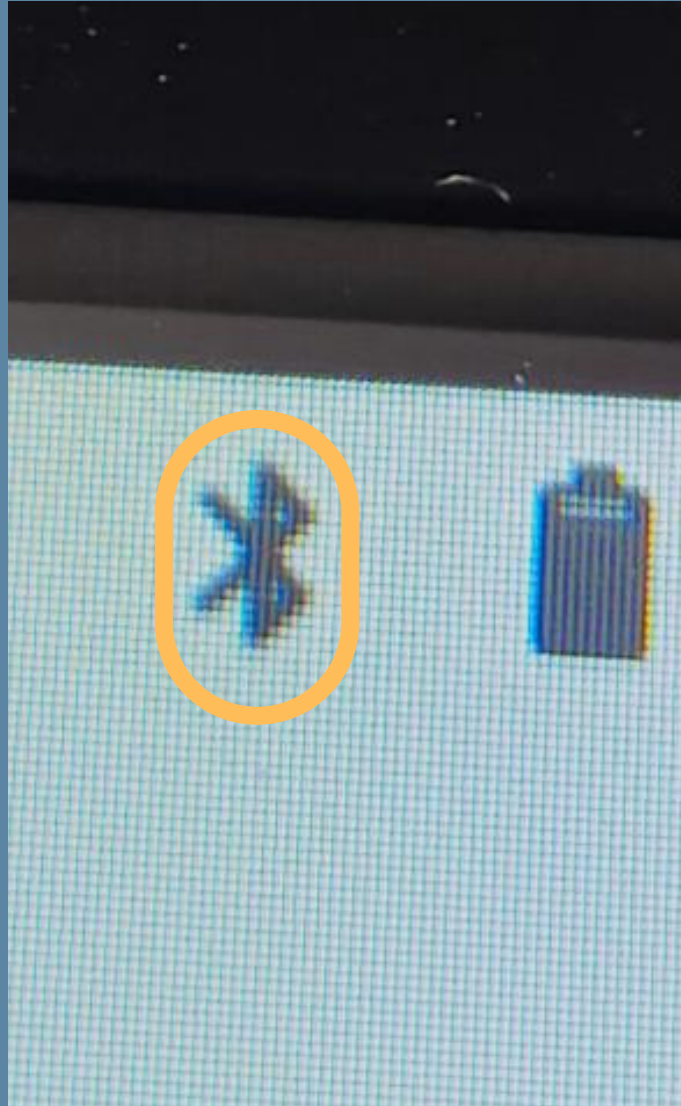


WHAT IS BLUETOOTH?



The tablet needs to communicate with the SumUp device, and this is done via Bluetooth, a short-range wireless technology that allows devices to connect and exchange data without a physical cable

CHECKING IT'S ON



For the SumUp device, the bluetooth symbol will normally only be lit when Give A Little is running



BLUETOOTH ON

Bluetooth (BT) is normally factory-configured to be switched on in both the tablet and the SumUp reader, indicated by the B-like symbol

So far,
so good?

DIOCESE
OF EXETER

 THE CHURCH
OF ENGLAND
IN DEVON



CONNECTING TO THE INTERNET

DIOCESE
OF EXETER

 THE CHURCH
OF ENGLAND
IN DEVON

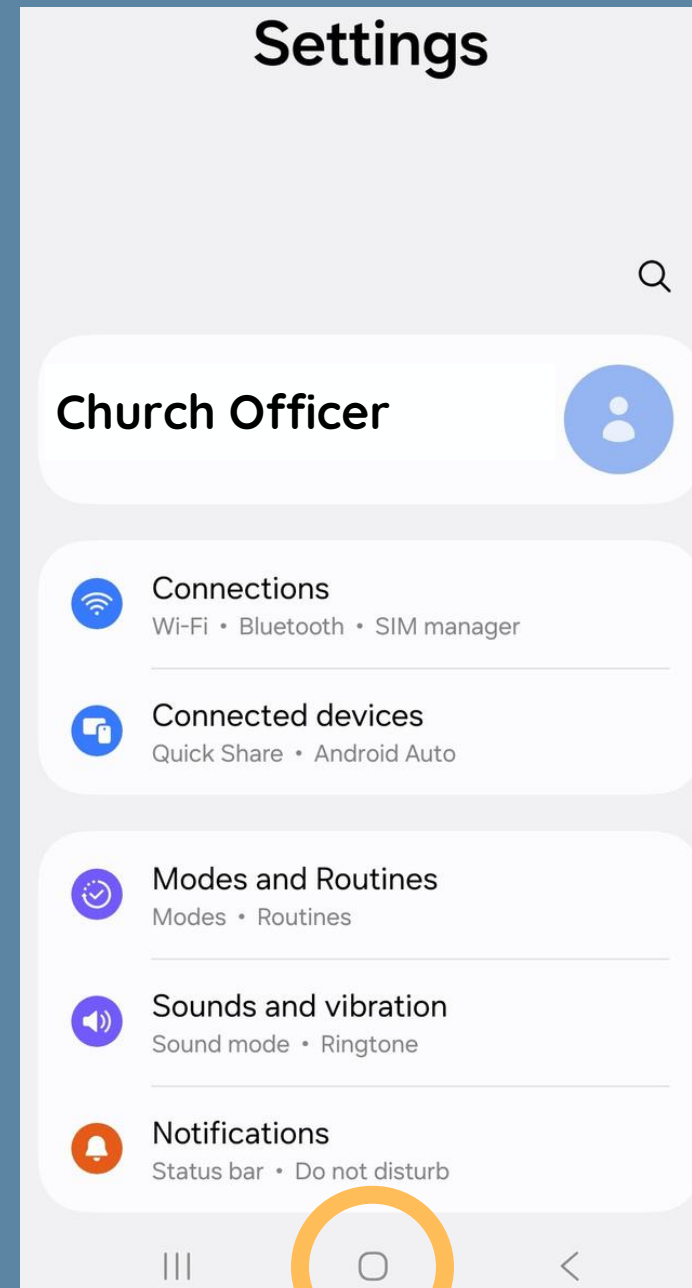


FIXED-LINE BROADBAND CONNECTION

DIOCESE
OF EXETER



INVOKE SETTINGS



HOME SCREEN

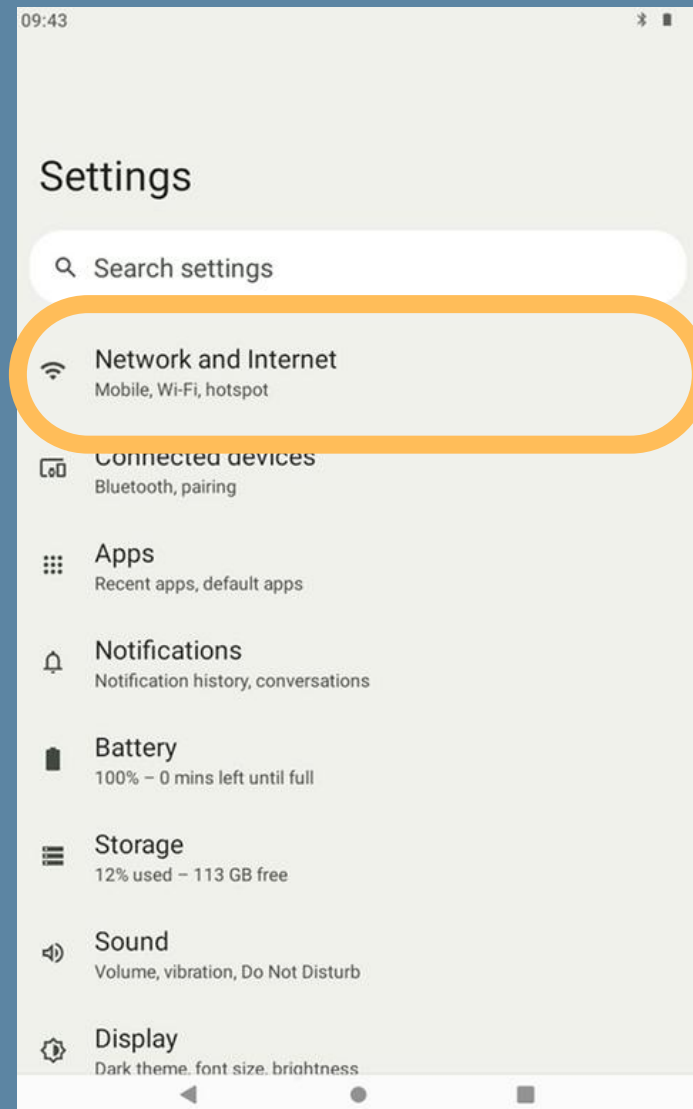
Press the round button in the middle at the bottom of the screen to return to the Android home screen



SETTINGS

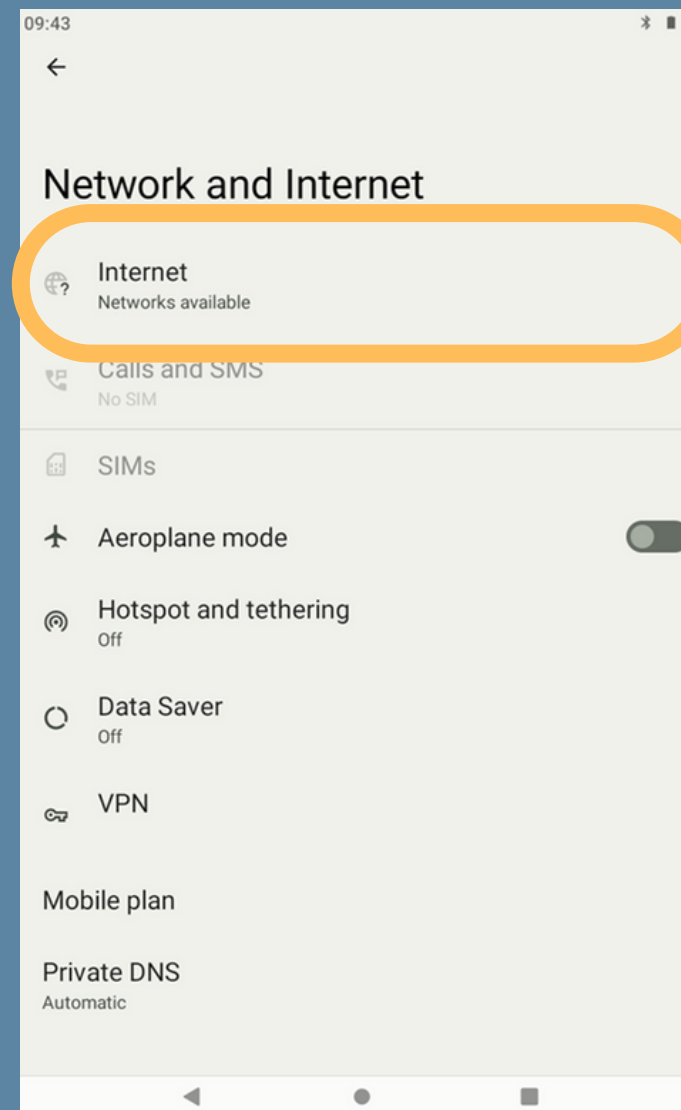
Select the cog icon which means settings

INVOKING THE WIFI SERVICE



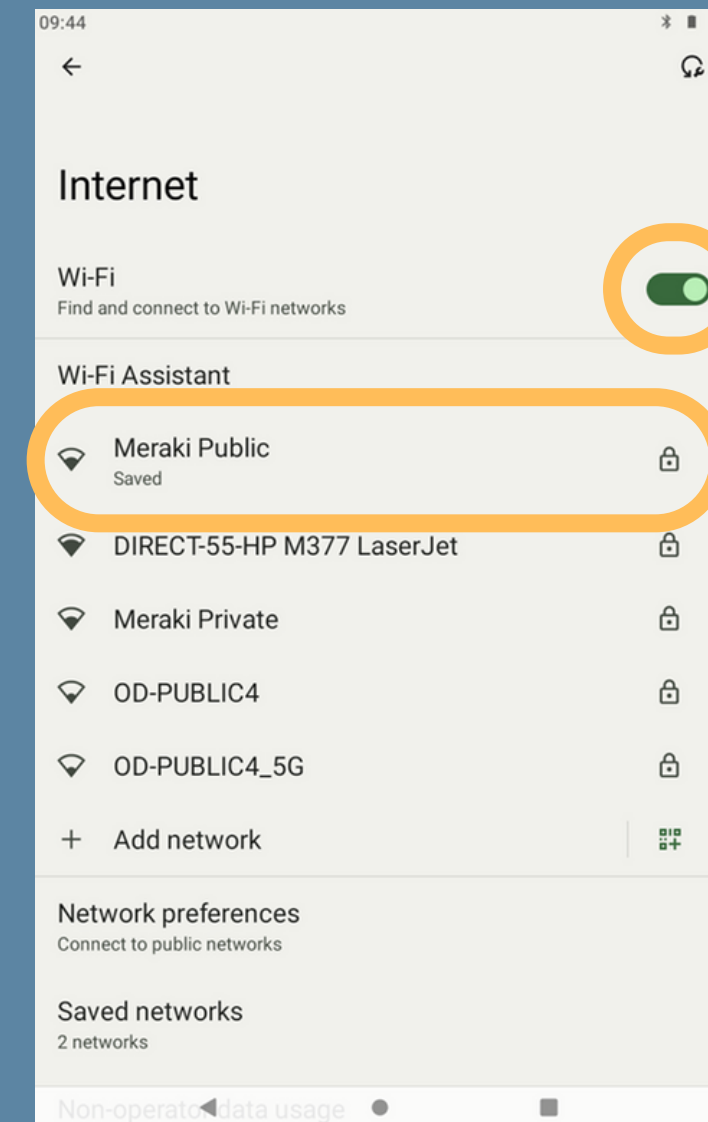
UNDER 'SETTINGS'

Click 'Network & Internet'



SELECT 'INTERNET'

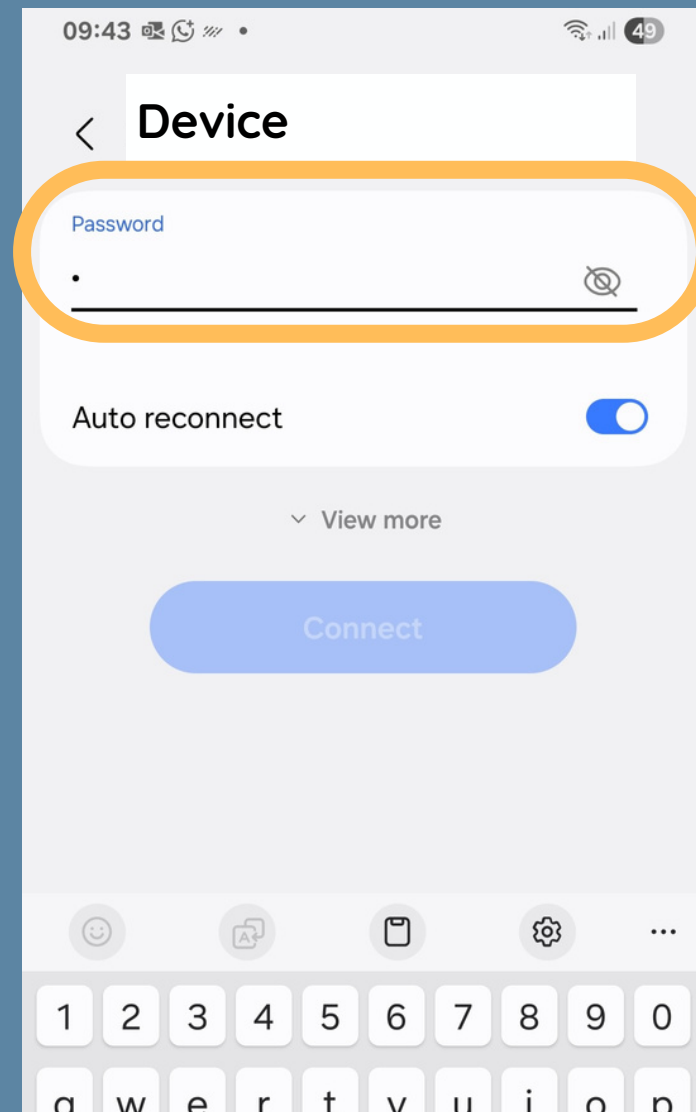
(Click)



SELECT WIFI SERVICE

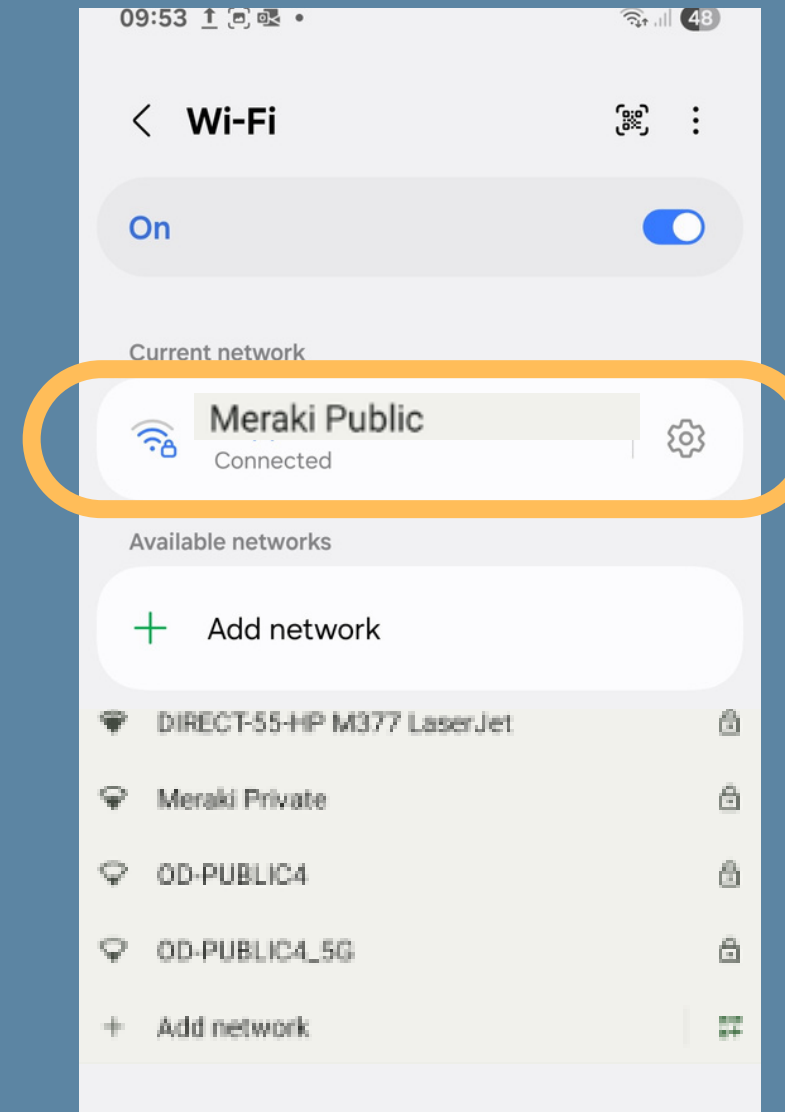
Select, from the displayed list, the Wifi service broadcast from the church router (Merkaki Public is just an example)

WIFI PASSWORD



PASSWORD

Enter password then
press 'connect'



DOUBLE CHECK

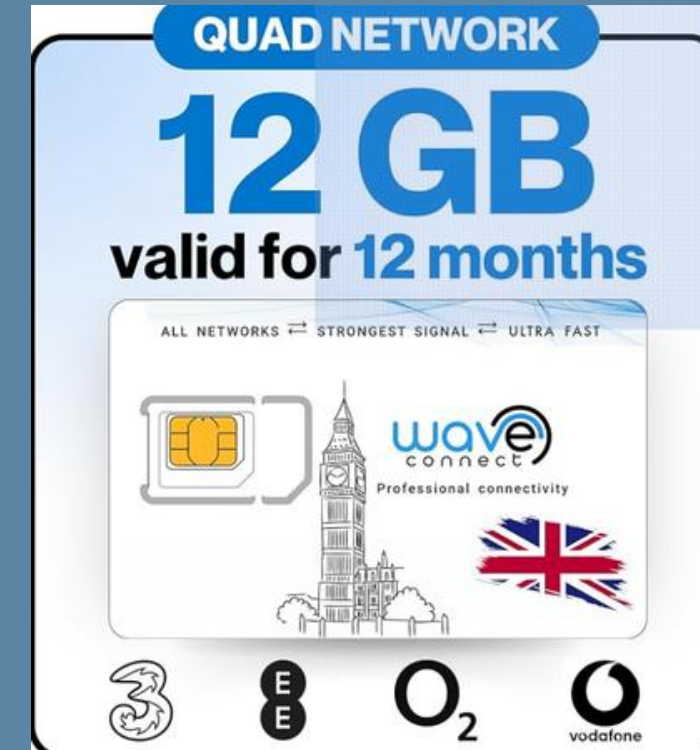
Go back to the WiFi page
and check that you are
connected to the chosen
WiFi source

4G MOBILE CONNECTION

DIOCESE
OF EXETER



SIM CARD



We completely understand that not everyone may have brought a SIM with them—that's no problem at all. We'll be sending out the presentation afterwards to help walk you through the steps.

Just as a reminder: churches will need to purchase their own SIM, and during our webinars we suggested the Wave Connect multi-network SIM as a cost-effective option.

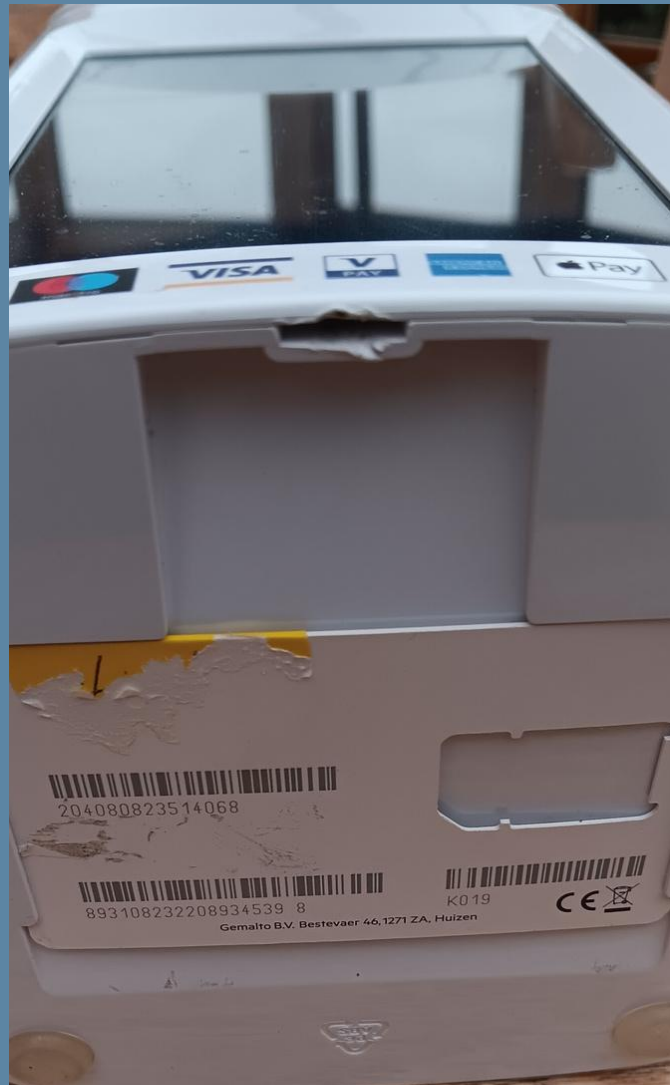
**4G CONNECTION
- NO ROUTER
SIM CARD IN THE TABLET**

**DIOCESE
OF EXETER**

 **THE CHURCH
OF ENGLAND
IN DEVON**



NEED TO KNOW...



COLLECTIN

Multi-network SIM from Daisy Communications pre-installed in tablet, but not activated. Case can be opened for access to tablet (CollecTin video available)



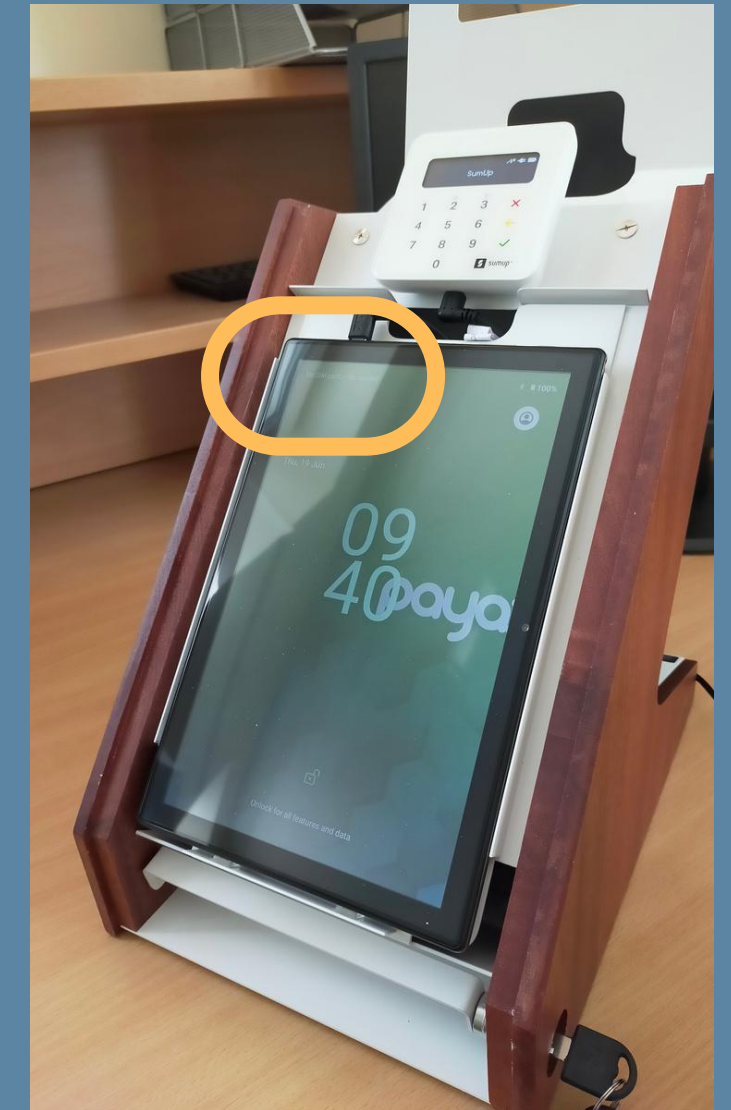
PAYAZGO

The case is 3D-printed and, if SIM is required within device itself, it must be factory-installed: it is not possible for us to open the case



PAYAZ GIVINGSTATION 3

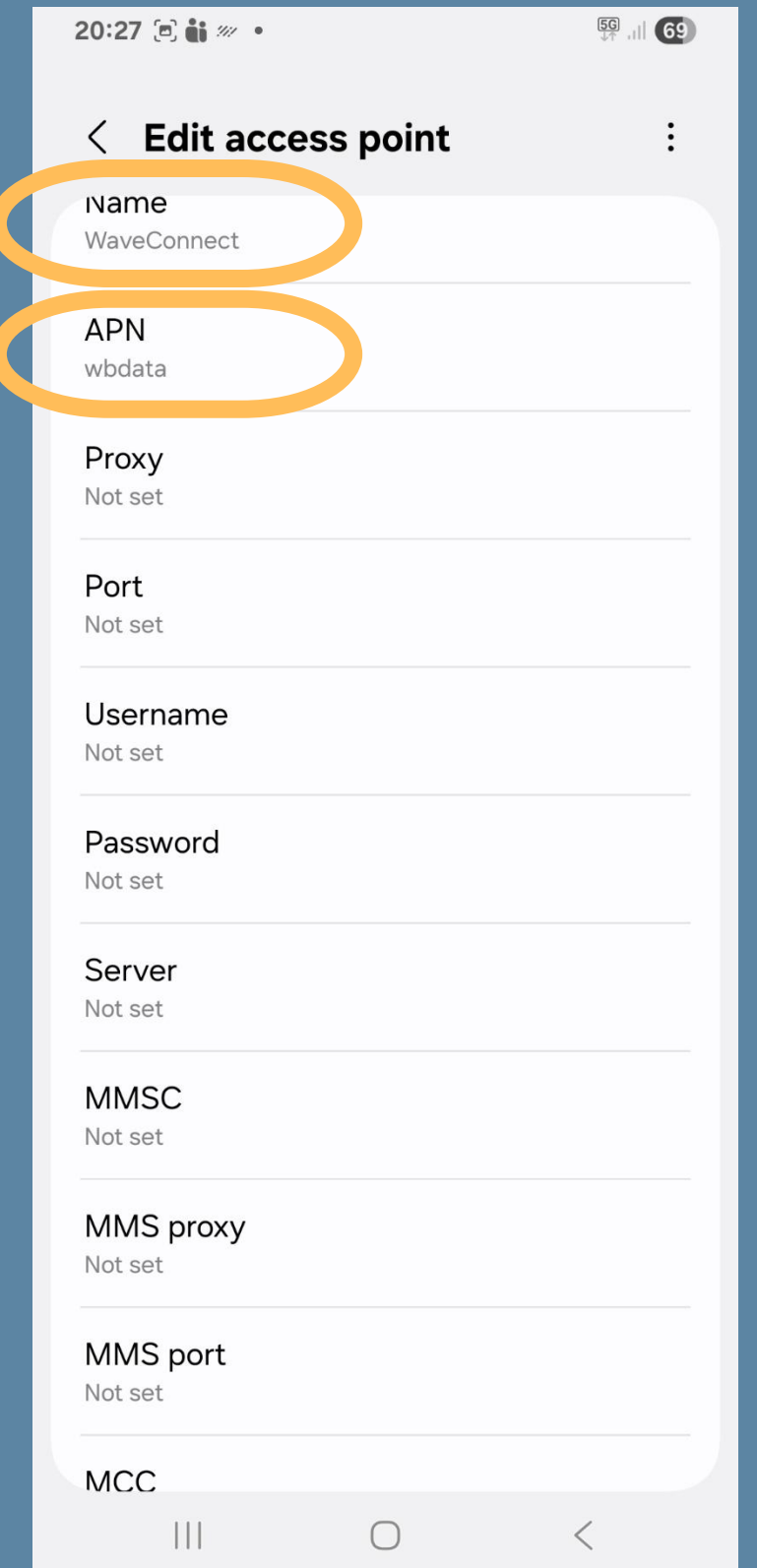
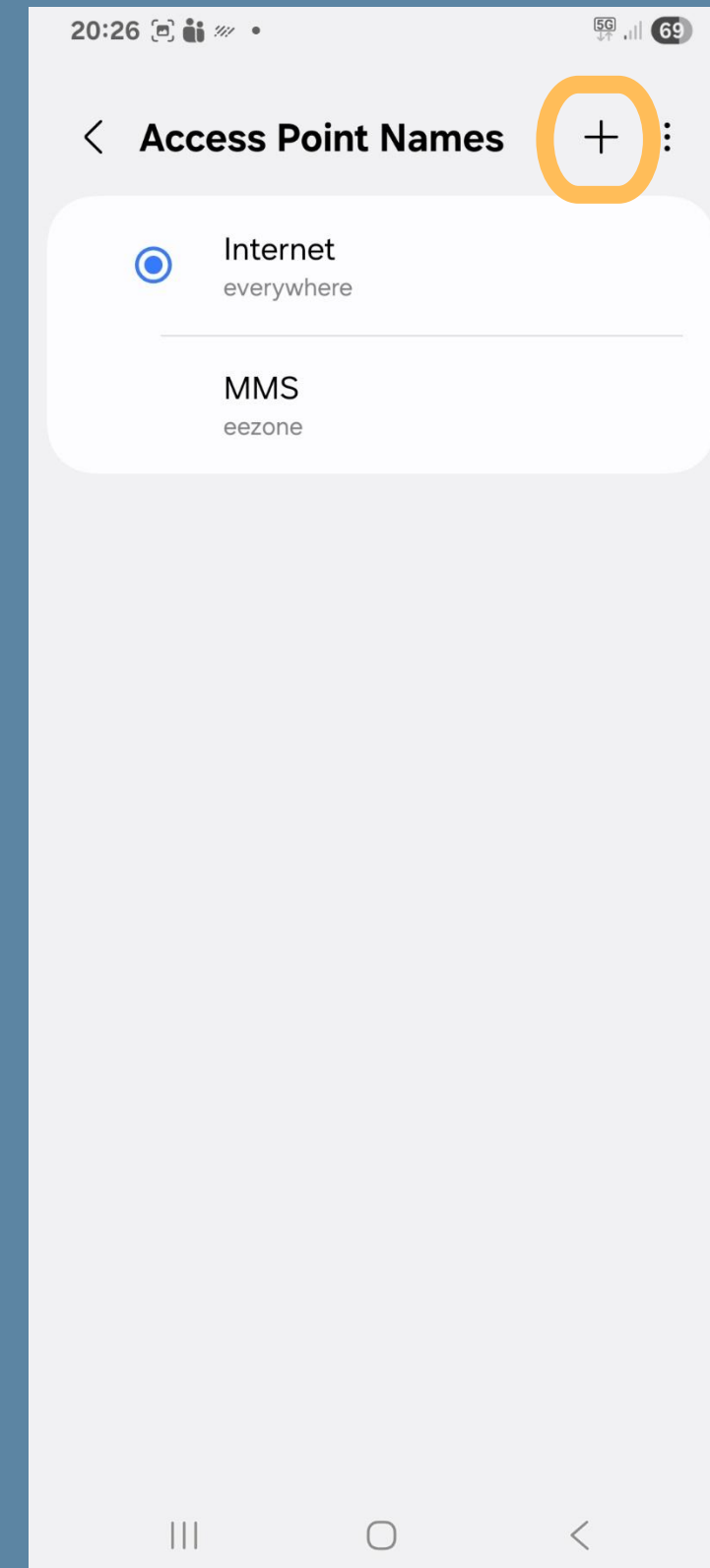
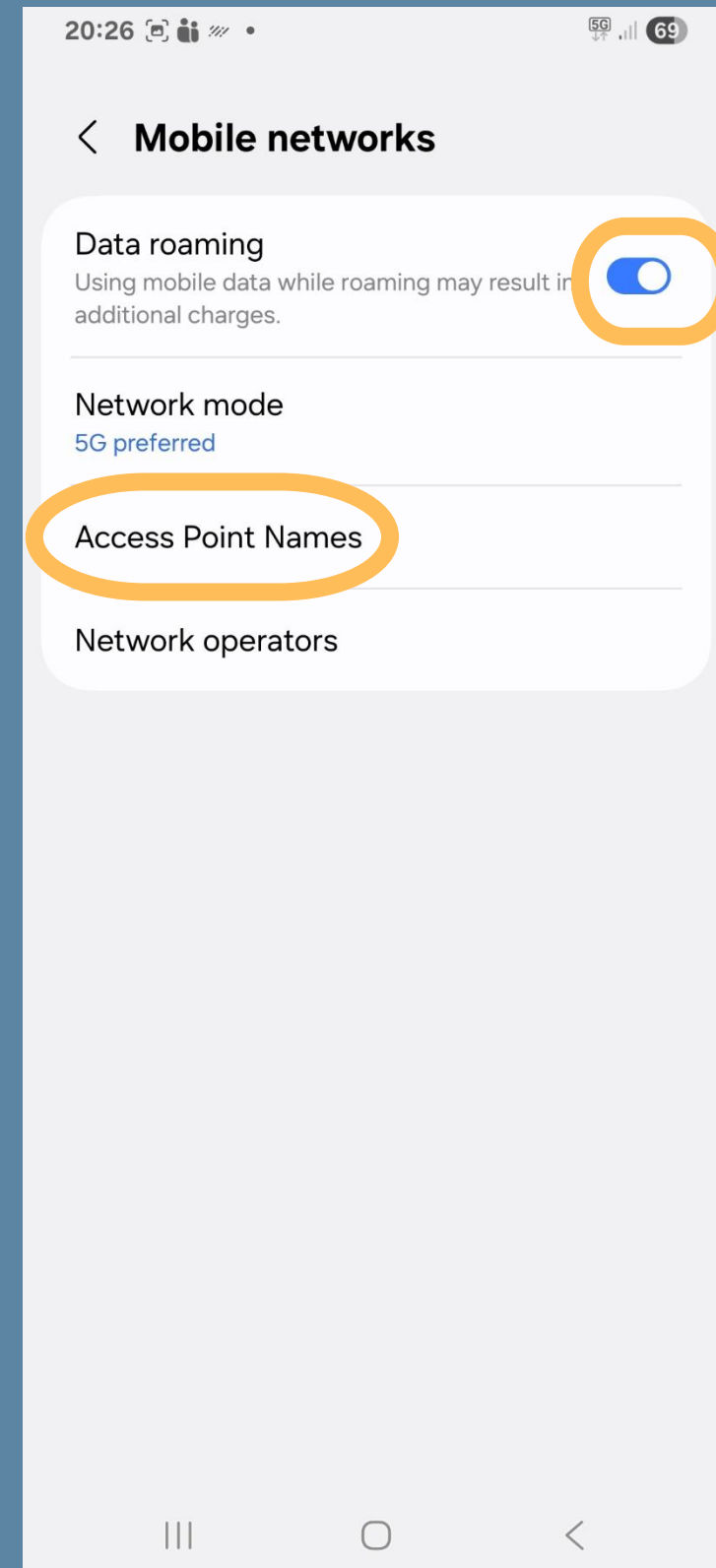
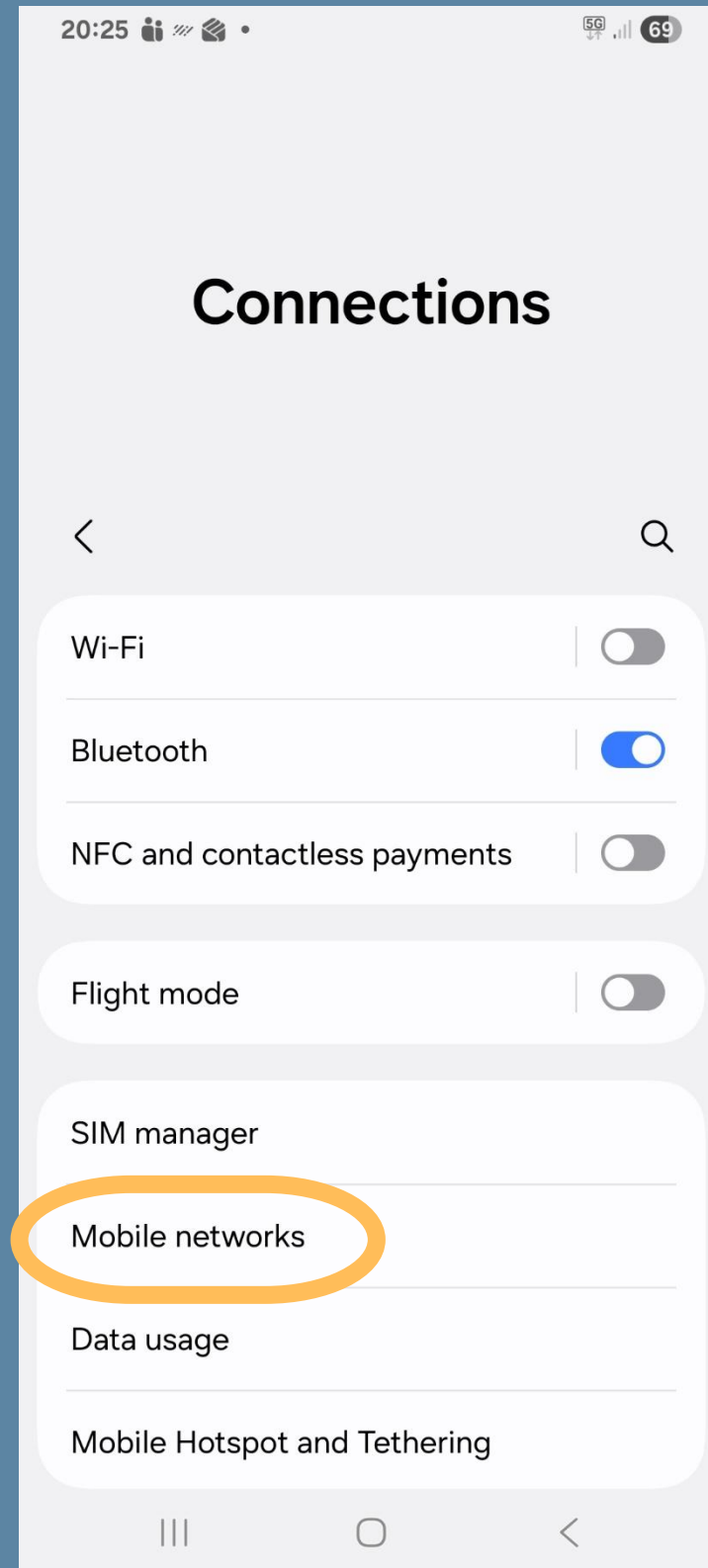
Tablet is accessible by opening the case lid. Payaz video available for SIM card insertion/removal



“NO SIM/ NO SERVICE”

Where no SIM card has been installed in the tablet, or it was originally installed but later removed, you may see this message at top left of tablet screen - normally there is no need to worry!

CONFIGURING TABLET for WaveConnect SIM



4G ROUTERS

DIOCESE
OF EXETER



THE CHURCH
OF ENGLAND
IN DEVON

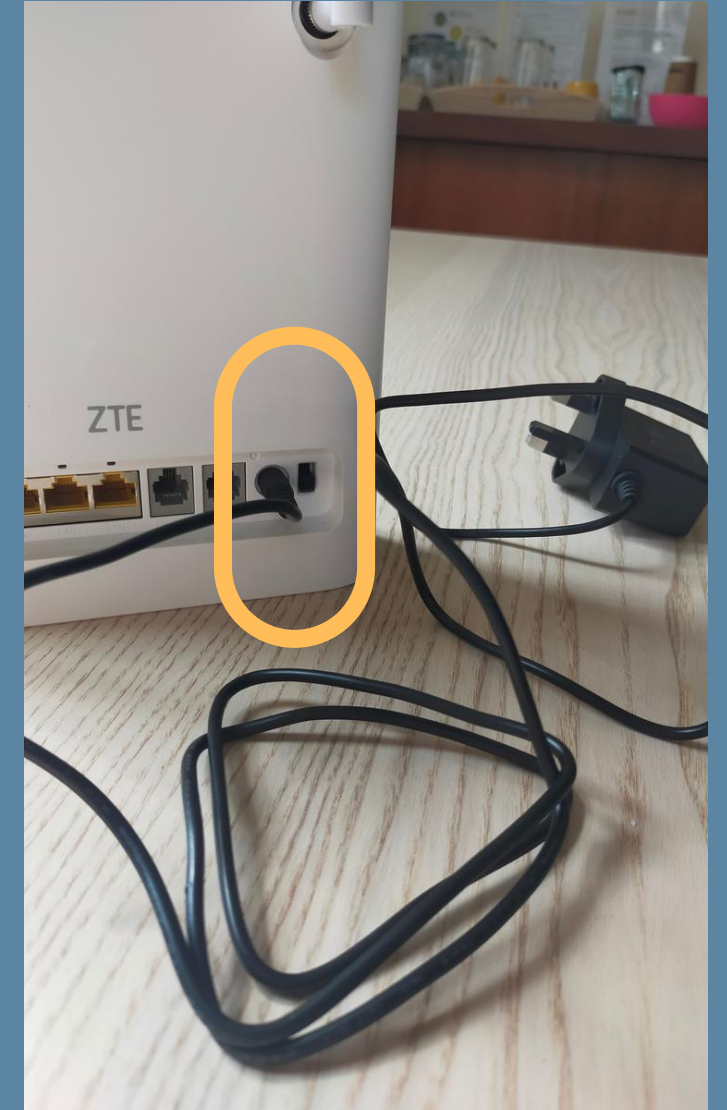
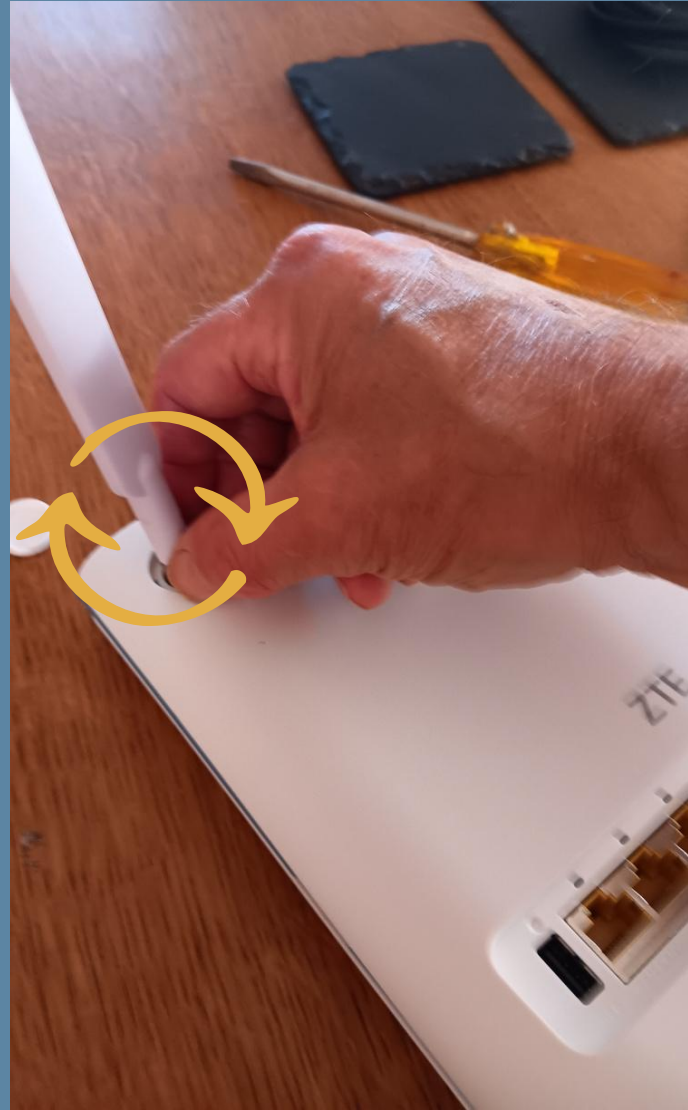
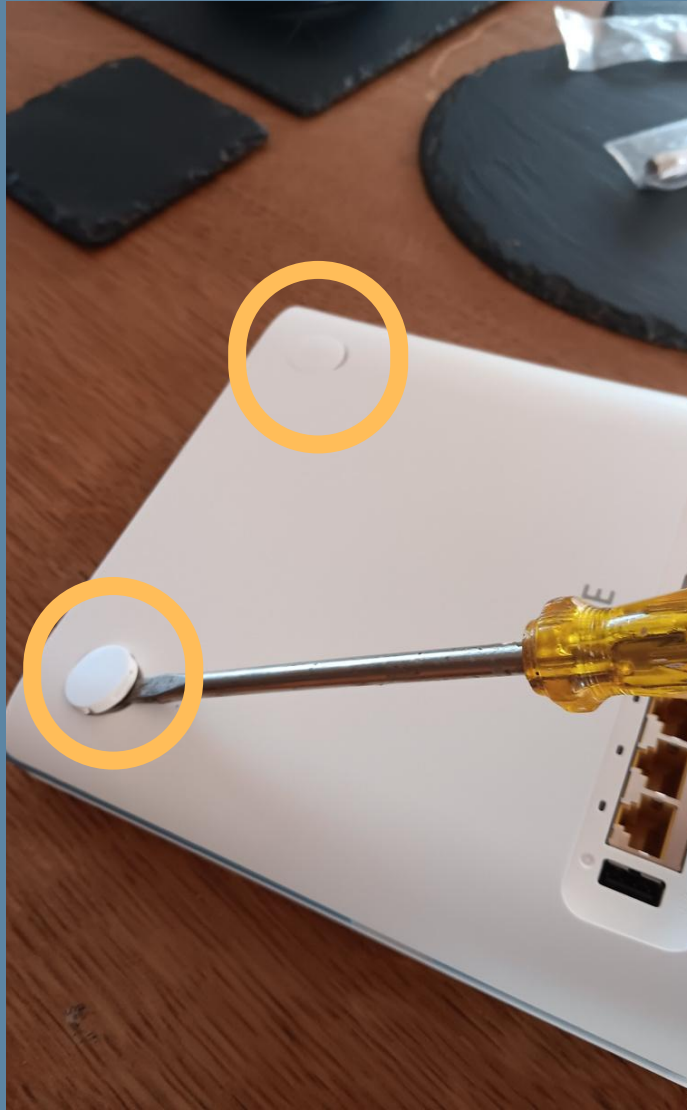


ZTE
MF286D

DIOCESE
OF EXETER



ZTE ROUTER ASSEMBLY



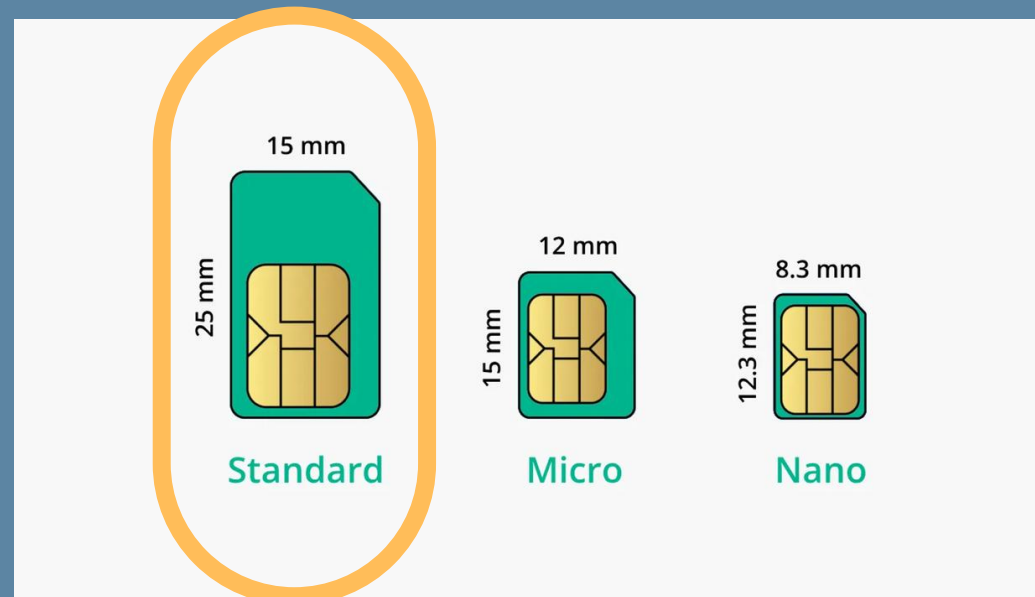
ASSEMBLE

Remove from box
and assemble like
picture above.

POWER CABLE

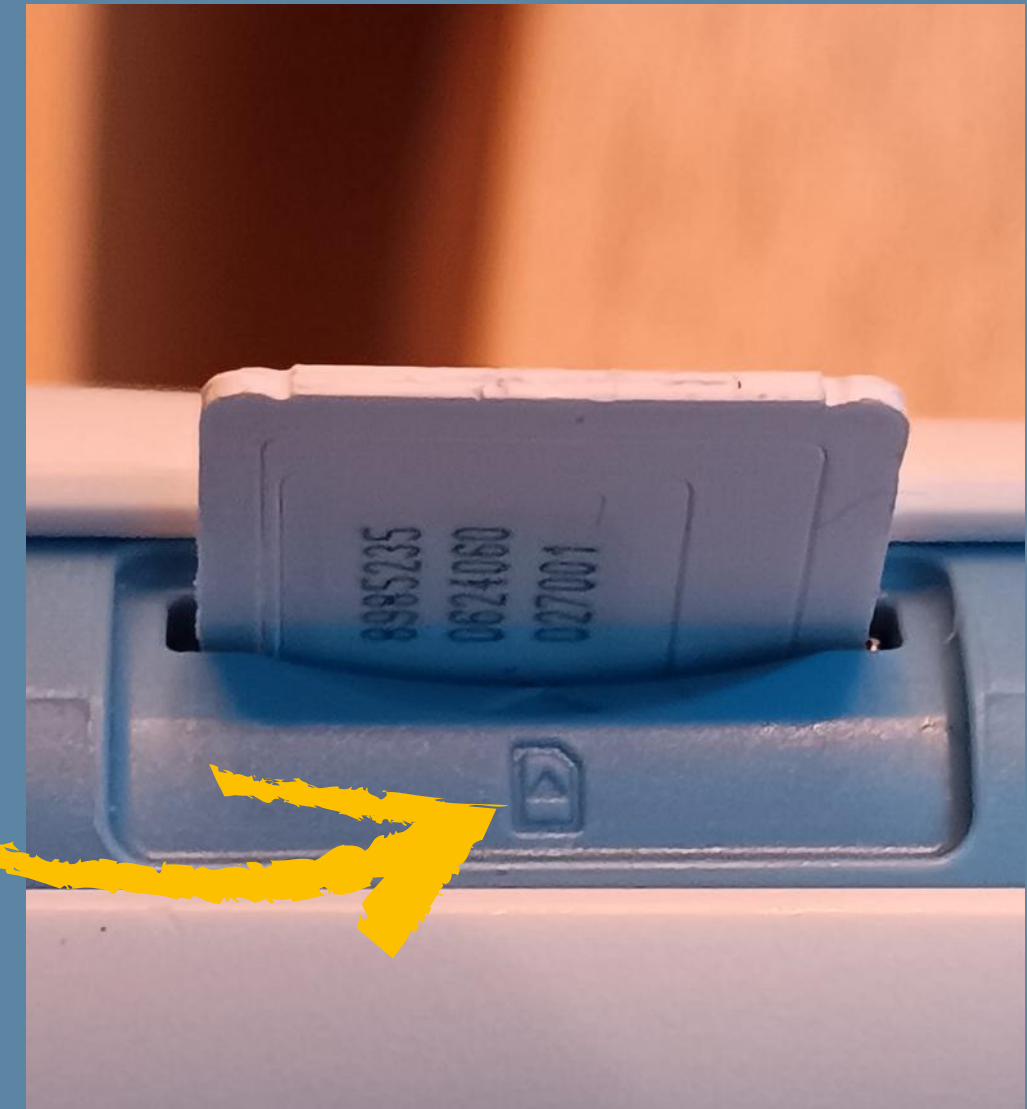
Insert power cable
and plug into mains

ZTE - INSERTING THE SIM



SIM

Insert full-size SIM
(the right way round)



PUSH

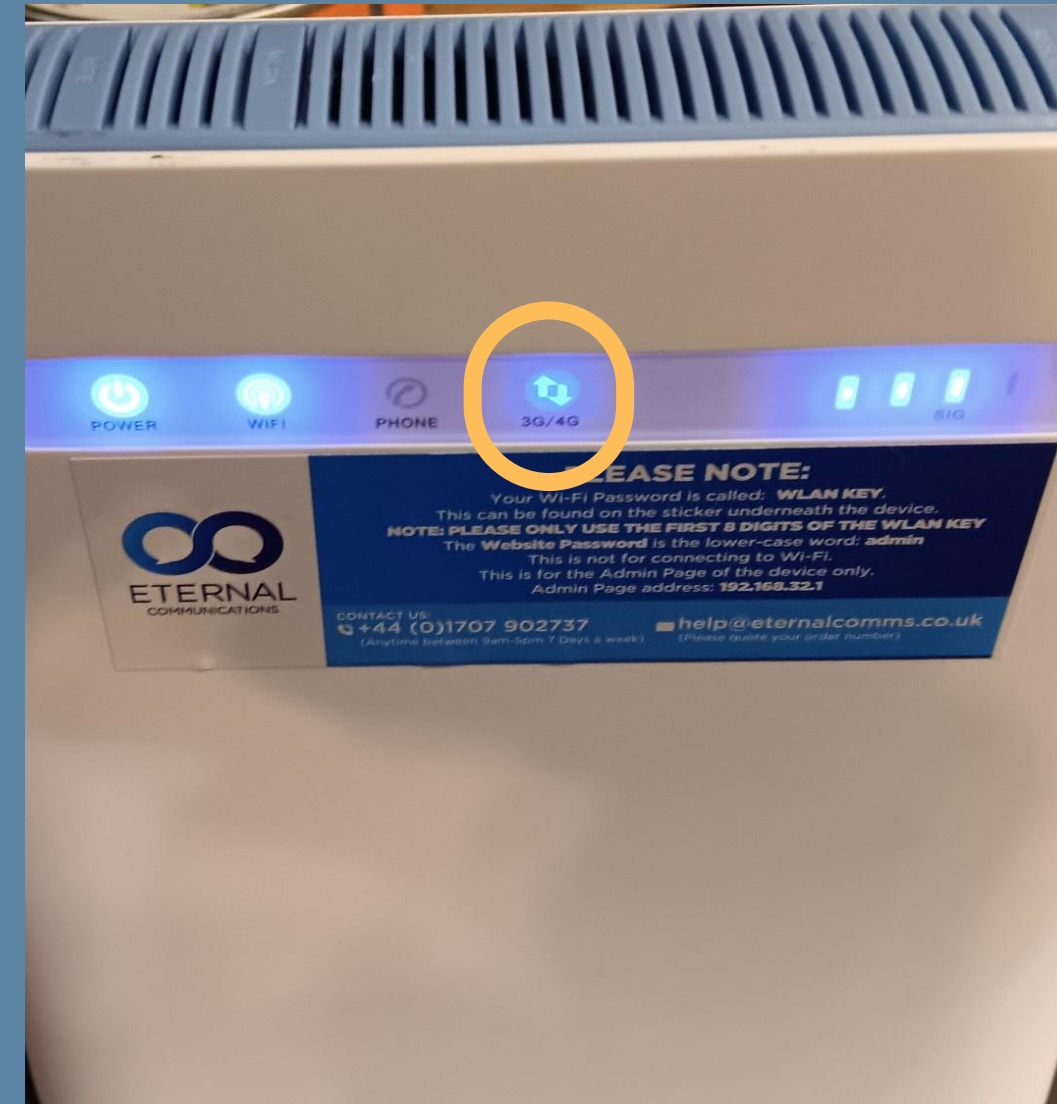
Push in until you hear
a click

ZTE - POWERING UP



POWER-UP

Turn on. After up to a minute, lights will show along the front.



CONNECTIVITY

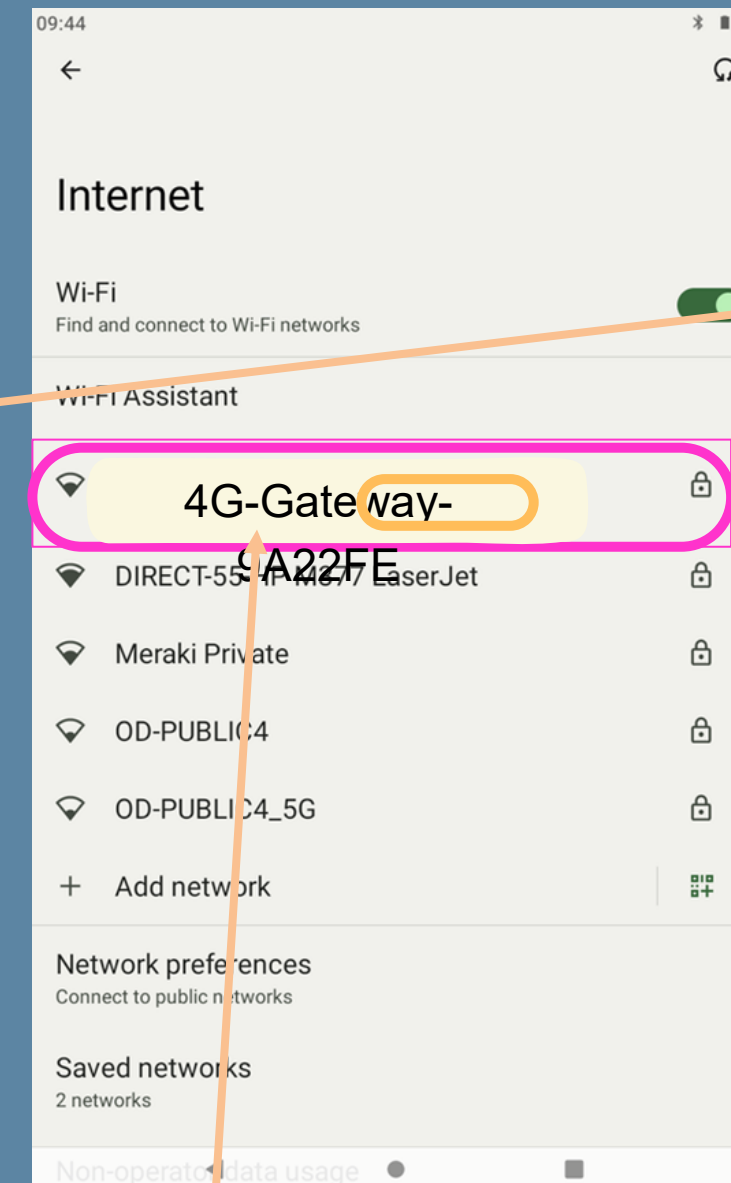
Successful internet connection indicated by flashing two-ways arrows light

ZTE - ENTER PASSWORD FOR THE WI-FI SERVICE



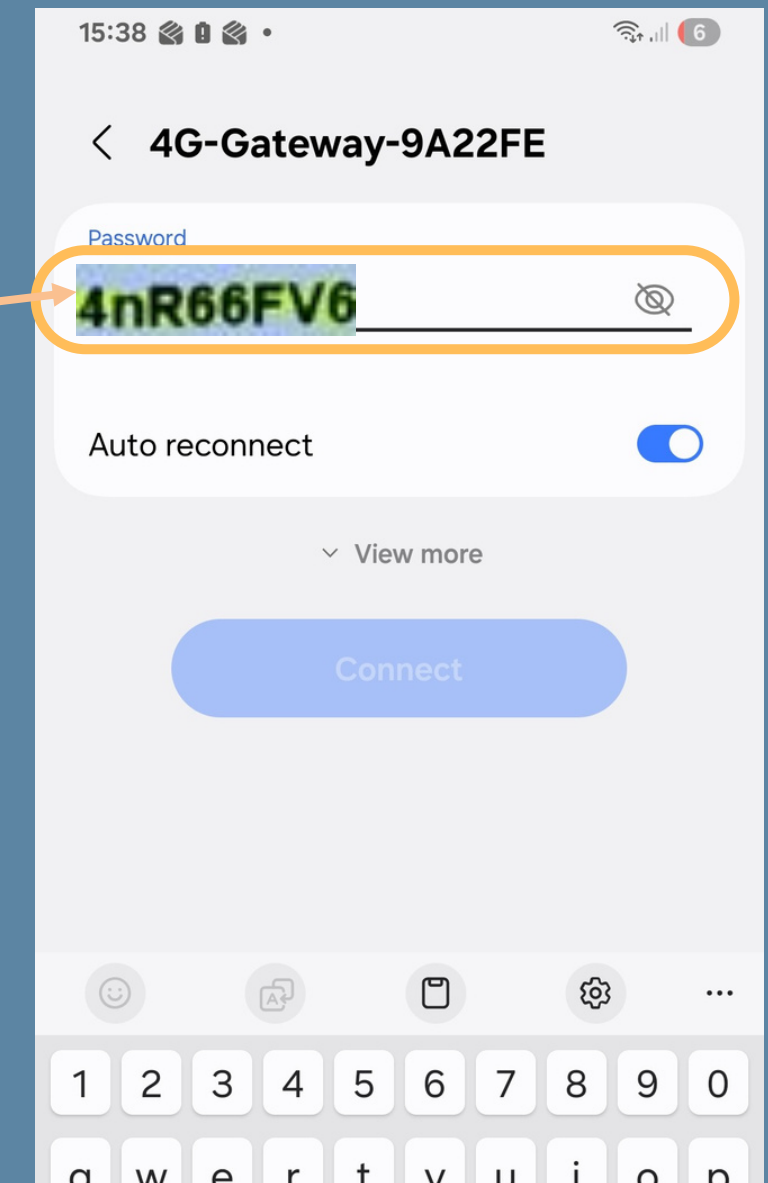
BACK OF THE
ROUTER

Identify the SSID and
WLAN Key



ON THE TABLET

Find the WiFi source that matches
the router SSID and select it. **NOTE**
THAT "Three" MAY HAVE BEEN
SUBSTITUTED



ON THE TABLET

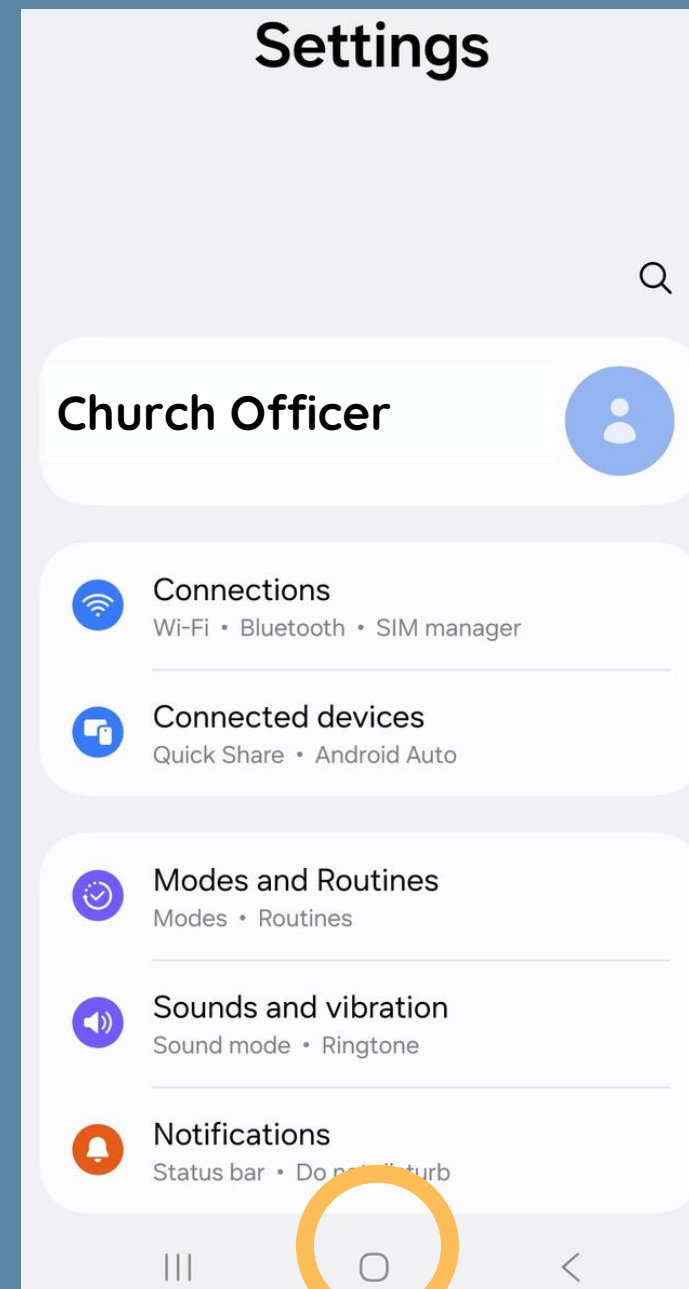
Type in the **FIRST 8**
CHARACTERS of the
WLAN Key, as the
password

CONNECTING DEVICE TO THE ROUTER/INTERNET

DIOCESE
OF EXETER



INVOKING SETTINGS



HOME SCREEN

Press the round button in the middle at the bottom of the screen to return to the Android home screen



SETTINGS

Select the cog icon which means settings

HUAWEI
B535

DIOCESE
OF EXETER

 THE CHURCH
OF ENGLAND
IN DEVON



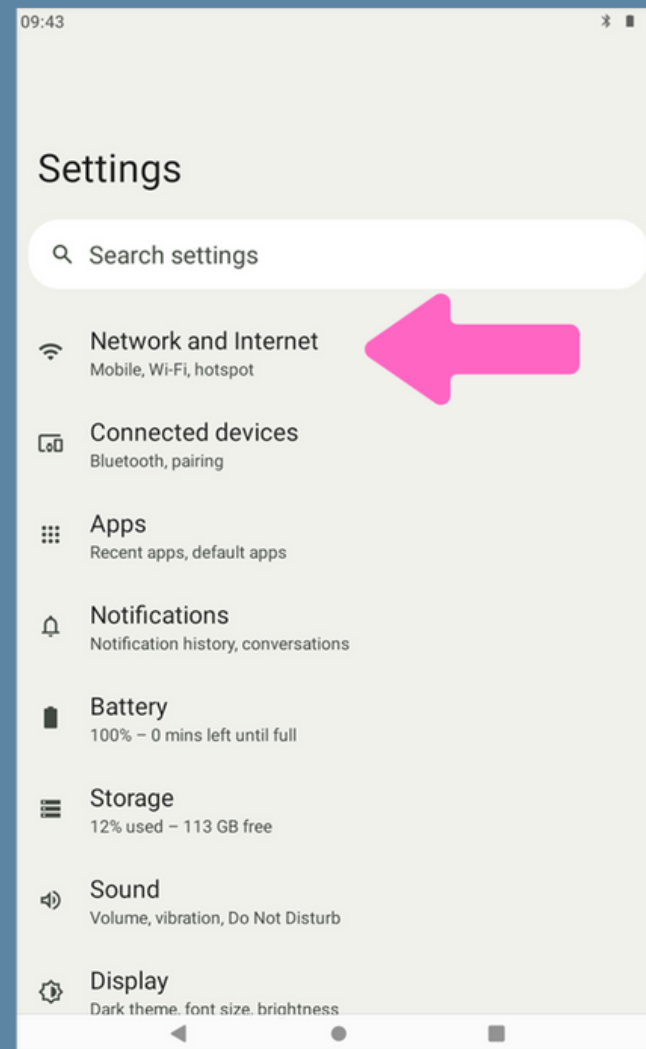
FIND WIFI SERVICE FROM ROUTER LABEL



FROM ROUTER LABEL

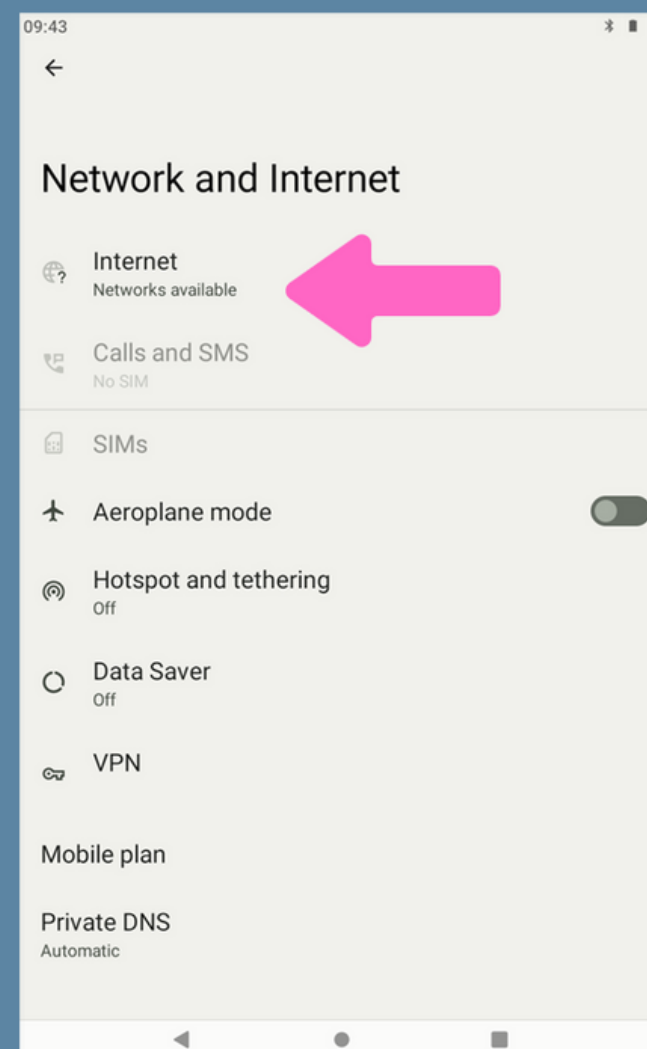
Find WiFi name

NAVIGATE TO INTERNET SETTINGS & WIFI SERVICE

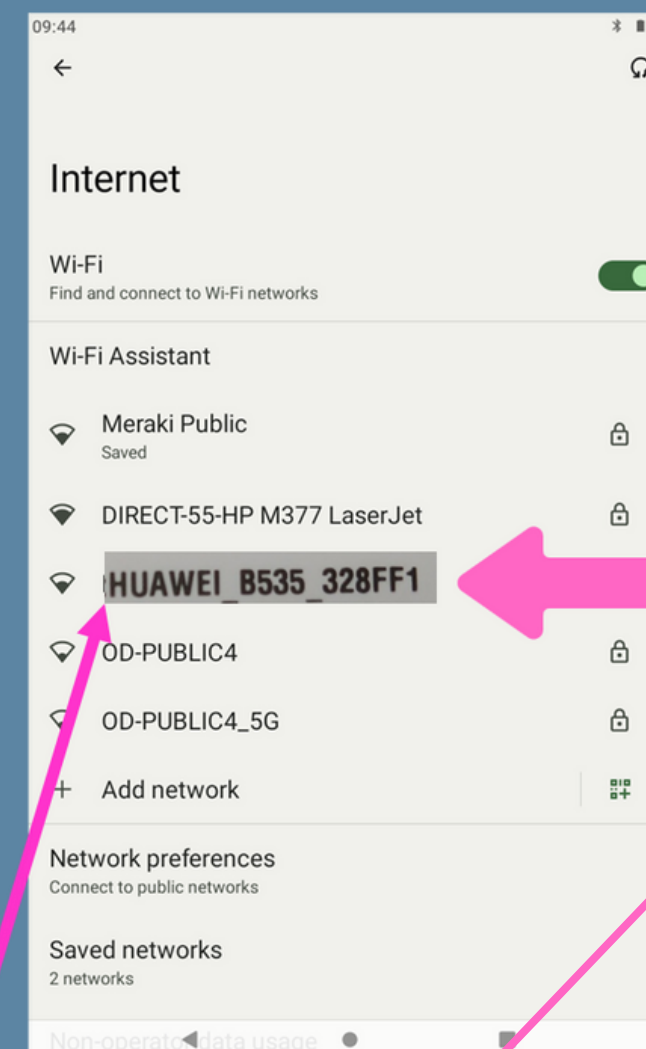


UNDER 'SETTINGS'

Click 'Network & Internet'

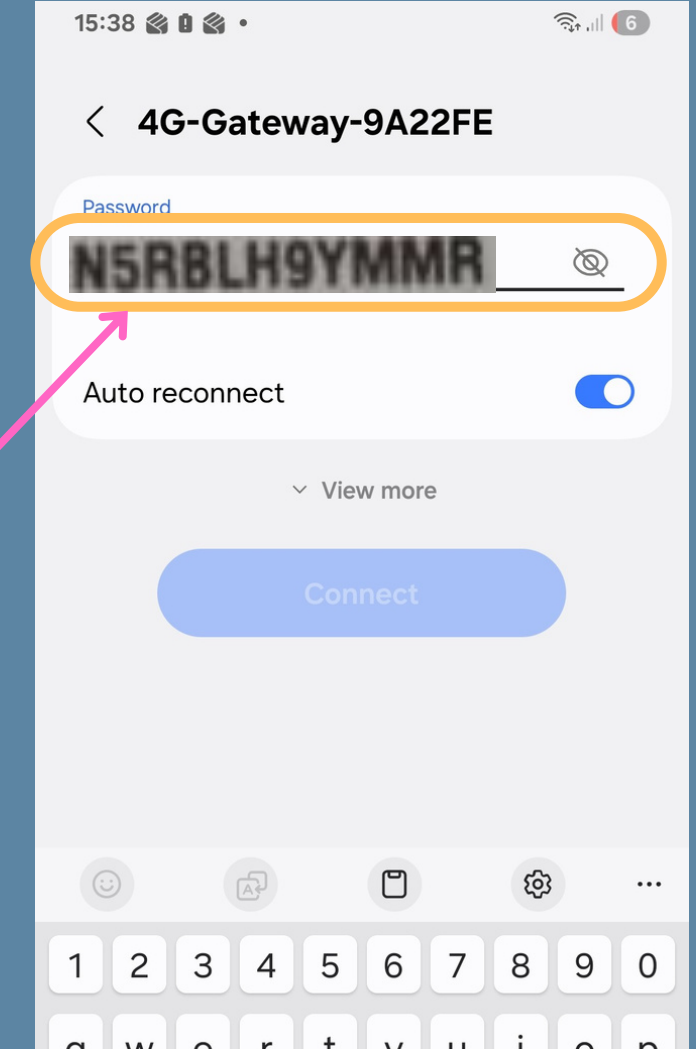


SELECT
'INTERNET'
(Click)



UNDER 'WIFI'

Select your Wifi service from the displayed list.



UNDER PASSWORD

Enter the **Wi-Fi password** from the router label

Wi-Fi Name: HUAWEI_B535_328FF1
Wi-Fi Password: N5RBLH9YMMR
IP: 192.168.8.1
Password: admin

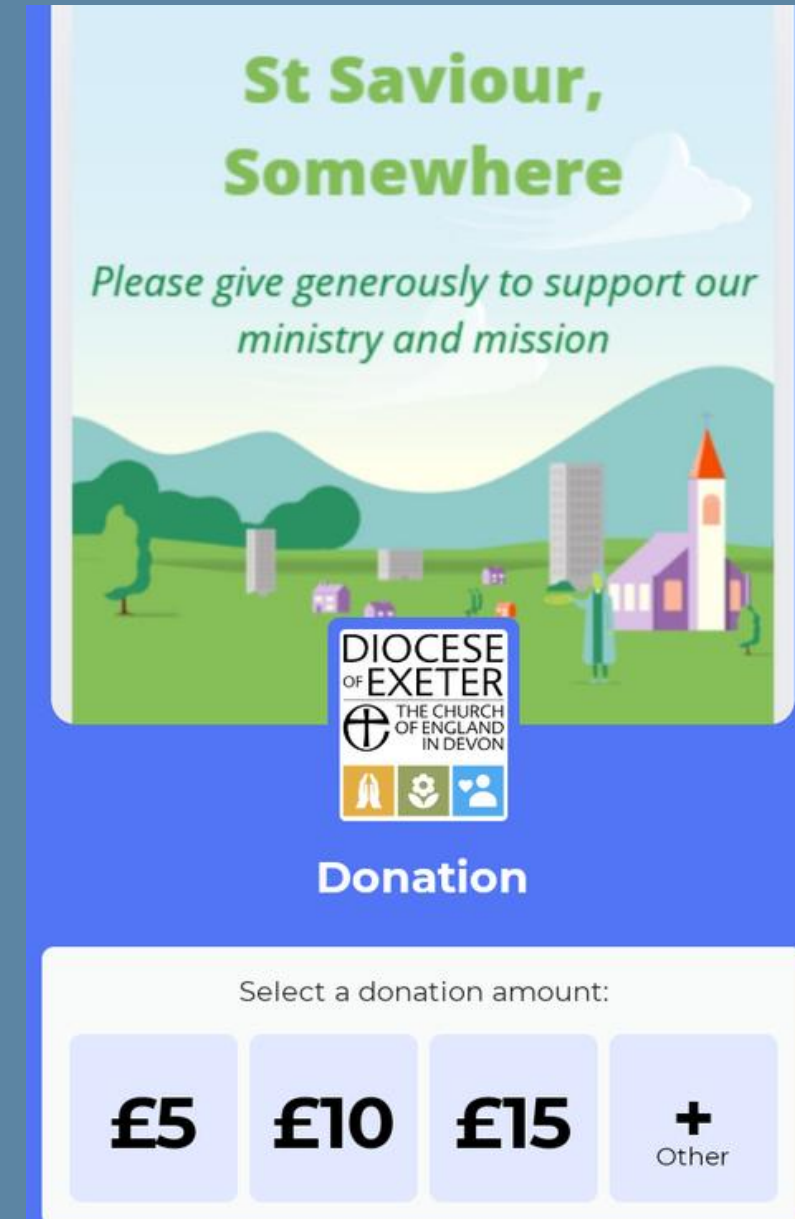
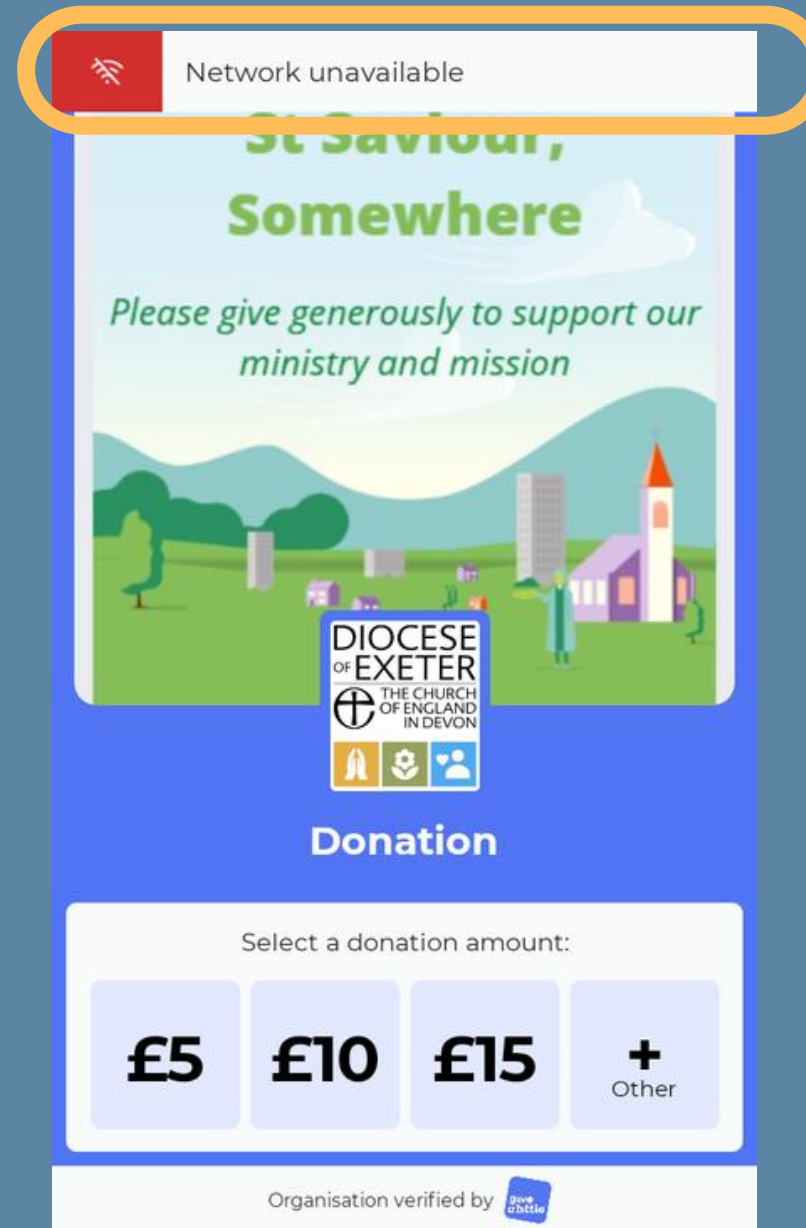
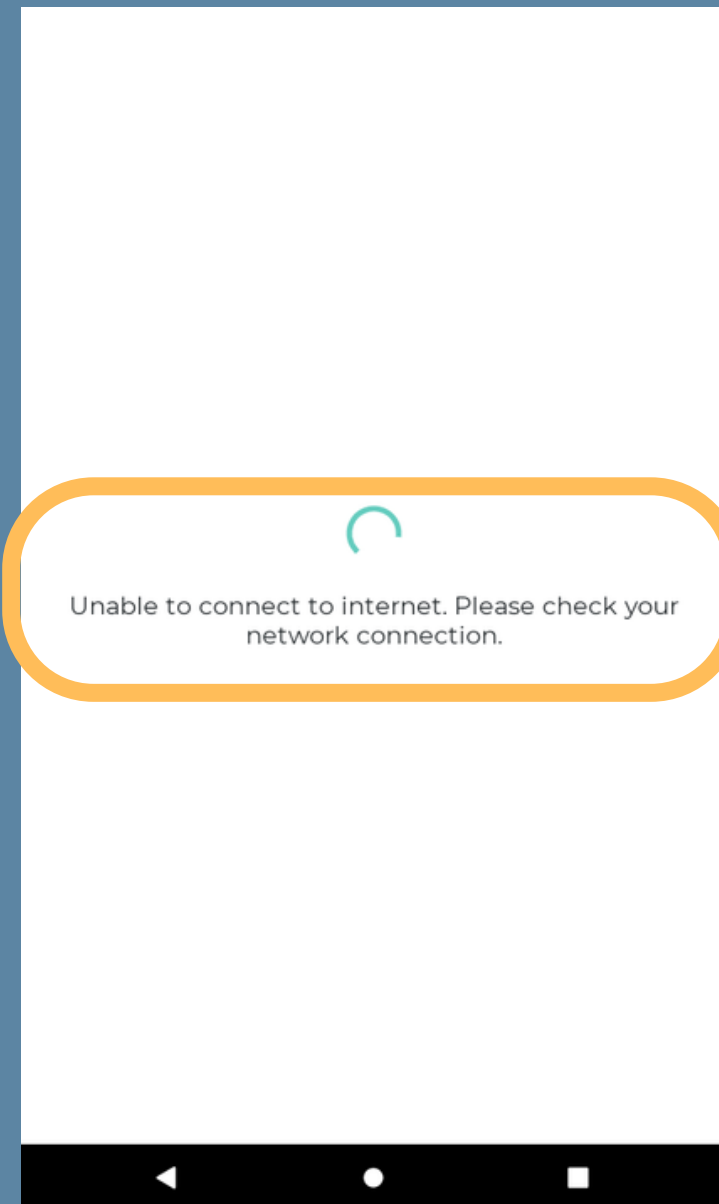
4G router: select the service that matches that on the router label

NO NETWORK CONNECTION

DIOCESE
OF EXETER



WHAT YOU'LL SEE...



So far,
so good?

DIOCESE
OF EXETER

 THE CHURCH
OF ENGLAND
IN DEVON



Starting with Give A Little - all devices

DIOCESE
OF EXETER



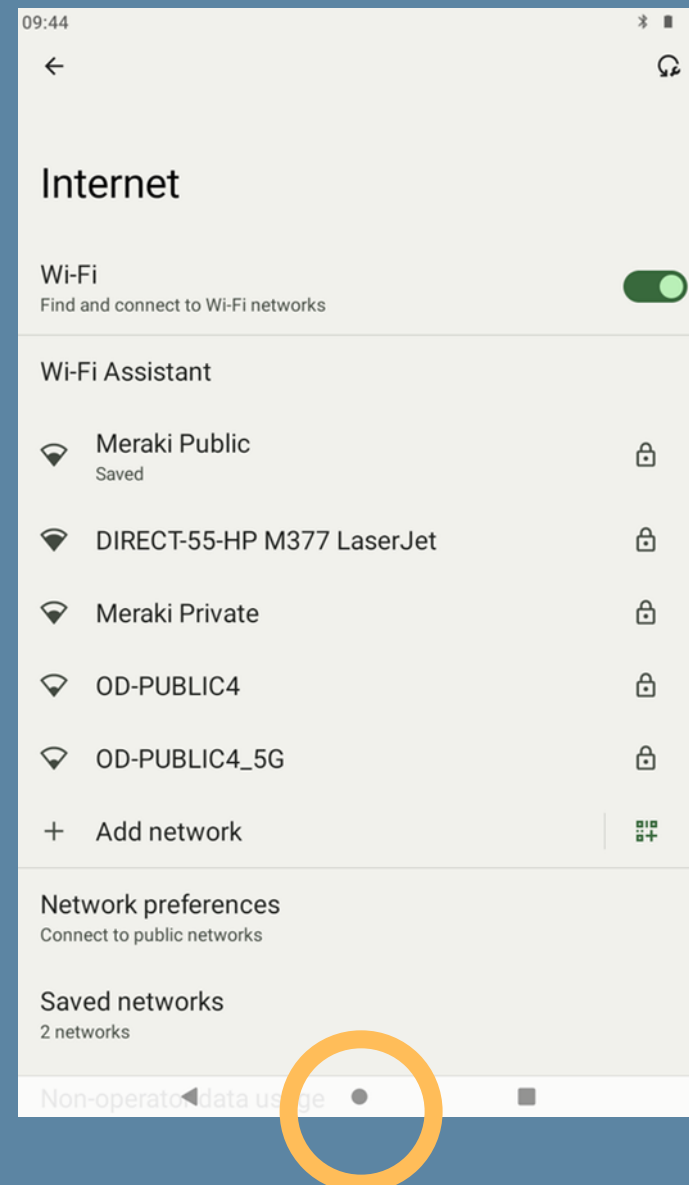
GIVE A LITTLE

Invoking the app

DIOCESE
OF EXETER



INVOKING THE APP



HOME SCREEN

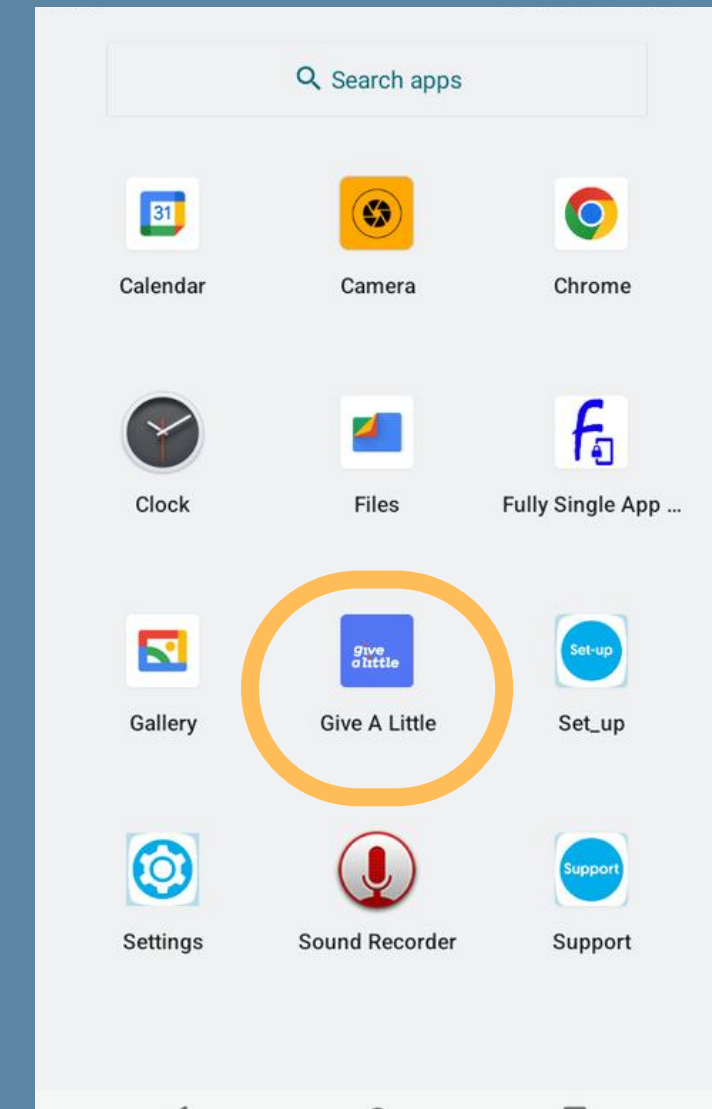
Press the round button in the middle at the bottom of the screen to return to the home page



GIVEALITTLE

Back at the home screen on the tablet, select GiveALittle.

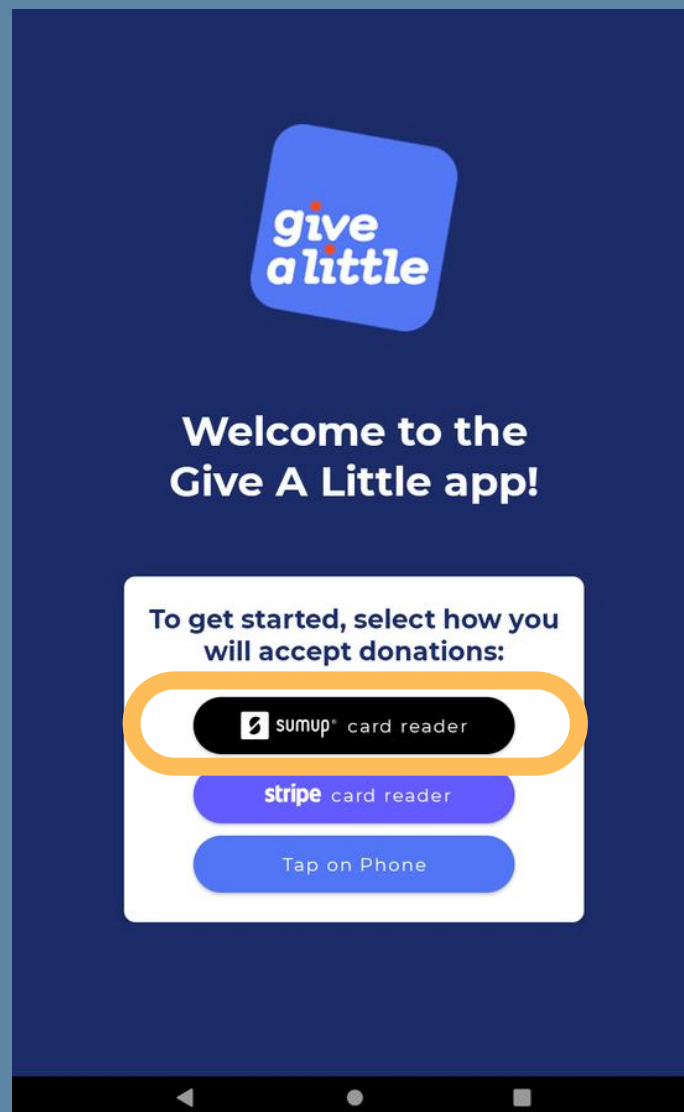
OR



GIVEALITTLE

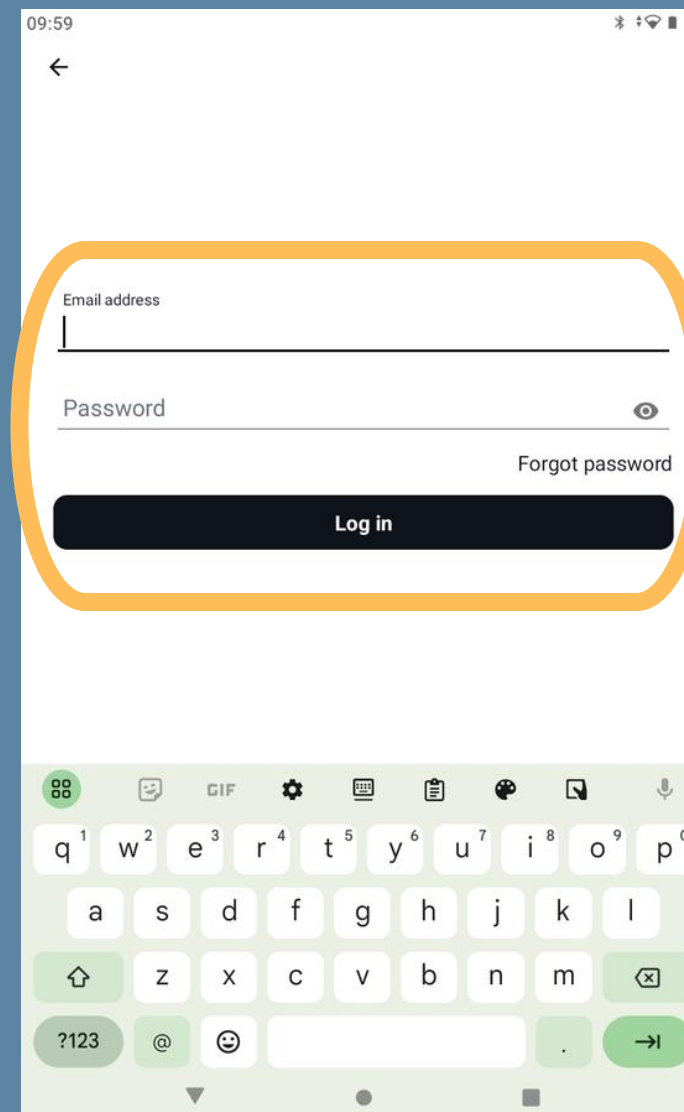
If you dont see GiveALittle, swipe up from the bottom to reveal a full set of icons and then select GiveALittle. It may not be in the exact location as above.

LOGIN TO GIVE A LITTLE



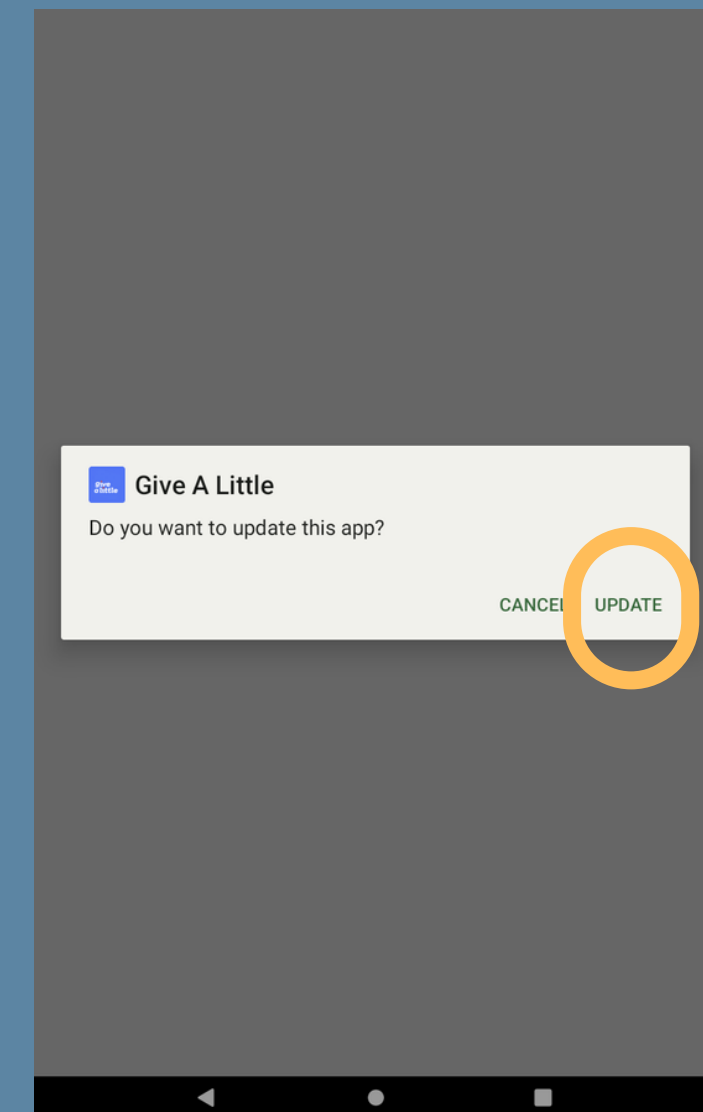
SUMUP

Select 'SUMUP card reader'



LOGIN

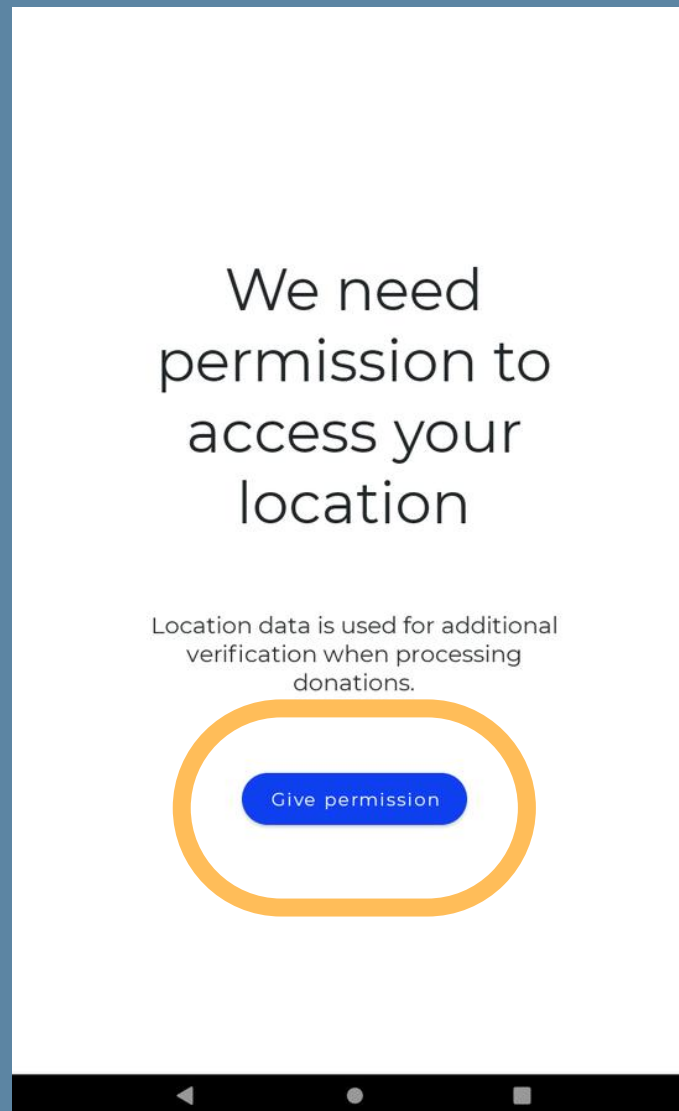
Insert login credentials for SUMUP



UPDATE (IF THIS SCREEN APPEARS)

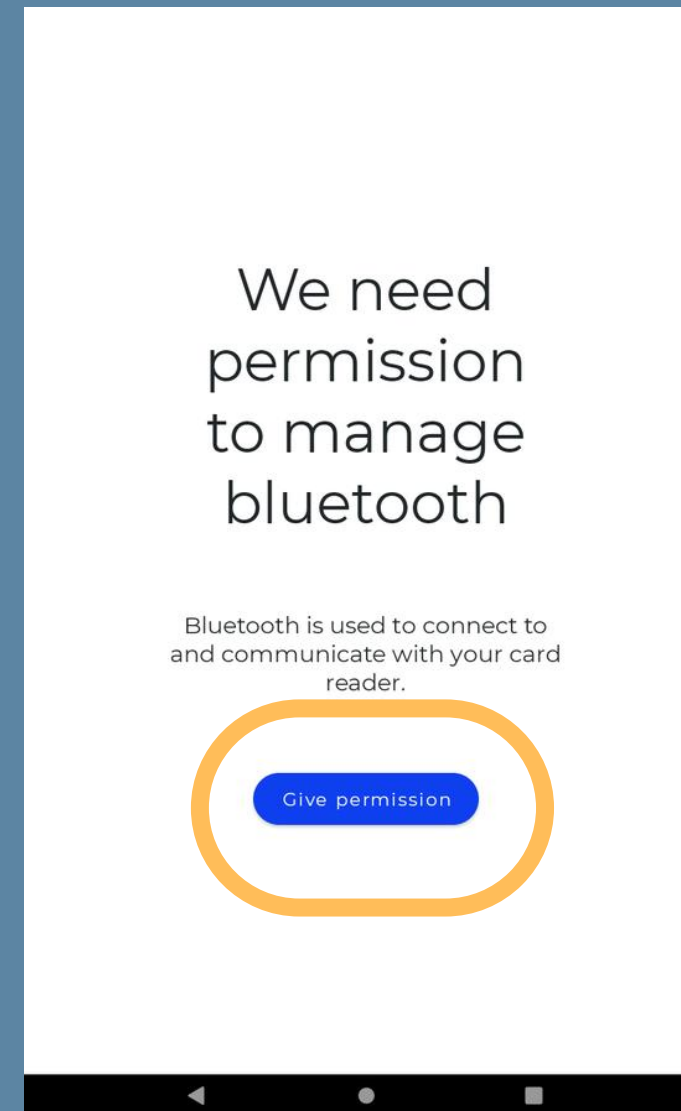
Select Update

SETTING PERMISSIONS



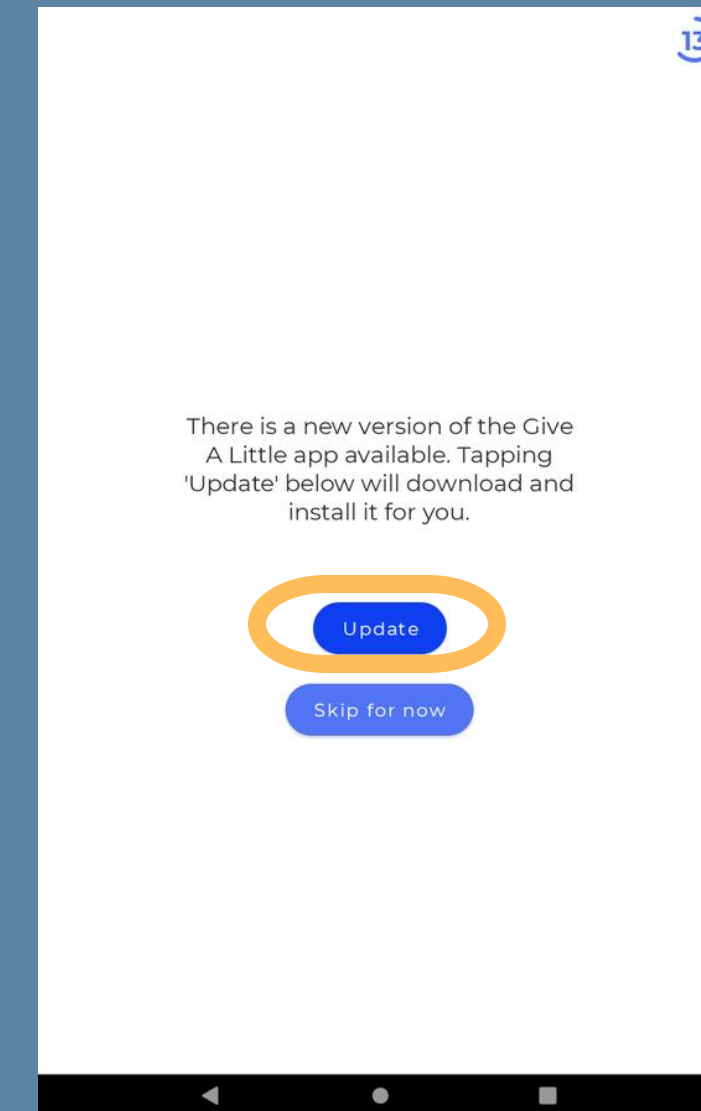
LOCATION

Press give permission. This will take you to Android screen where you select/confirm, then press back



BLUETOOTH

Press give permission. This will take you to Android screen where you select/confirm, then press back



UPDATE (IF THIS SCREEN APPEARS)

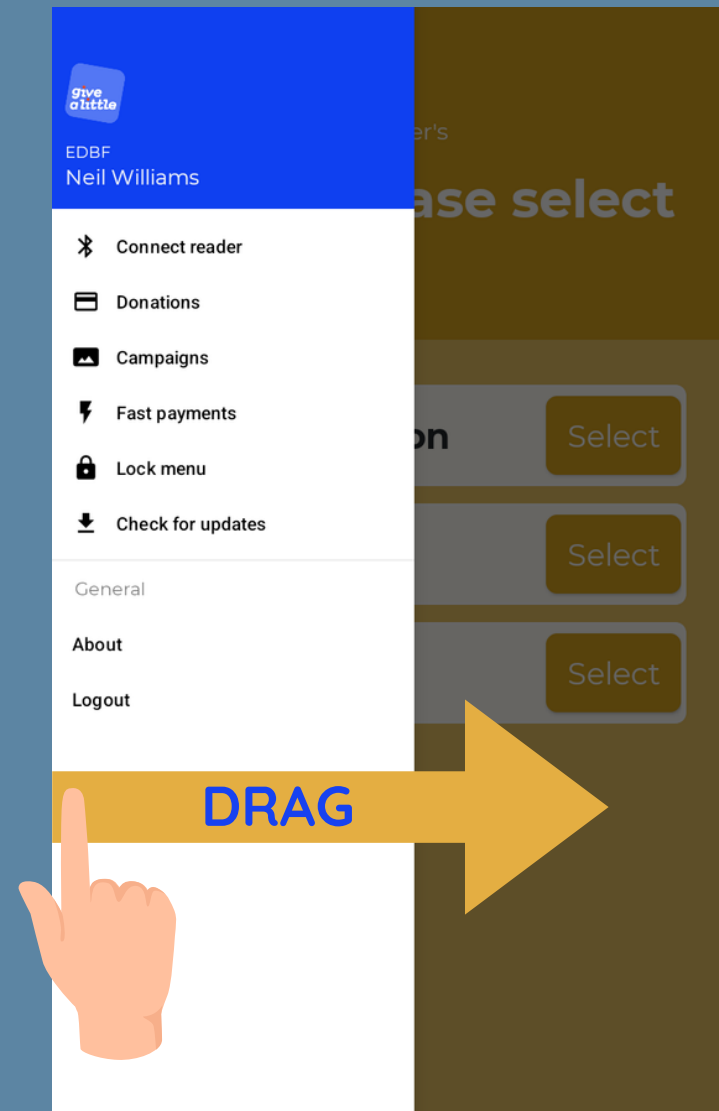
Select Update

GIVE A LITTLE Device Menu

DIOCESE
OF EXETER



FINDING THE GIVE A LITTLE DEVICE MENU



ON GIVE A LITTLE APP

If you place your finger on the left side of the tablet screen and drag towards the right, you will see this menu gradually appear

DEVICE MENU ITEMS

Connect Reader

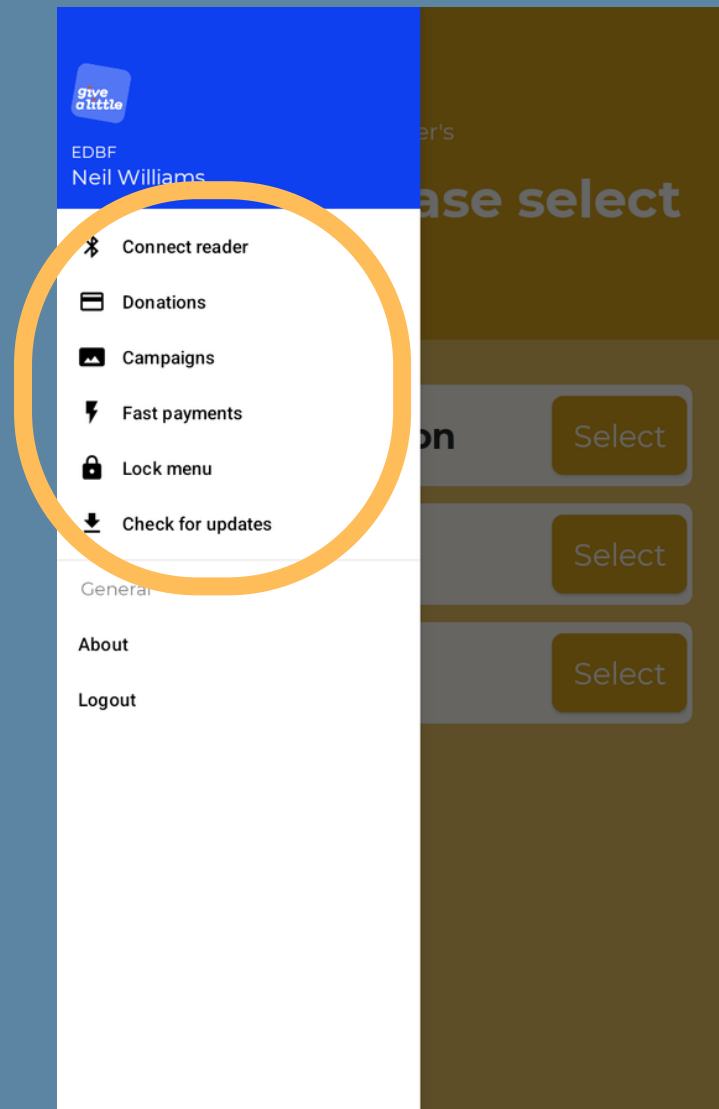
Pair your card reader with the app so the device can accept contactless and chip-and-PIN payments.

Donations

Shows today's payments and the device's recent transaction total for on-the-day reporting.

Campaigns

Create or edit one or more targeted app capabilities (or choice lists thereof) for receiving donations or raising funds. "Use" (=invoke) the one you wish to display on the device screen at this time. More information in next slides



Fast payment

'Quick-mode' will show a thank-you pop-up rather than a full screen, and will suppress functions requiring additional user input, such as capturing Gift Aid data, offering a receipt or opting for marketing communications. Useful to set this at busy events

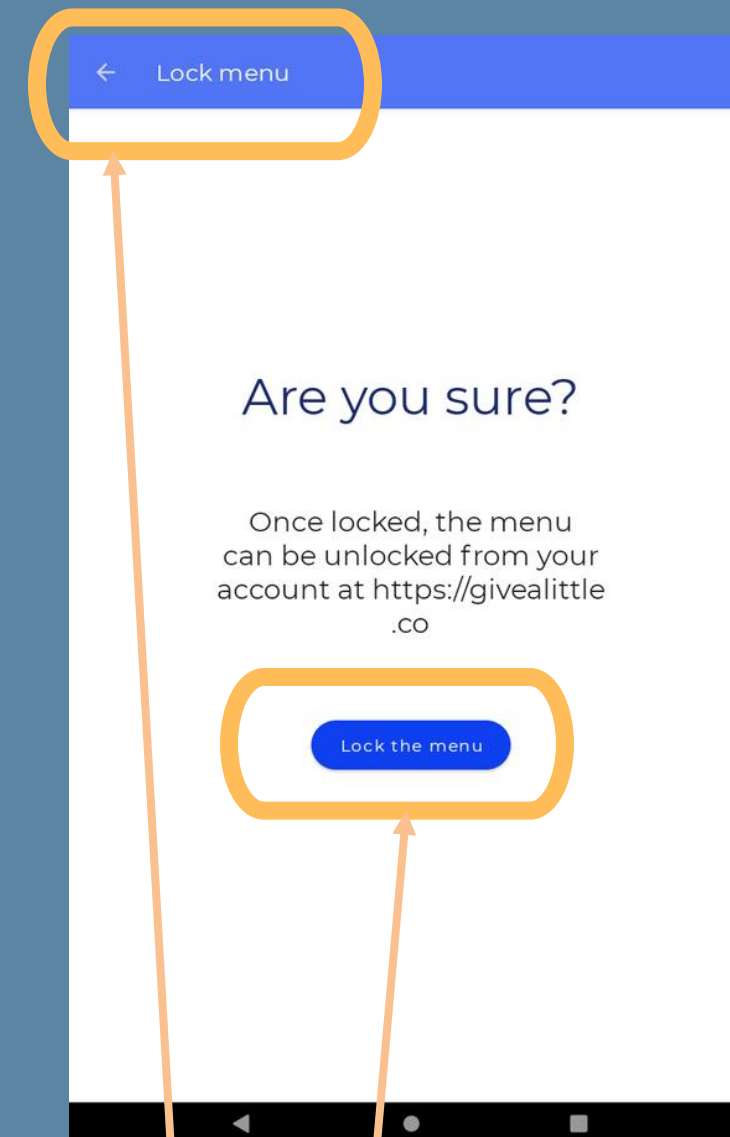
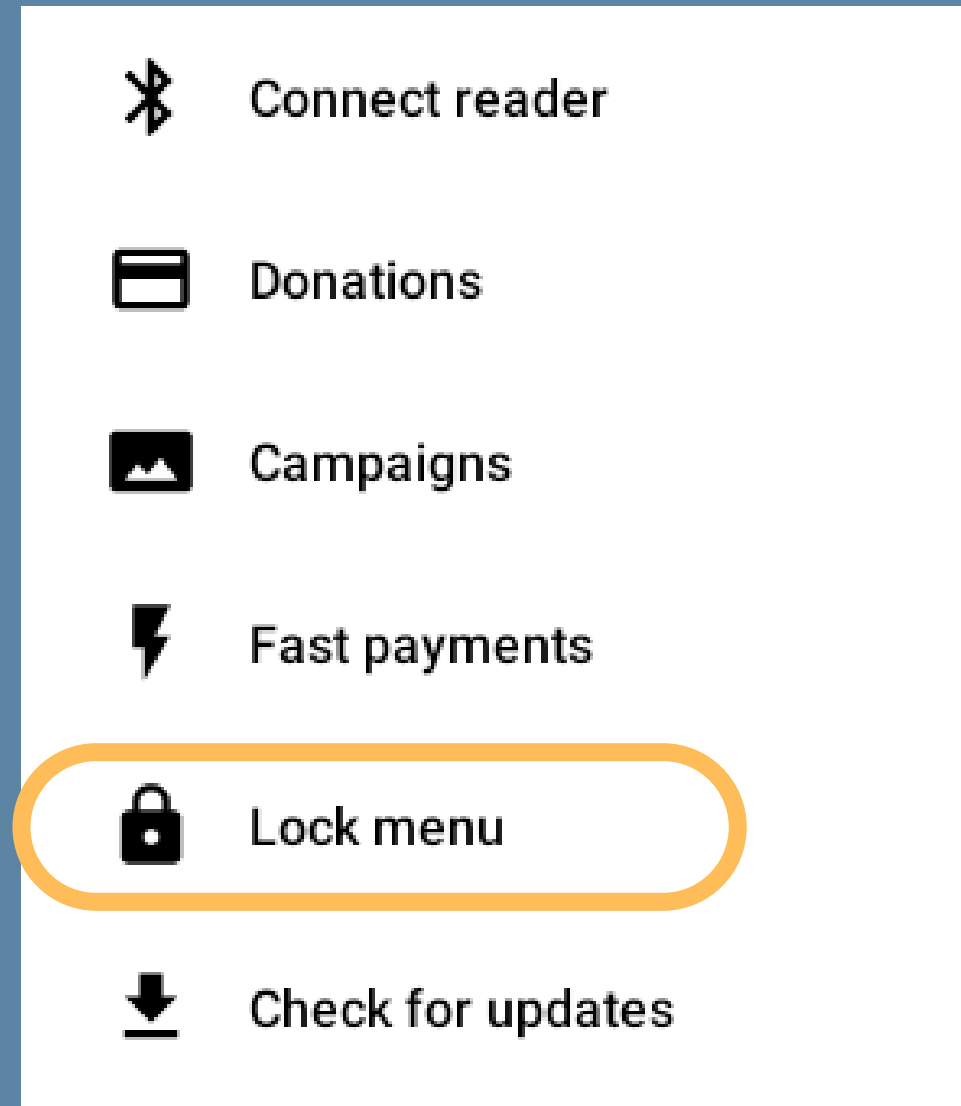
Lock Menu

Deny access to the menu to prevent changes by unauthorised users. Unlocking the menu can only be done by logging into the online portal

Check for updates

Look for and install Give A Little app updates to ensure security and provide the latest features

LOCK MENU



CONFIRM, OR GO BACK

Click 'Lock the menu'; or if unsure, go back (arrow top left)

WHEN TO USE THE LOCK MENU FUNCTION



This prevents users from navigating away from the active donation page on a device.

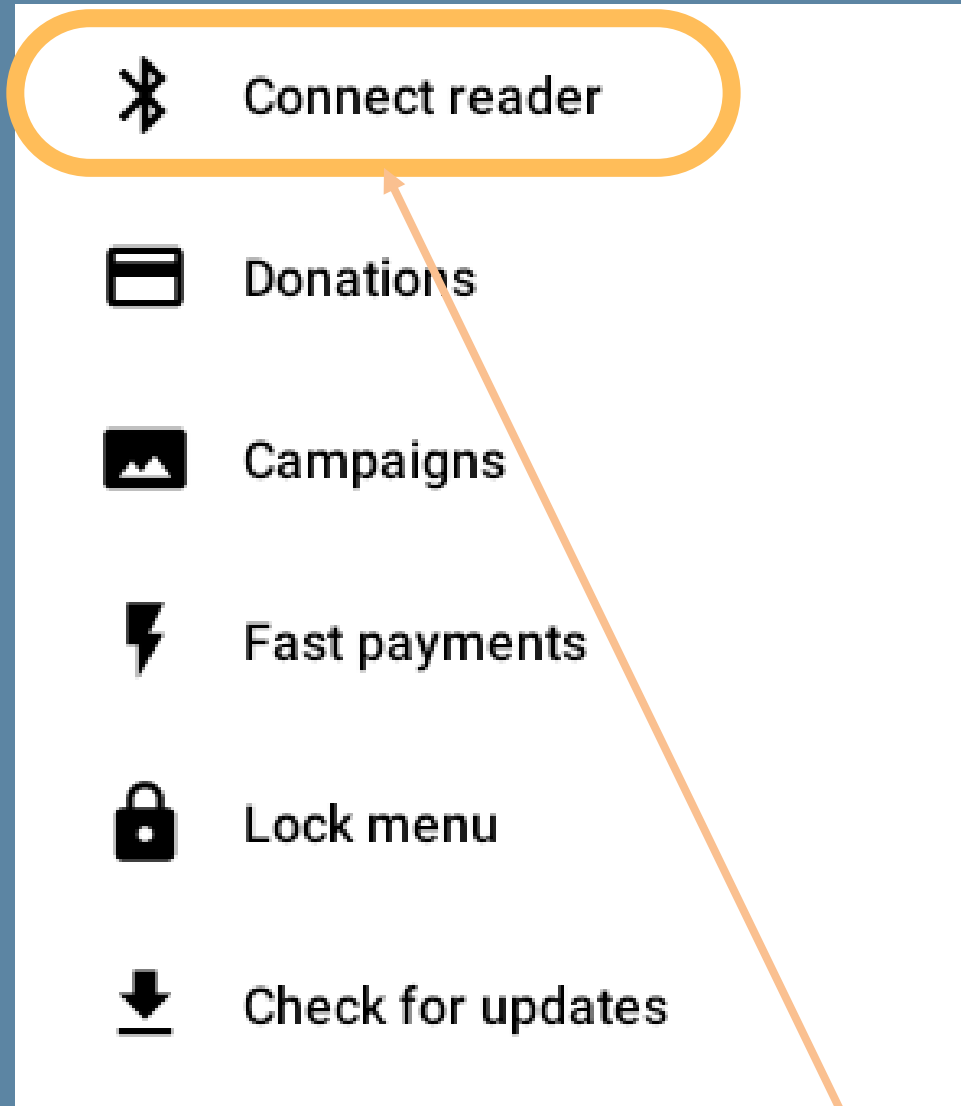
It locks the campaign in place and hides the Give a Little menu,

By doing this, a donation point is secured, so donors or others cannot accidentally (or deliberately) access other parts of the app.

To unlock it, an administrator must use their SumUp login on the church's Give a Little portal.

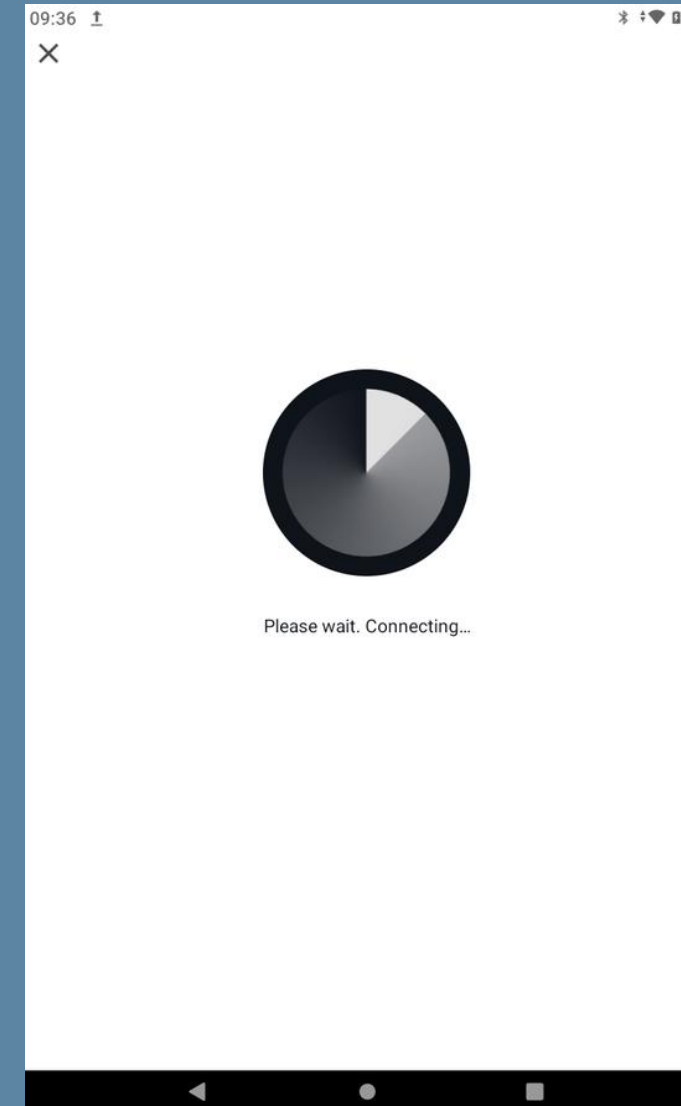
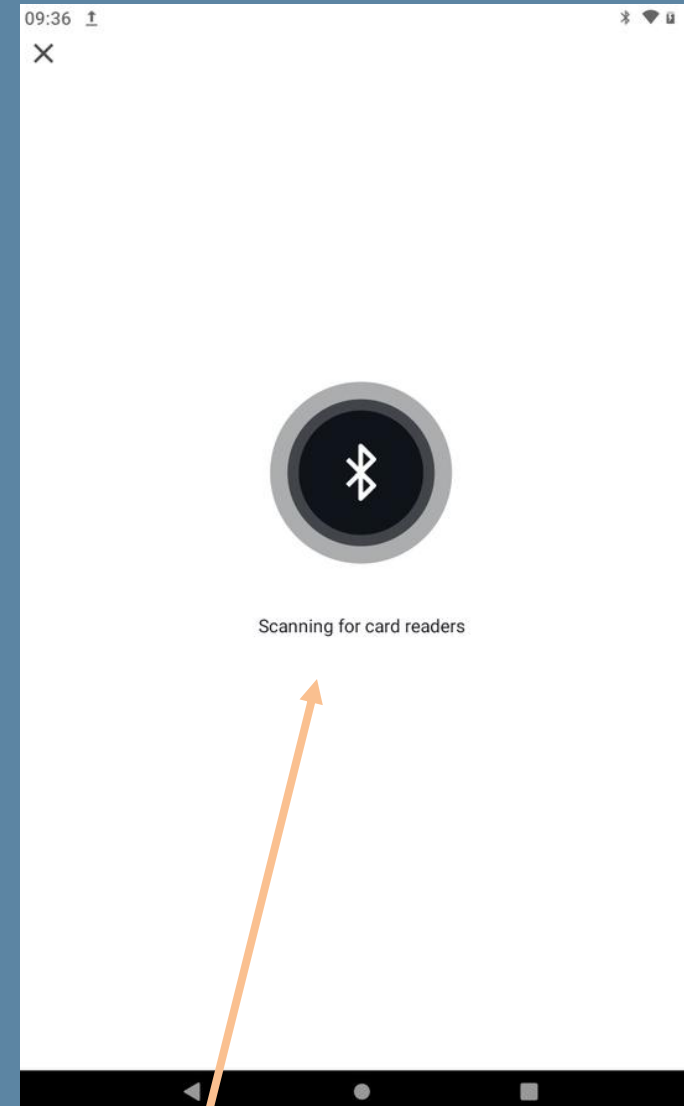


CONNECT READER



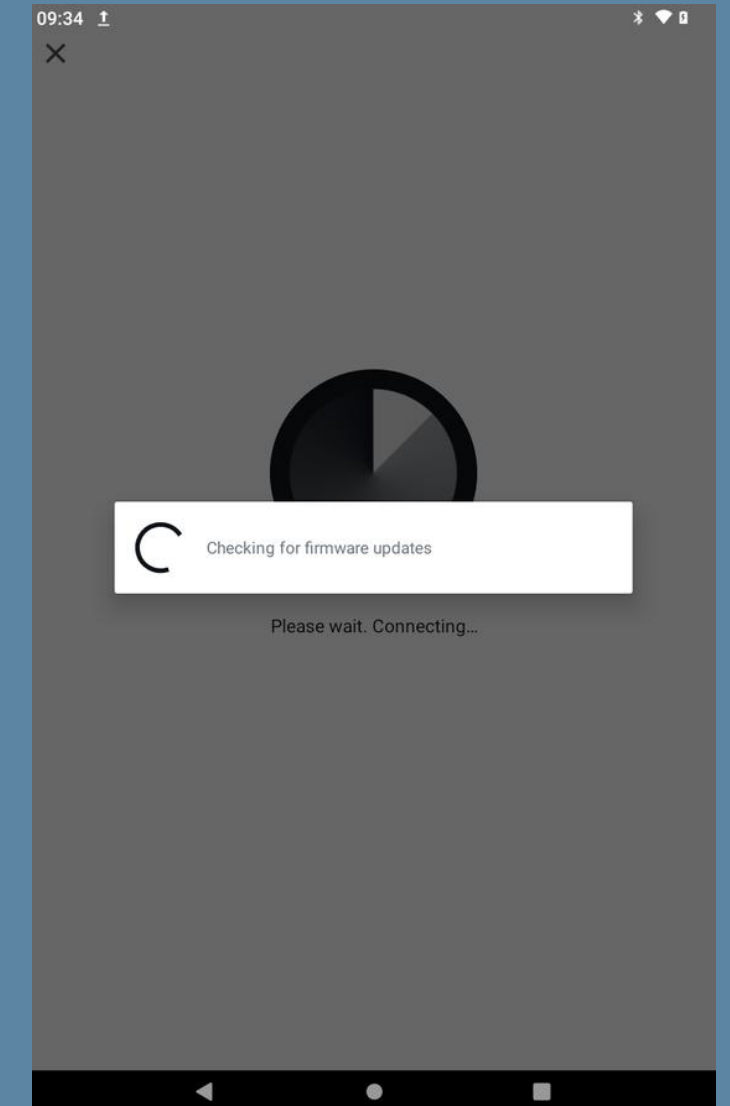
SCAN

Click connect to
commence scanning



MULTIPLE READERS?

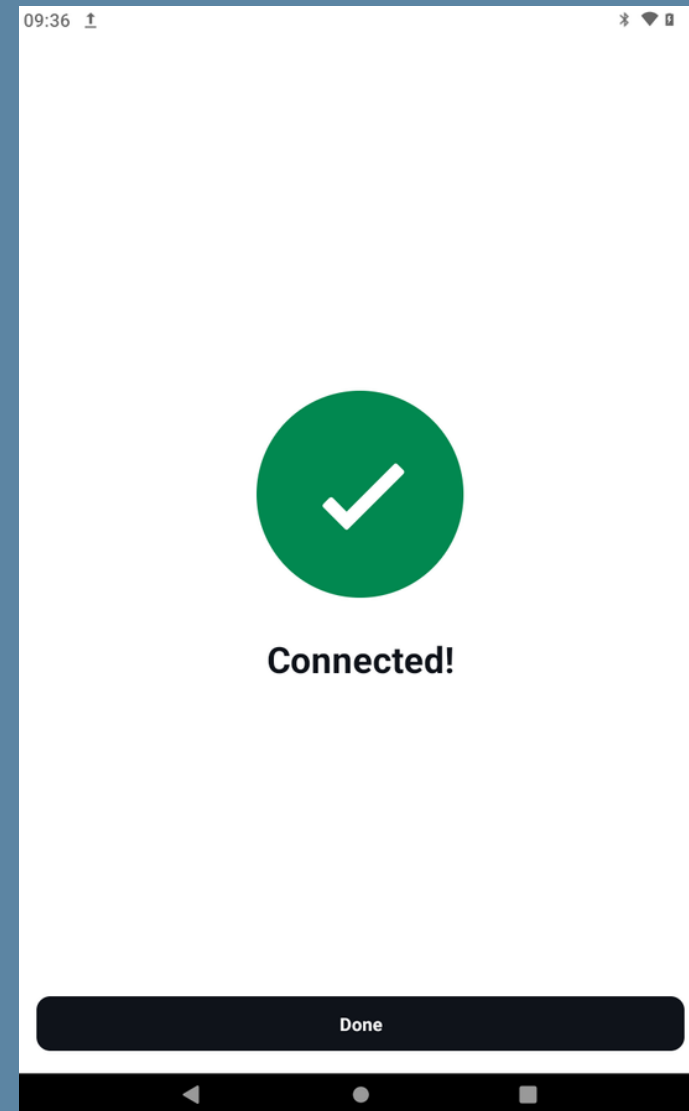
If multiple SumUp readers
are detected, see upcoming slide



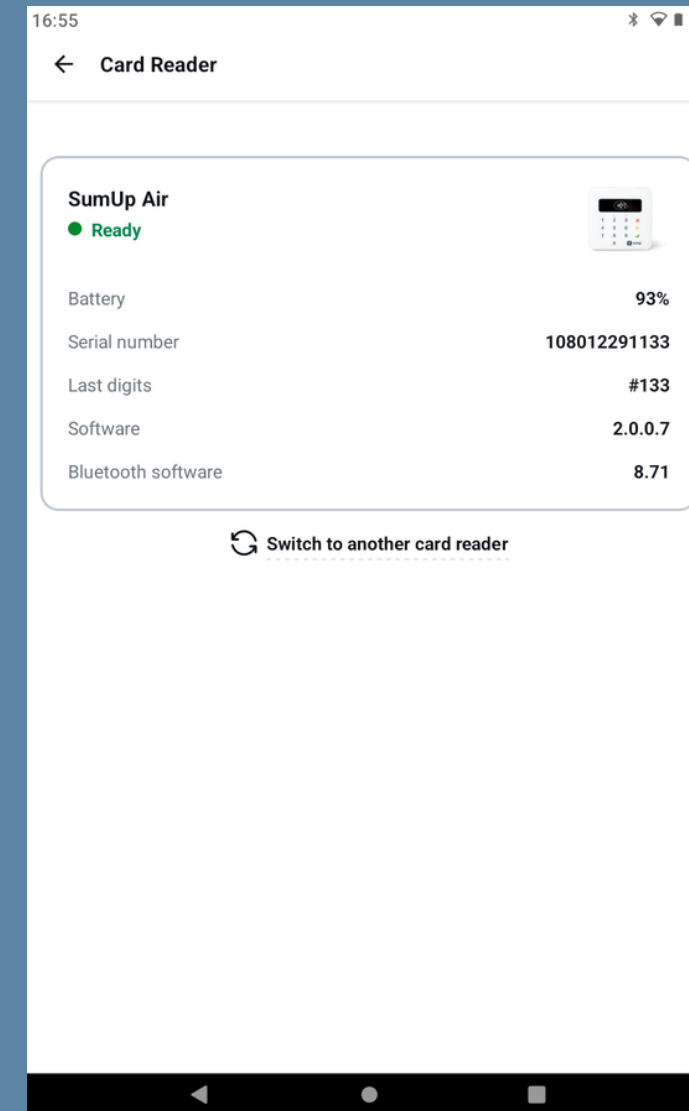
UPDATES

System will check for any
SumUp firmware updates
required, which, if available, you
should agree to.

CONNECTION SUCCESS



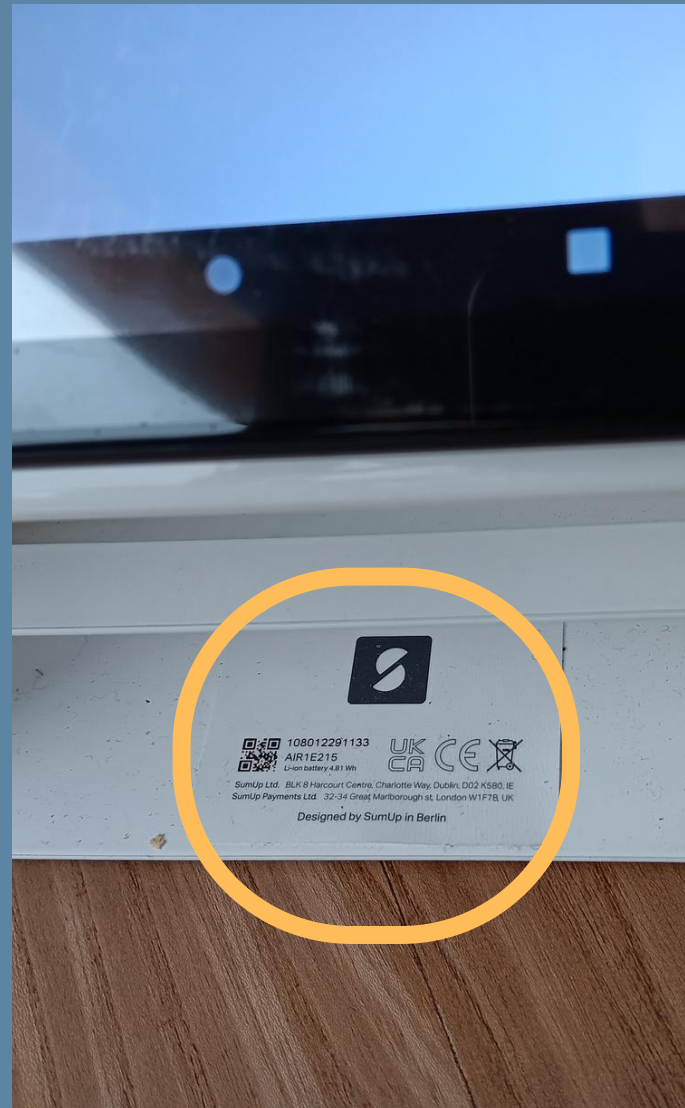
Your tablet should say that
you are now connected...



...and that the SumUp
device is ready

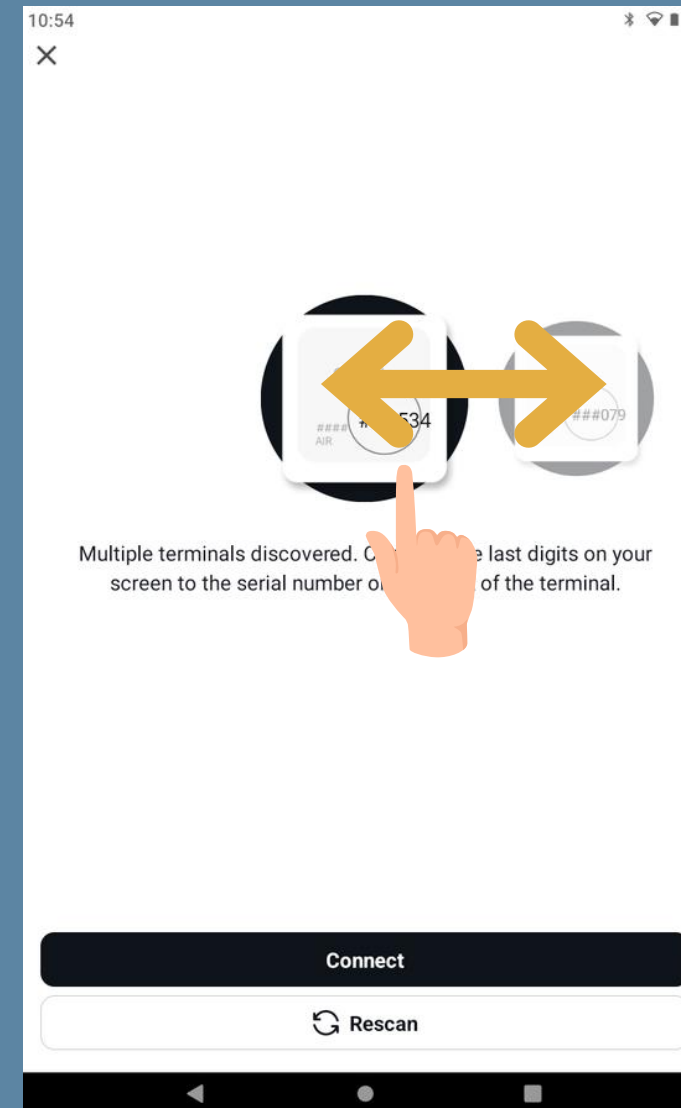
SUCCESS!

MULTIPLE READERS DETECTED



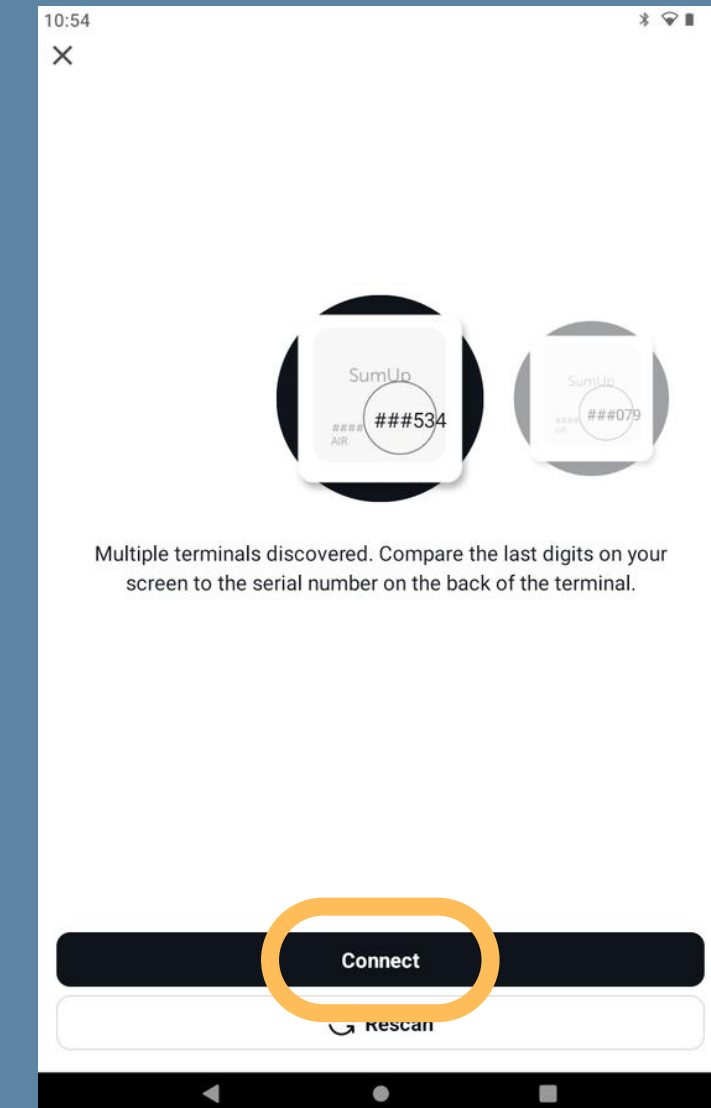
FIND SUMUP LABEL

If multiple devices found, find SumUp label on device showing serial no. Take reference of the last 3 digits. The picture shows the Payaz Giving Station



SWIPE

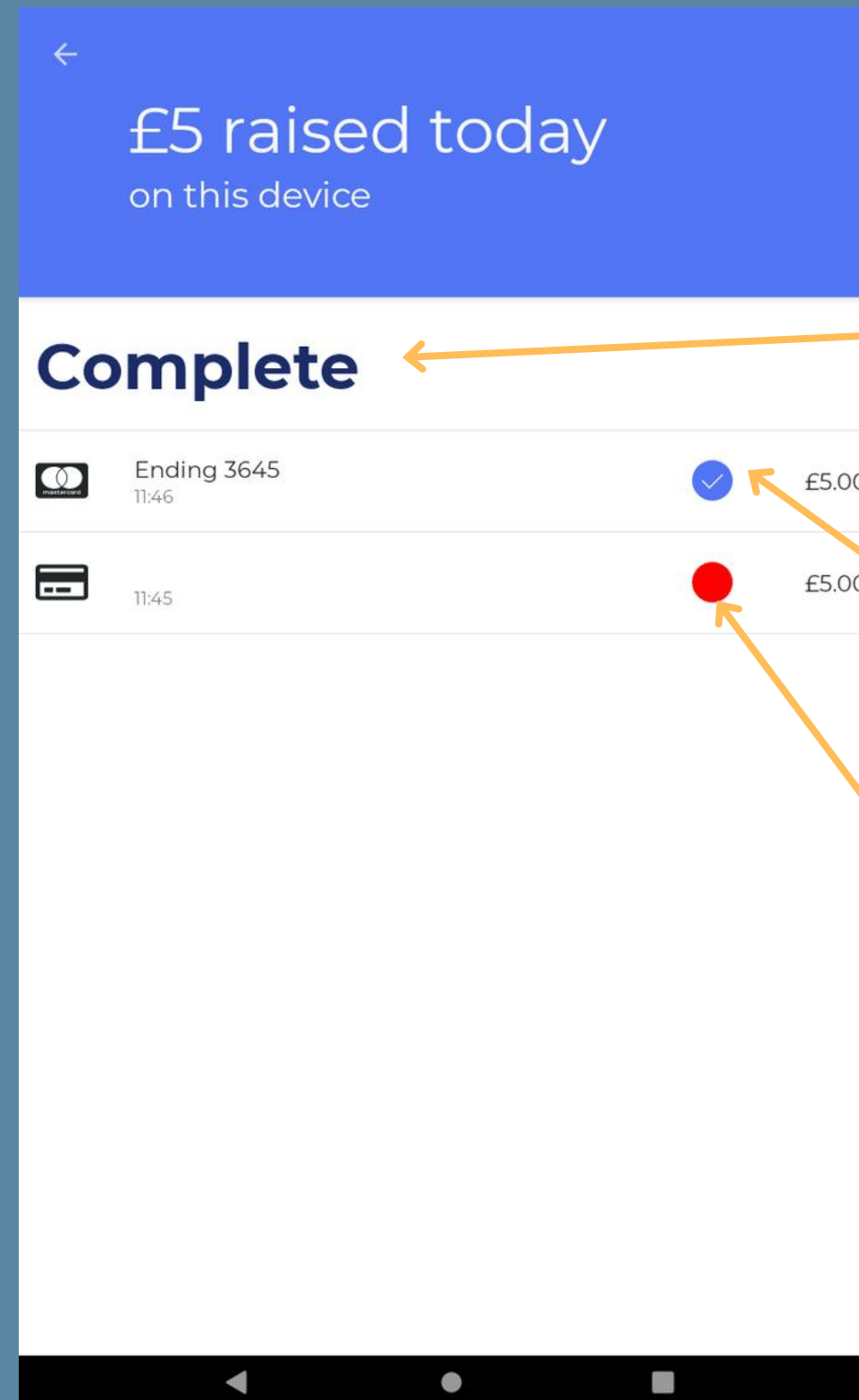
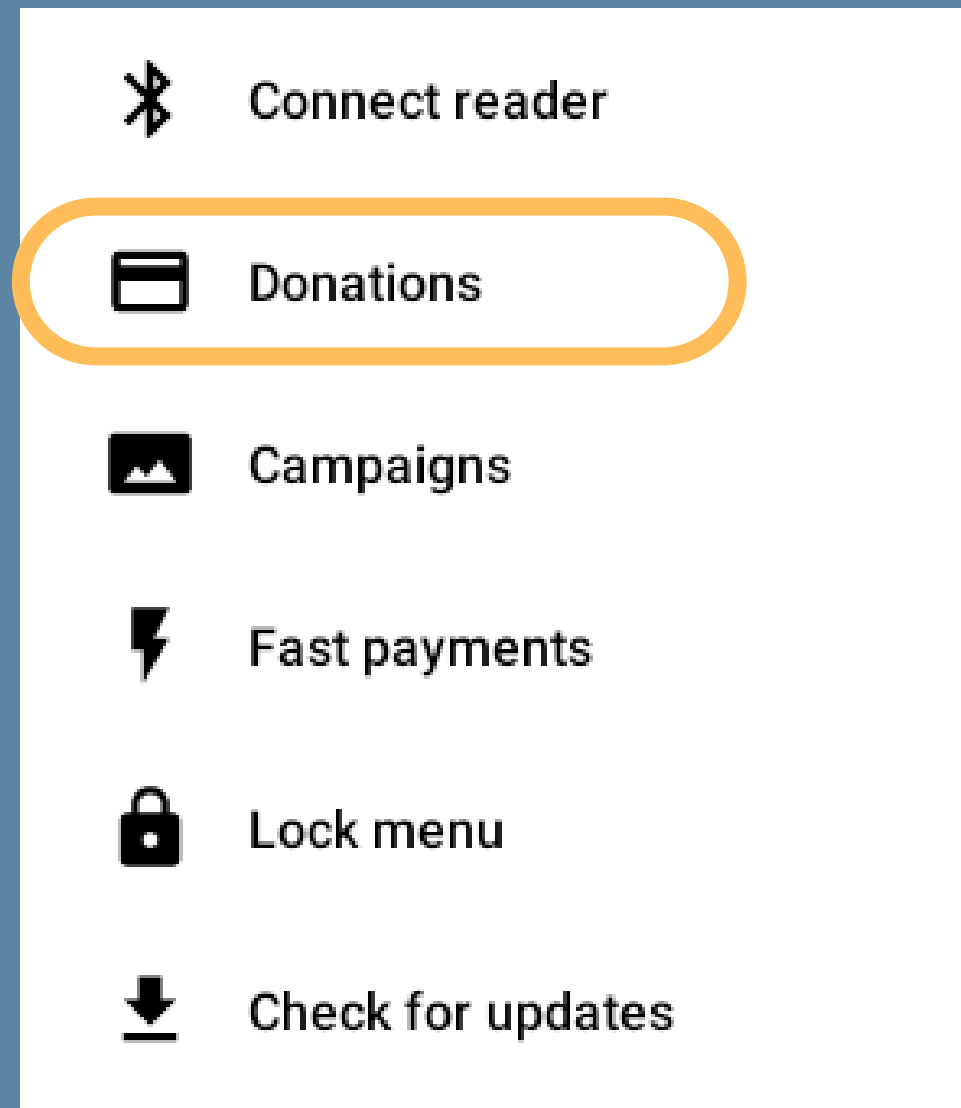
Swipe through the different options on the tablet until the number matches the three digits you have just noted



CONNECT

Press connect

DONATIONS

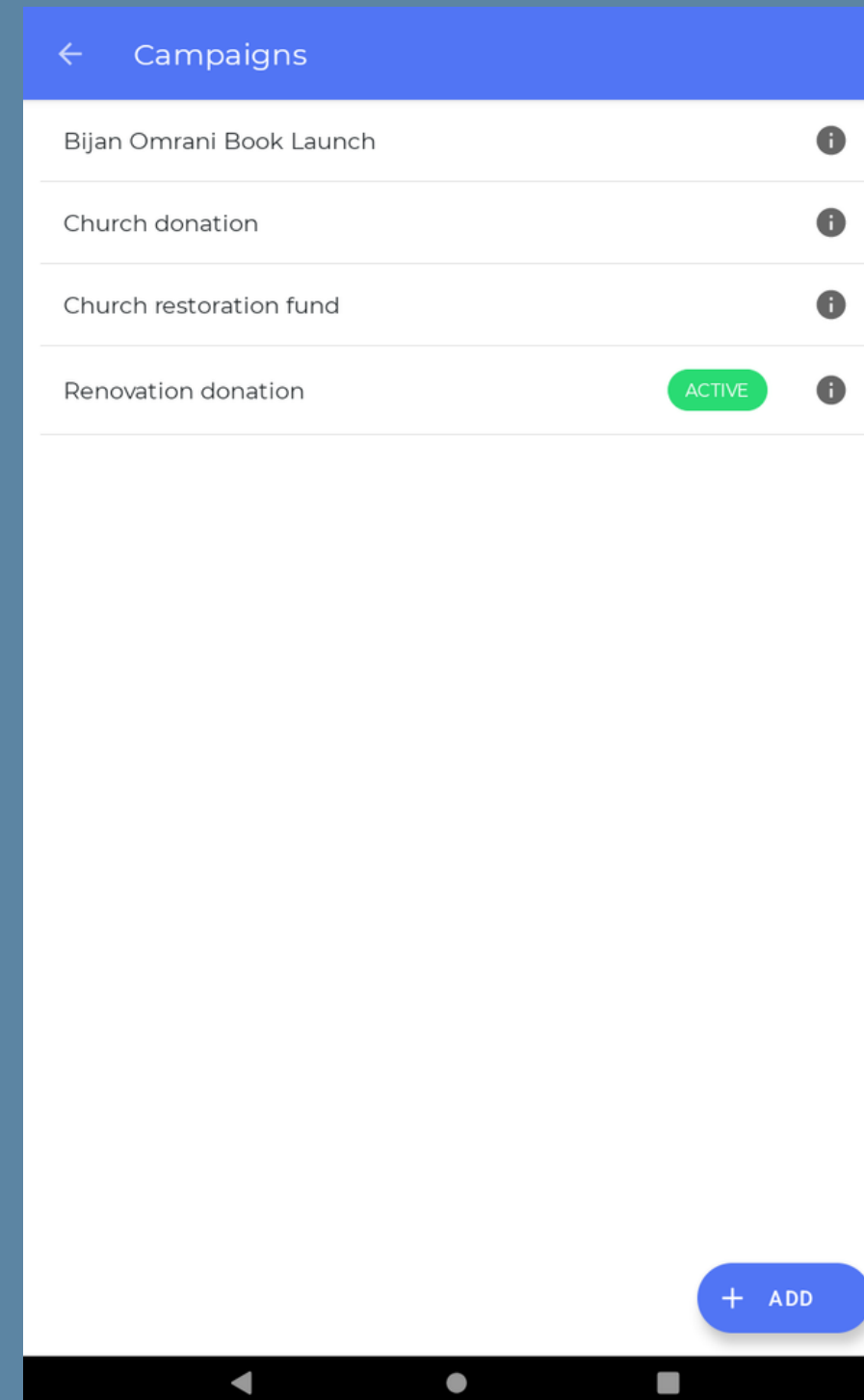
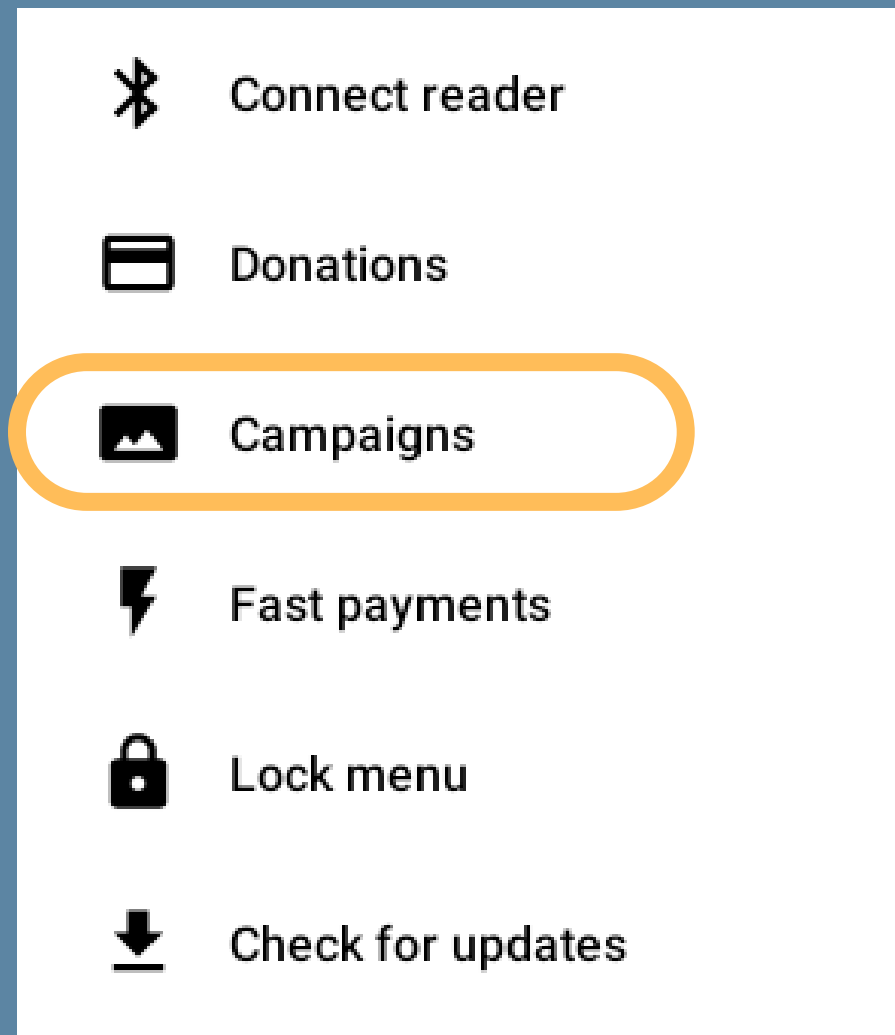


The screen will list all donations made to that point in time on that day

Successful transactions will show a blue circle

Abandoned/failed transactions a red circle

CAMPAIGNS



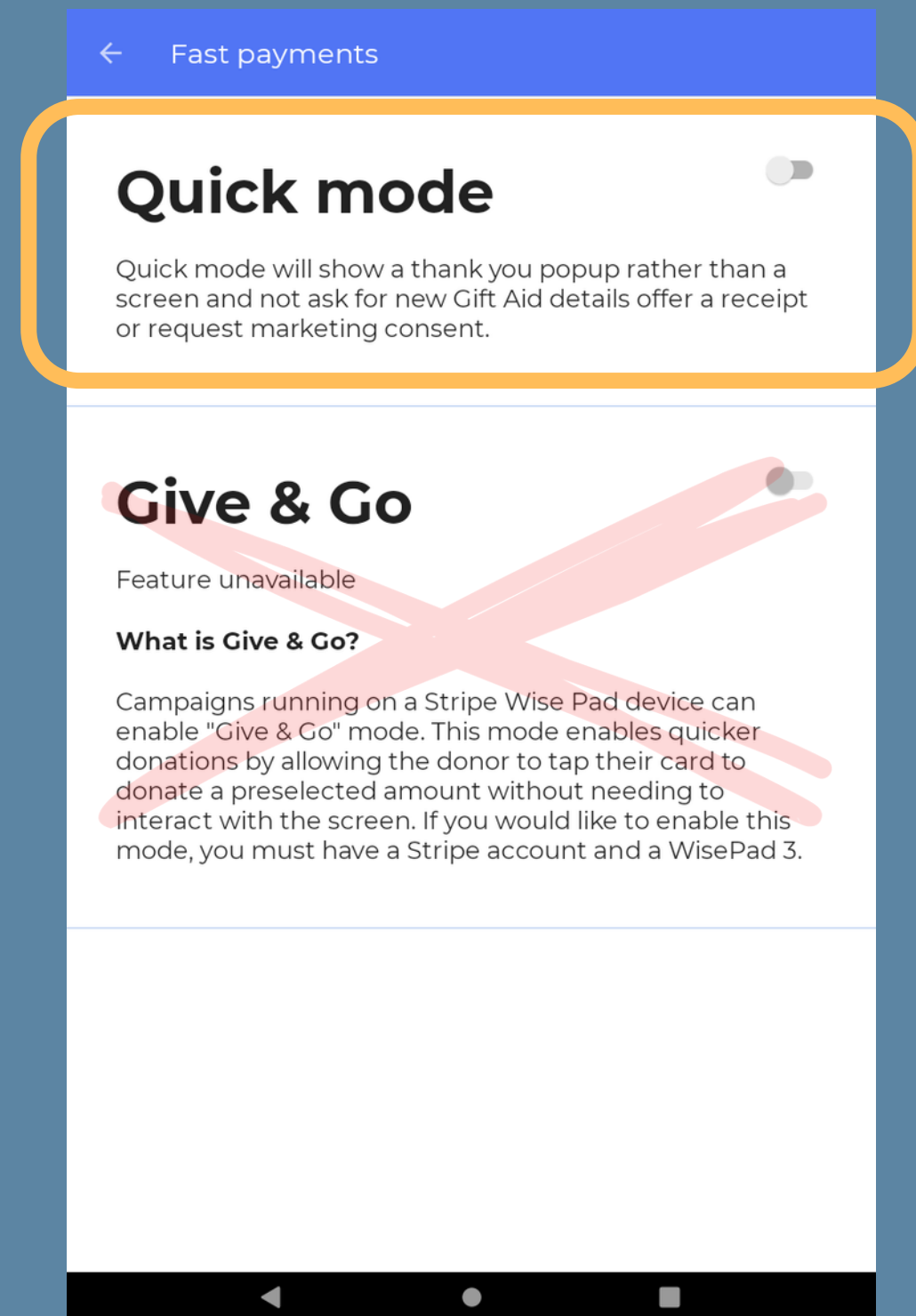
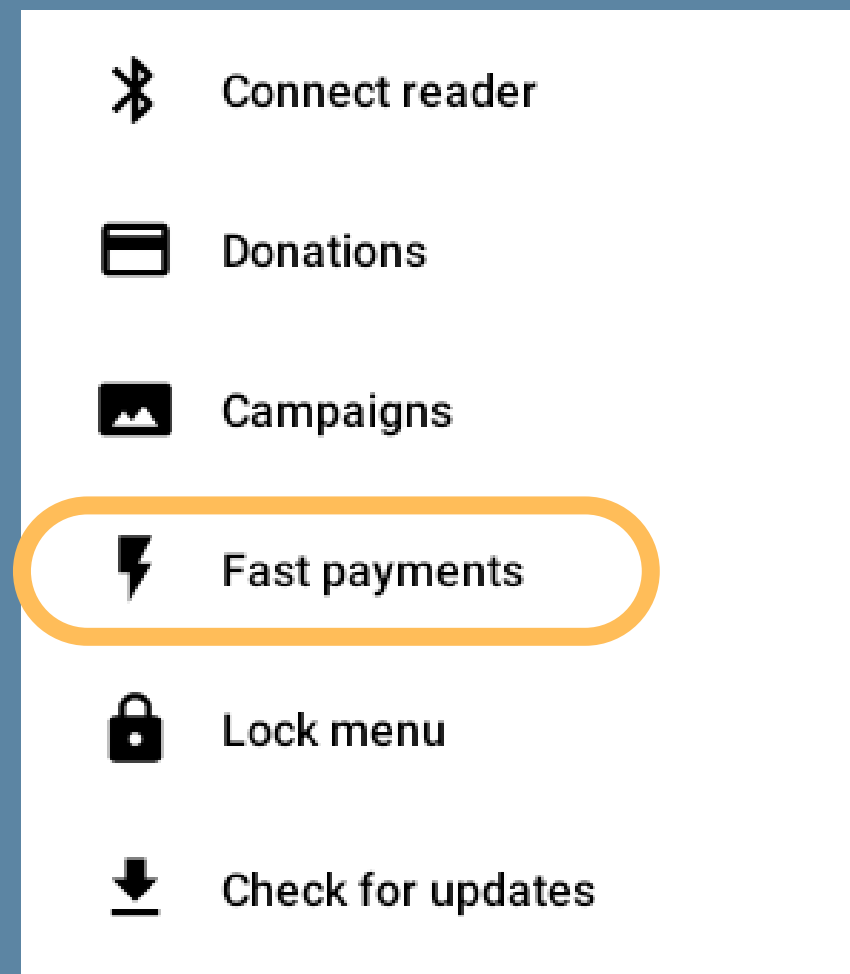
The screen will list all existing campaigns, by type of campaign

This is where you can select to use a campaign on the device

You can also select a campaign and edit it on the device; or configure a new campaign

We recommend that, to configure a new campaign, you perform this function via the online portal. You'll learn how to do this in a minute

FAST PAYMENTS

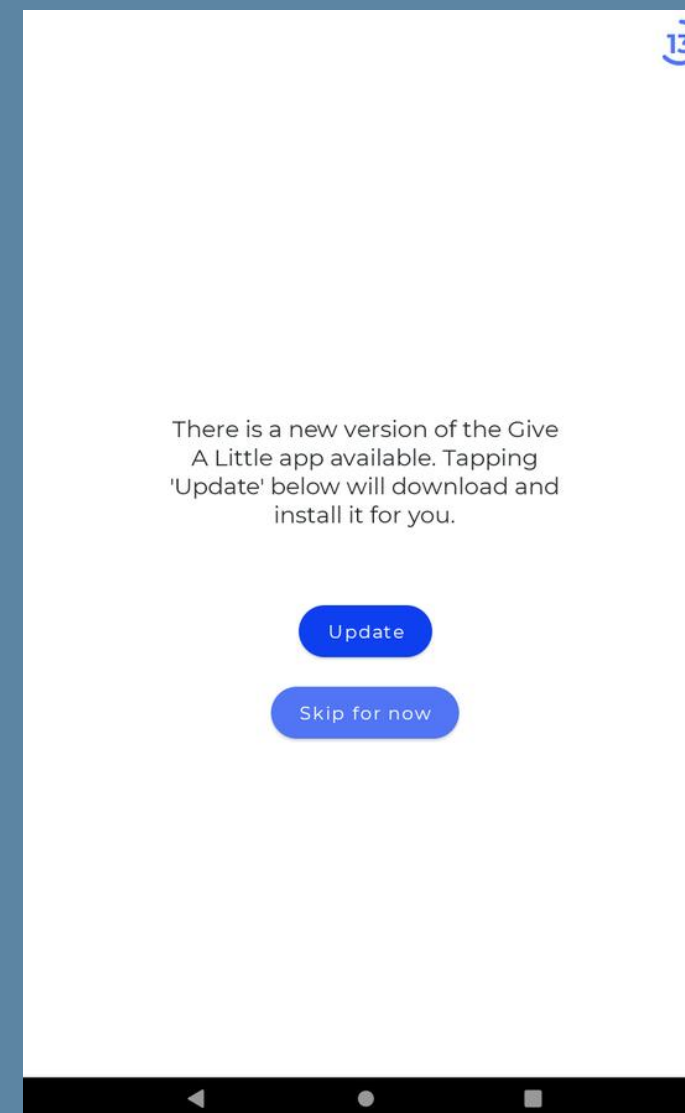
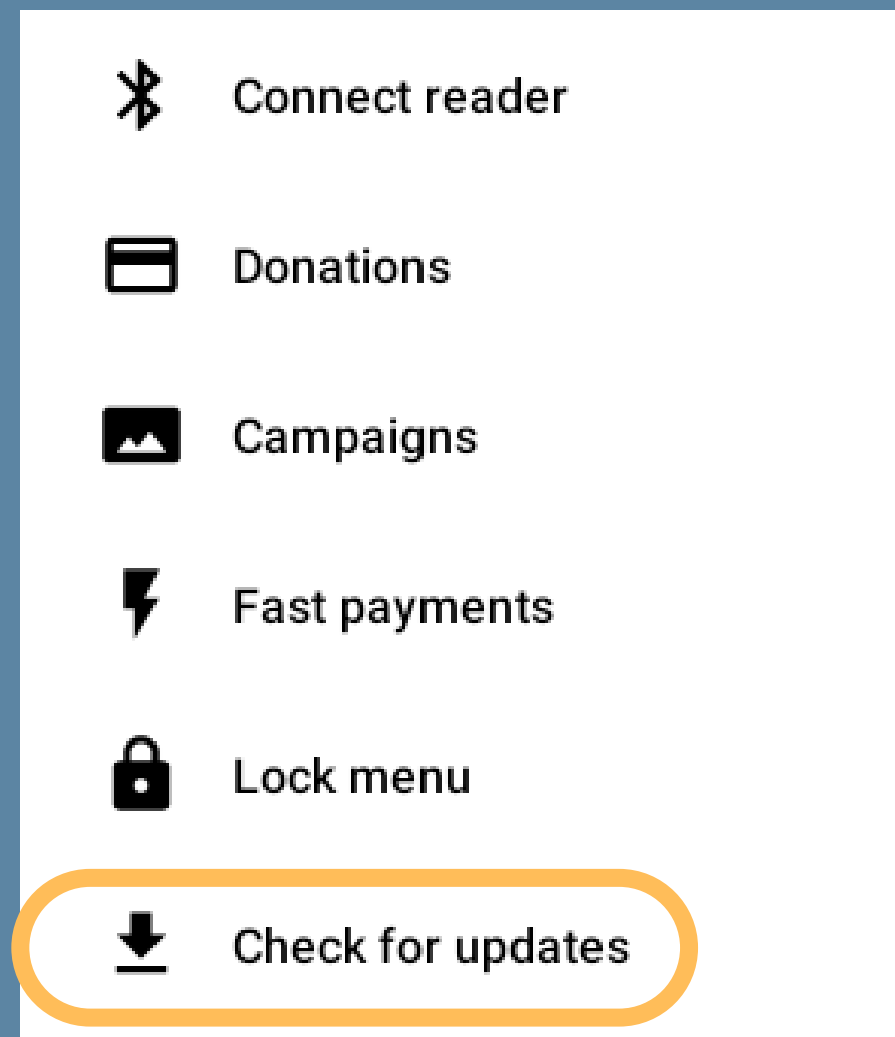


Enabling Quick Mode will:

- Show a thank you pop-up rather than a screen
- Not ask for new Gift Aid details
- Not offer a receipt
- Not request marketing consent

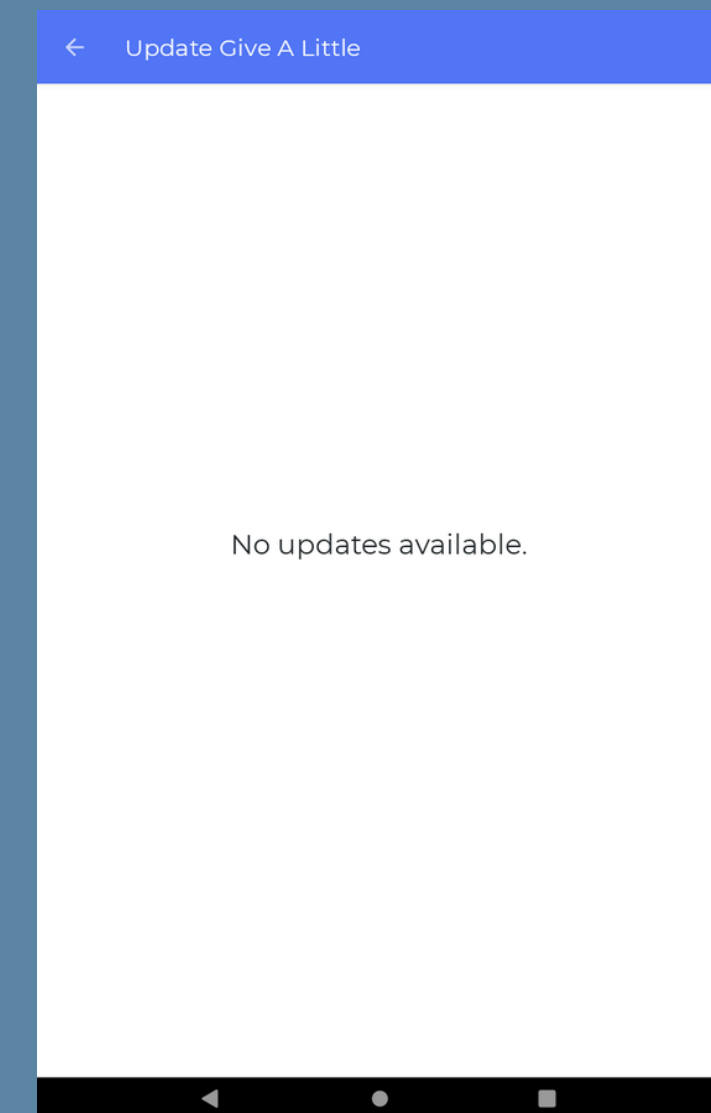
“Give & Go” is not an available function as your card reader is not a Stripe WisePad 3

CHECK FOR UPDATES



UPDATE (IF THIS SCREEN APPEARS)

Select Update
System will check for any Give A Little updates, which, if available, you should agree to.



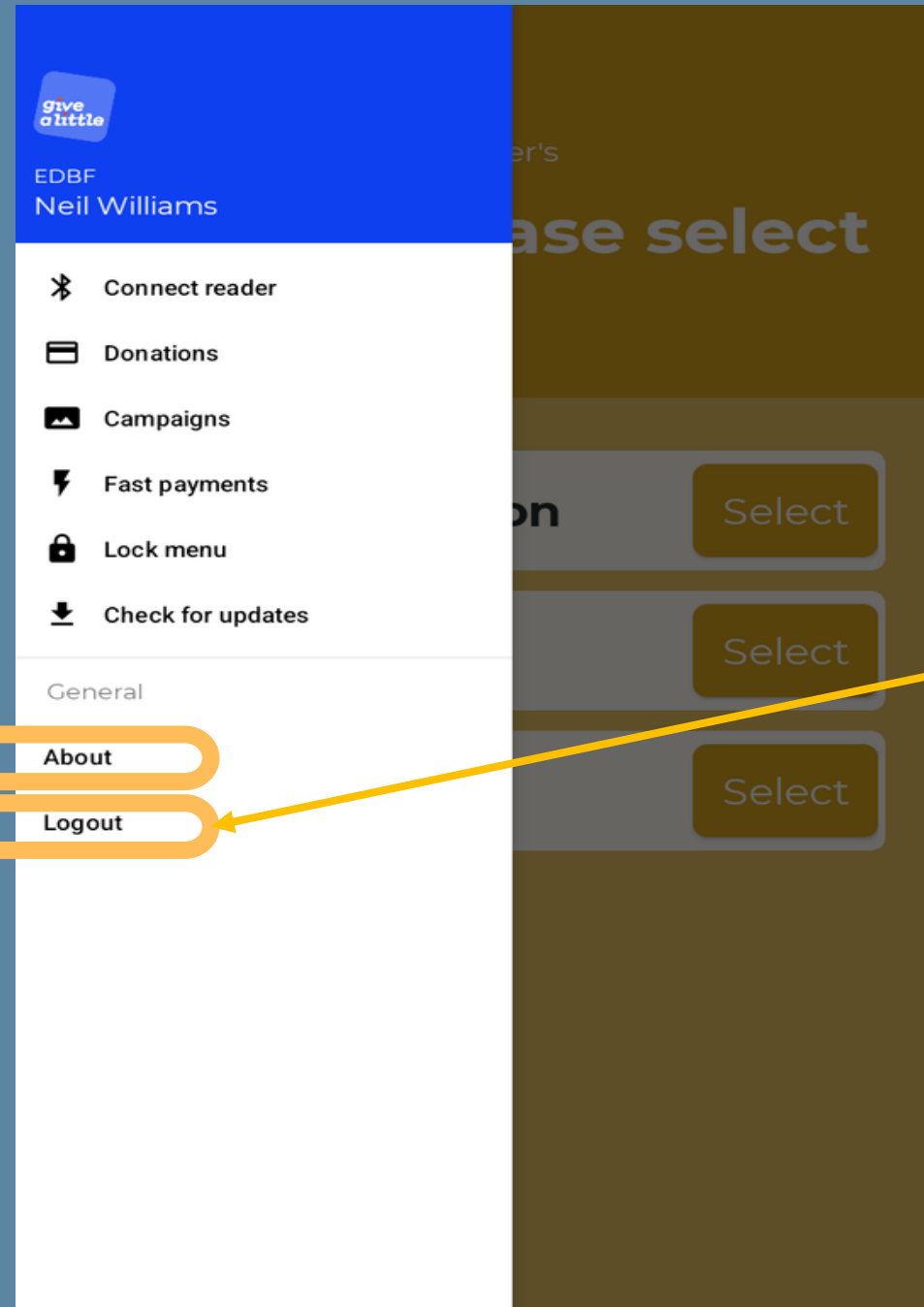
(OR) NO UPDATES AVAILABLE

Go back (top left arrow)

DEVICE MENU - LAST TWO ITEMS

About

Provides information about the device, T&Cs etc. info might be needed for support purposes



Logout

This will log you out of the account. You will need your SumUp credentials to log back in again

If you logout, you will need to login again to utilise the church's account and its configurations

**LAPTOPS/TABLETS
NOW
NEEDED**

**DIOCESE
OF EXETER**

 **THE CHURCH
OF ENGLAND
IN DEVON**



GIVE A LITTLE ONLINE PORTAL

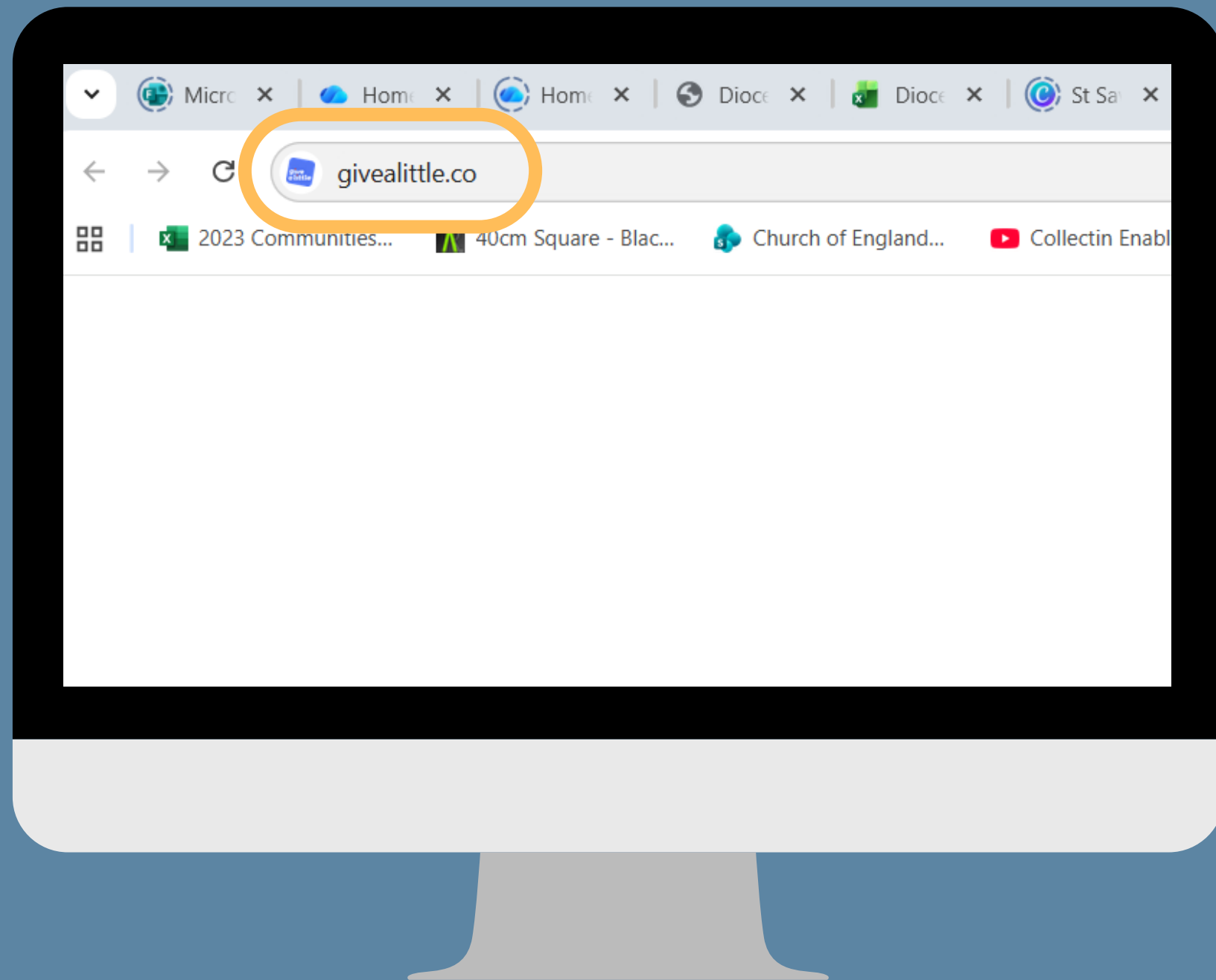
DIOCESE
OF EXETER



THE CHURCH
OF ENGLAND
IN DEVON

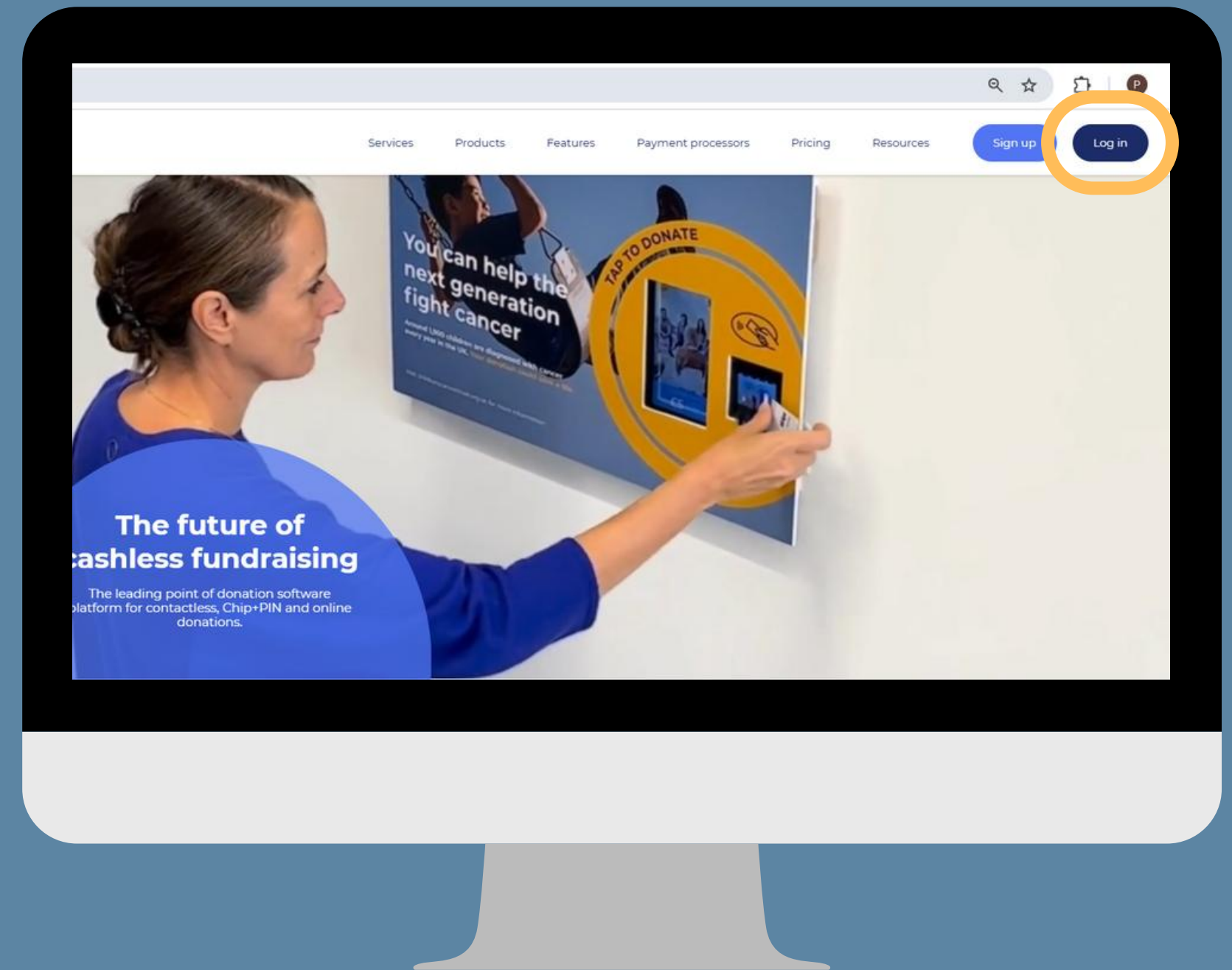


GO TO 'GIVEALITTLE.CO'



BRING UP YOUR USUAL BROWSER

Enter 'http://givealittle.co' in
the browser address bar



LOGIN

Click on Log in (top right)

(A) LOGIN - ACCOUNT OWNER

Log in

Email address

Password



Log in

[Forgot your password?](#)

or

 Log in with SumUp

LOG IN (2)

Select 'Log in with SumUp'

New to SumUp? [Register](#)

Email address

phil.whitlock@sidvalley.org.uk

Password

.....



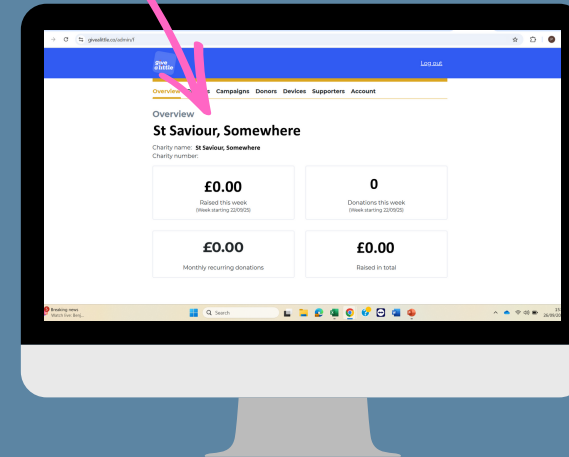
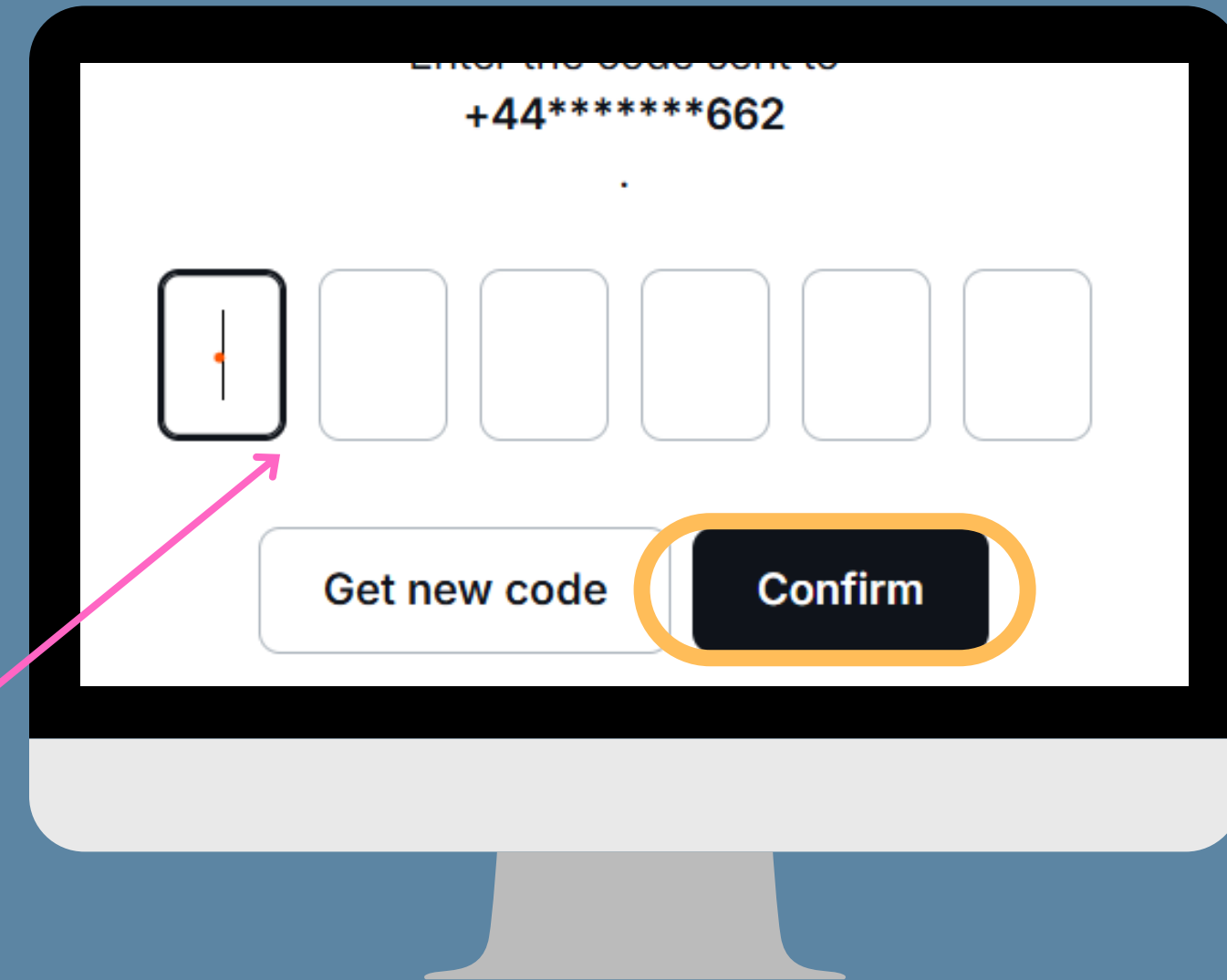
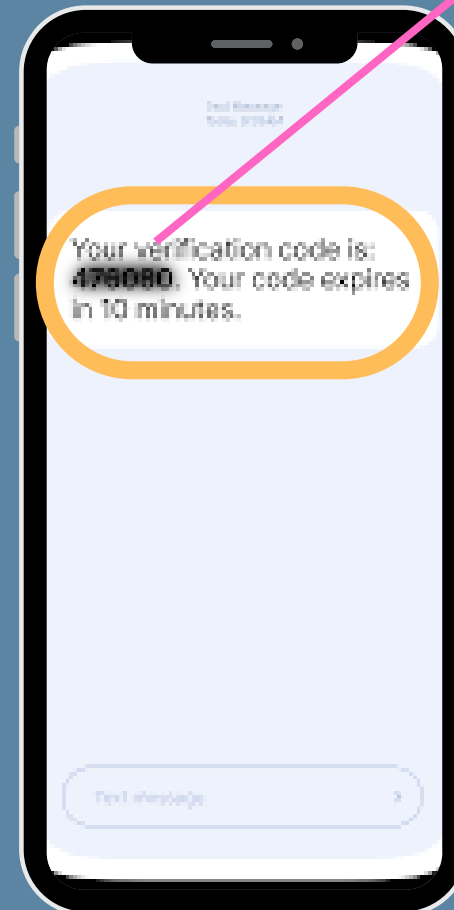
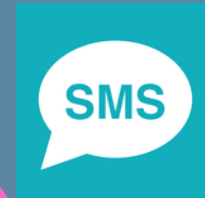
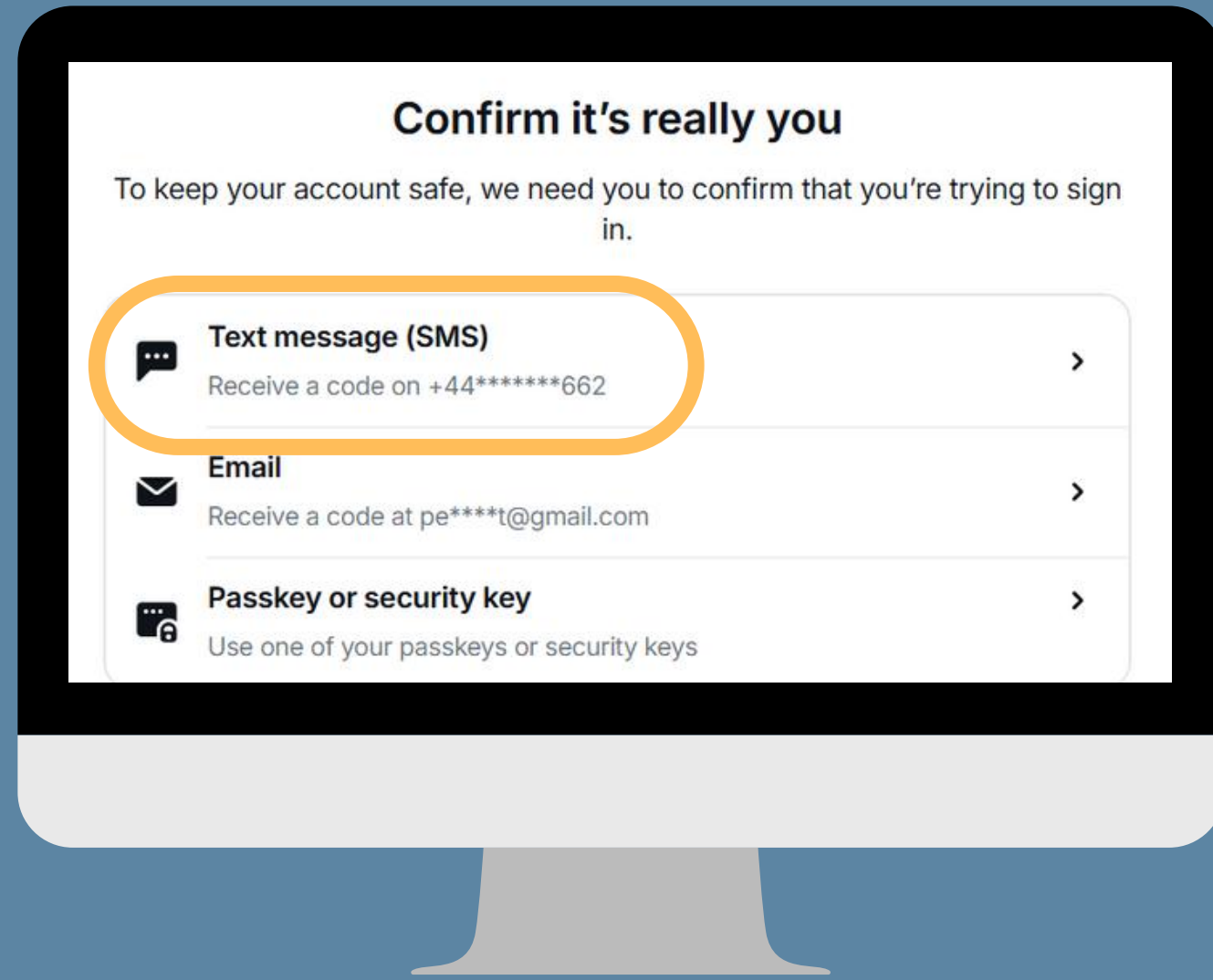
[Forgot your password?](#)

Next

LOG IN (3)

Enter your SumUp credentials

2-FACTOR AUTHENTICATION



A 'two factor authentication' may be required. There is a choice of 3 places where the authentication can be sent. Example to the right is when sending to a mobile phone.

A code will be sent via text to your phone. Type in the code onto your computer and press confirm

Portal Overview page

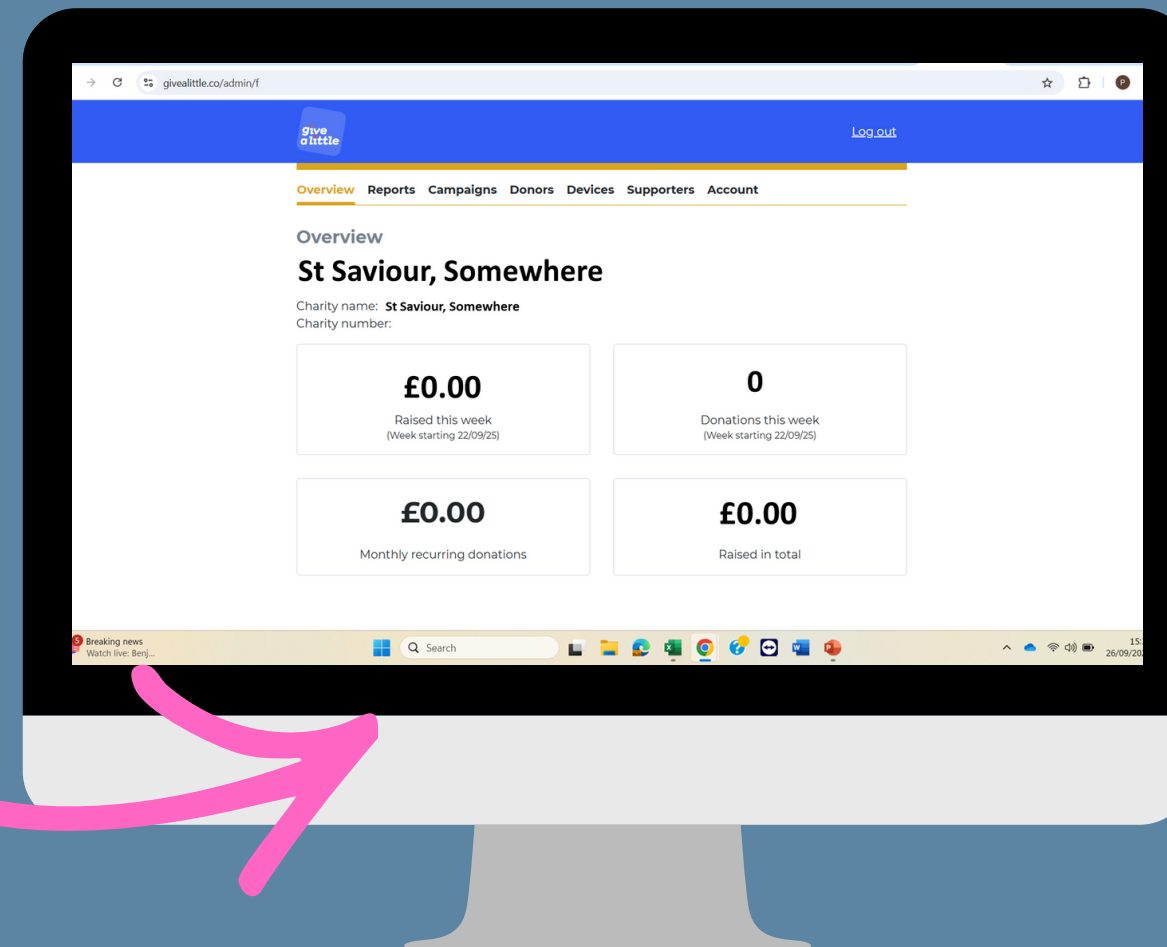
(B) LOGIN - USER WITH ADMIN RIGHTS

Log in

[Forgot your password?](#)

or

 Log in with SumUp



Portal
Overview
page

LOG IN (2)

Select 'Log in with email
address and password'

CAMPAIGNS

DIOCESE
OF EXETER



THE CHURCH
OF ENGLAND
IN DEVON



WHAT IS A GIVE A LITTLE CAMPAIGN?

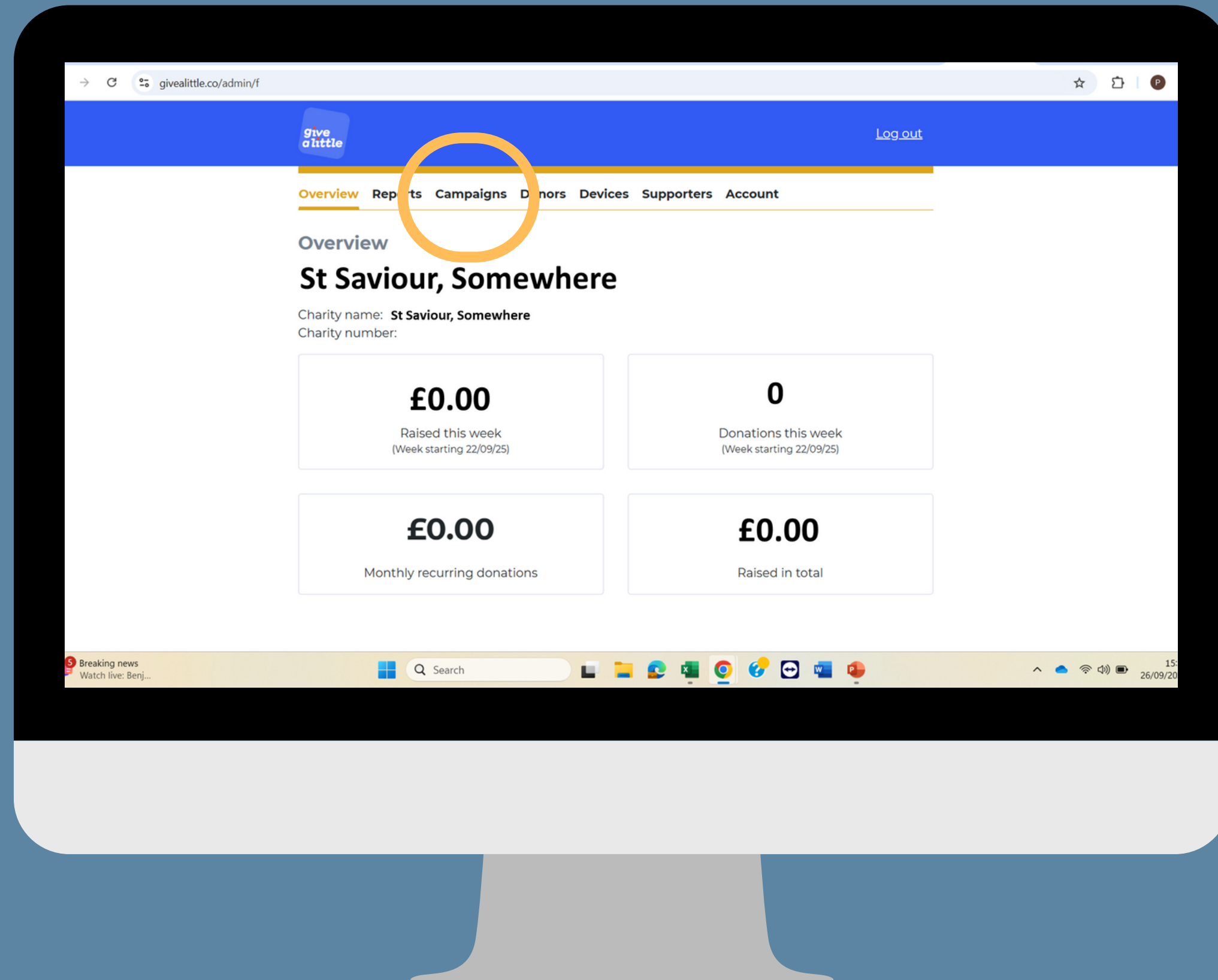


A campaign is the specific purpose displayed on the donation screen, to which the donor chooses for their money to go, e.g. “Donation to our mission”, Church roof restoration”, “Tear Fund”. You can offer multiple campaigns for donors to choose between or limit the reader to show only one campaign for a particular event.

Initially, you won't have any set up on your device. Don't panic!



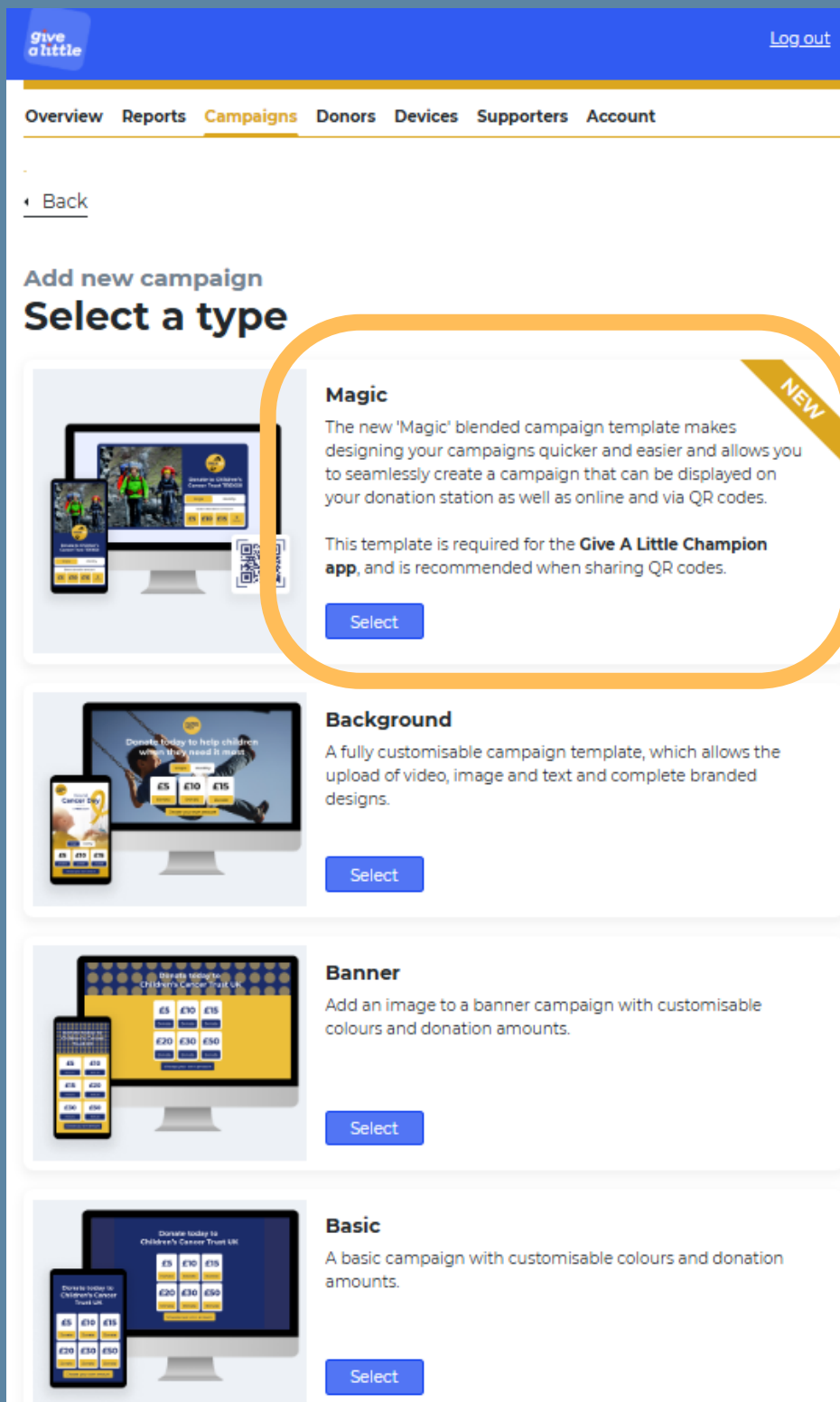
NAVIGATE TO 'CAMPAIGNS'



Once logged in, the Give A Little 'Overview' page should appear, with a ribbon menu near the top

In the menu, you will see a series of options such as Overview, Reports etc. Click on 'Campaigns'

CAMPAIGN TYPES - 'MAGIC'



The screenshot shows the 'Give A Little' website interface. At the top, there's a blue header with the logo and a 'Log out' link. Below it, a navigation bar includes 'Overview', 'Reports', 'Campaigns' (highlighted), 'Donors', 'Devices', 'Supporters', and 'Account'. A 'Back' link is visible on the left. The main heading is 'Add new campaign' followed by 'Select a type'. Four campaign types are listed: 'Magic' (marked with a 'NEW' badge), 'Background', 'Banner', and 'Basic'. Each type includes a thumbnail image, a title, a description, and a 'Select' button. The 'Magic' option is highlighted with an orange rounded rectangle.

Magic
The new 'Magic' blended campaign template makes designing your campaigns quicker and easier and allows you to seamlessly create a campaign that can be displayed on your donation station as well as online and via QR codes.
This template is required for the **Give A Little Champion app**, and is recommended when sharing QR codes.
[Select](#)

Background
A fully customisable campaign template, which allows the upload of video, image and text and complete branded designs.
[Select](#)

Banner
Add an image to a banner campaign with customisable colours and donation amounts.
[Select](#)

Basic
A basic campaign with customisable colours and donation amounts.
[Select](#)

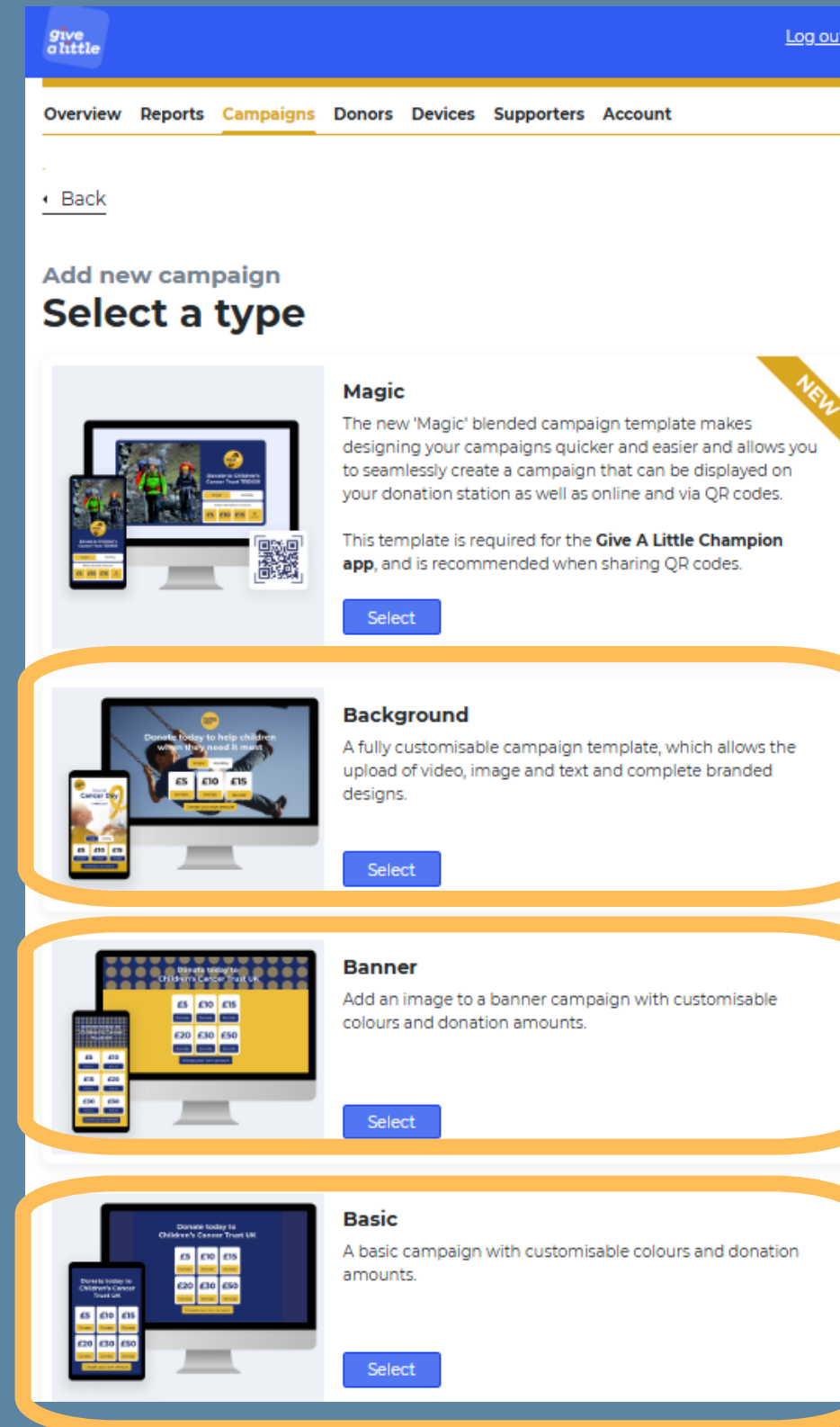
'Magic'
Create a campaign that can be used both on the web (as an online giving page) and on the app (to be used on your card-reader)

We recommend using the Magic type as this removes the need to create both a web and app version for any campaign you create.

CAMPAIGN TYPES - OTHER

‘Background’ ‘Banner’ ‘Basic’ - choice of creating an app campaign or a web campaign

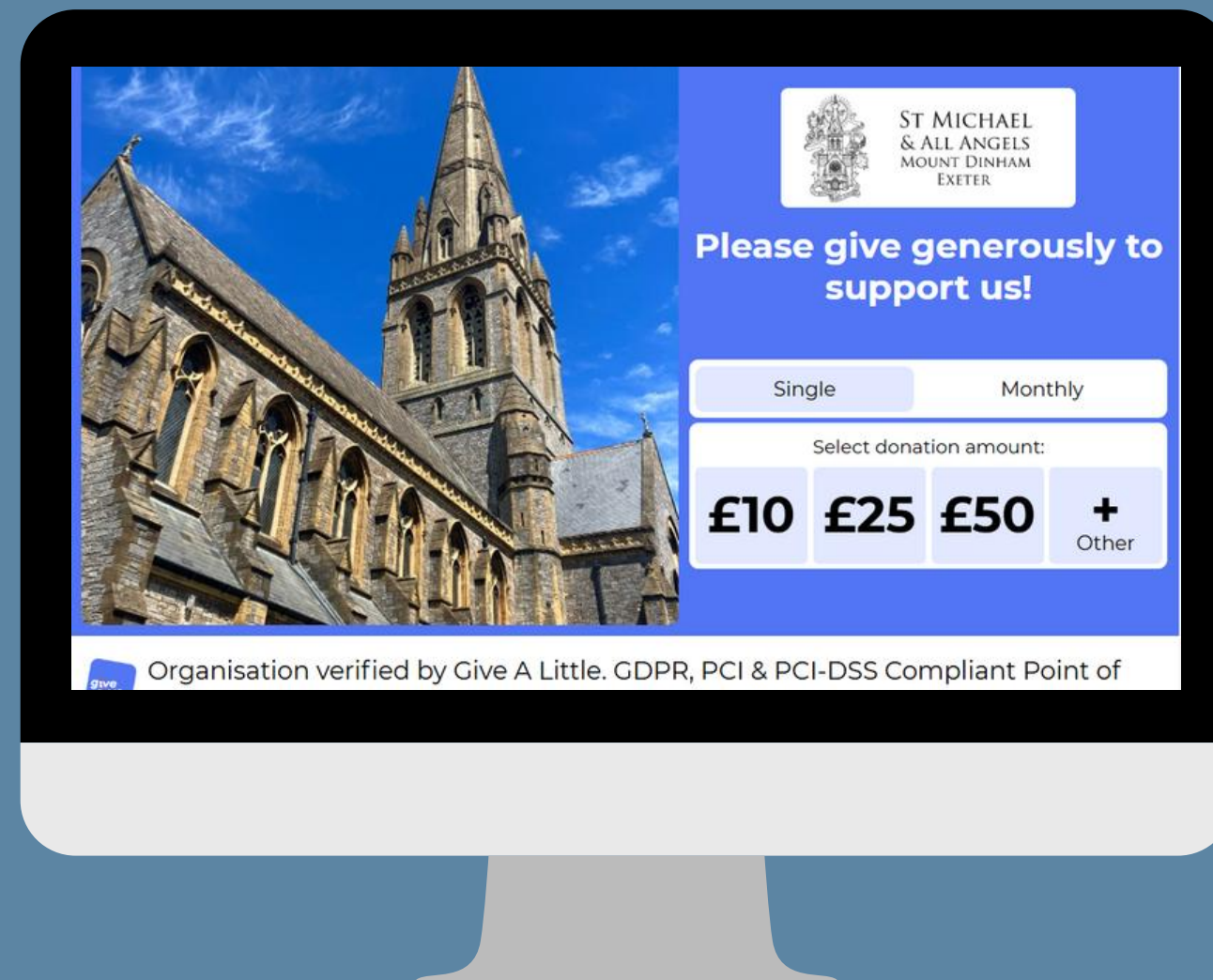
‘Background’
A fully customisable campaign template, which allows the upload of video, image and text and complete branded designs.
NB To use a campaign design that utilises moving images or animation, you must use the ‘Background’ option



‘Banner’
Add an image to a banner campaign with customisable colours and donation amounts

‘Basic’
A basic campaign with customisable colours and donation amounts

‘MAGIC’ CAMPAIGN



This is an example (real) of what a Magic campaign will look like on both the web and the screen of your contactless device

CREATING A 'MAGIC' CAMPAIGN

DIOCESE
OF EXETER



‘MAGIC’ CAMPAIGN REQUIRES 3 IMAGES



Donation
screen image



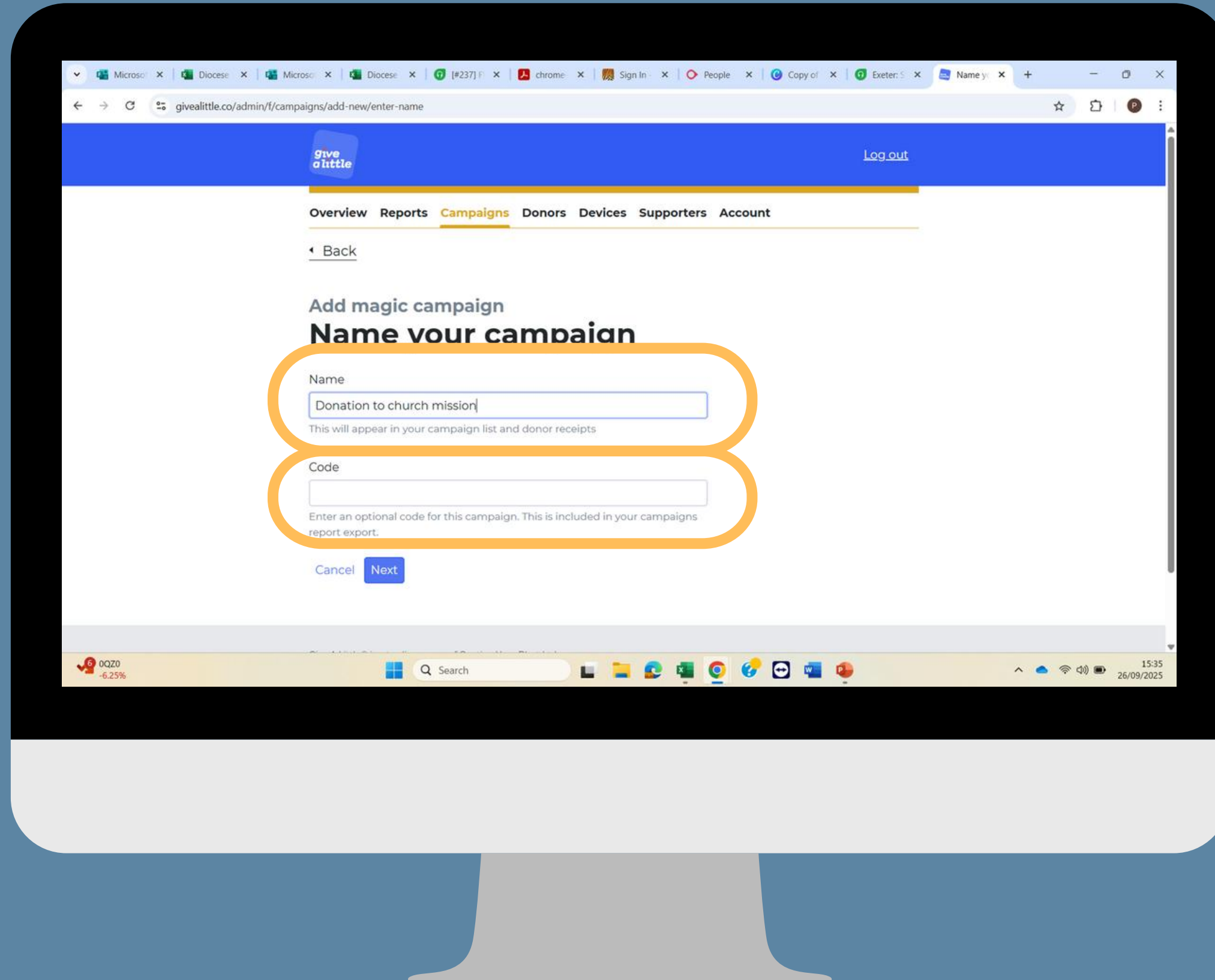
Logo



Thank-you
screen image

We provided three pre-sized images to each church's key contact: a diocesan logo, a thank you graphic, and a personalised church image. These are intended for use during the workshop to help you learn the setup process. Afterward, once you have taken your devices away with you, you'll be able to upload your own graphics if you prefer.

NAME YOUR CAMPAIGN



The screenshot shows a web browser window displaying the Givealittle admin interface. The URL is `givealittle.co/admin/f/campaigns/add-new/enter-name`. The page has a blue header with the Givealittle logo and a 'Log out' link. Below the header is a navigation bar with tabs: Overview, Reports, Campaigns (selected), Donors, Devices, Supporters, and Account. A 'Back' link is visible. The main content area is titled 'Add magic campaign' and 'Name your campaign'. It contains two input fields: 'Name' with the text 'Donation to church mission' and a description 'This will appear in your campaign list and donor receipts', and 'Code' with a description 'Enter an optional code for this campaign. This is included in your campaigns report export.' Both fields are highlighted with orange rounded rectangles. At the bottom are 'Cancel' and 'Next' buttons. The Windows taskbar is visible at the bottom of the screen.

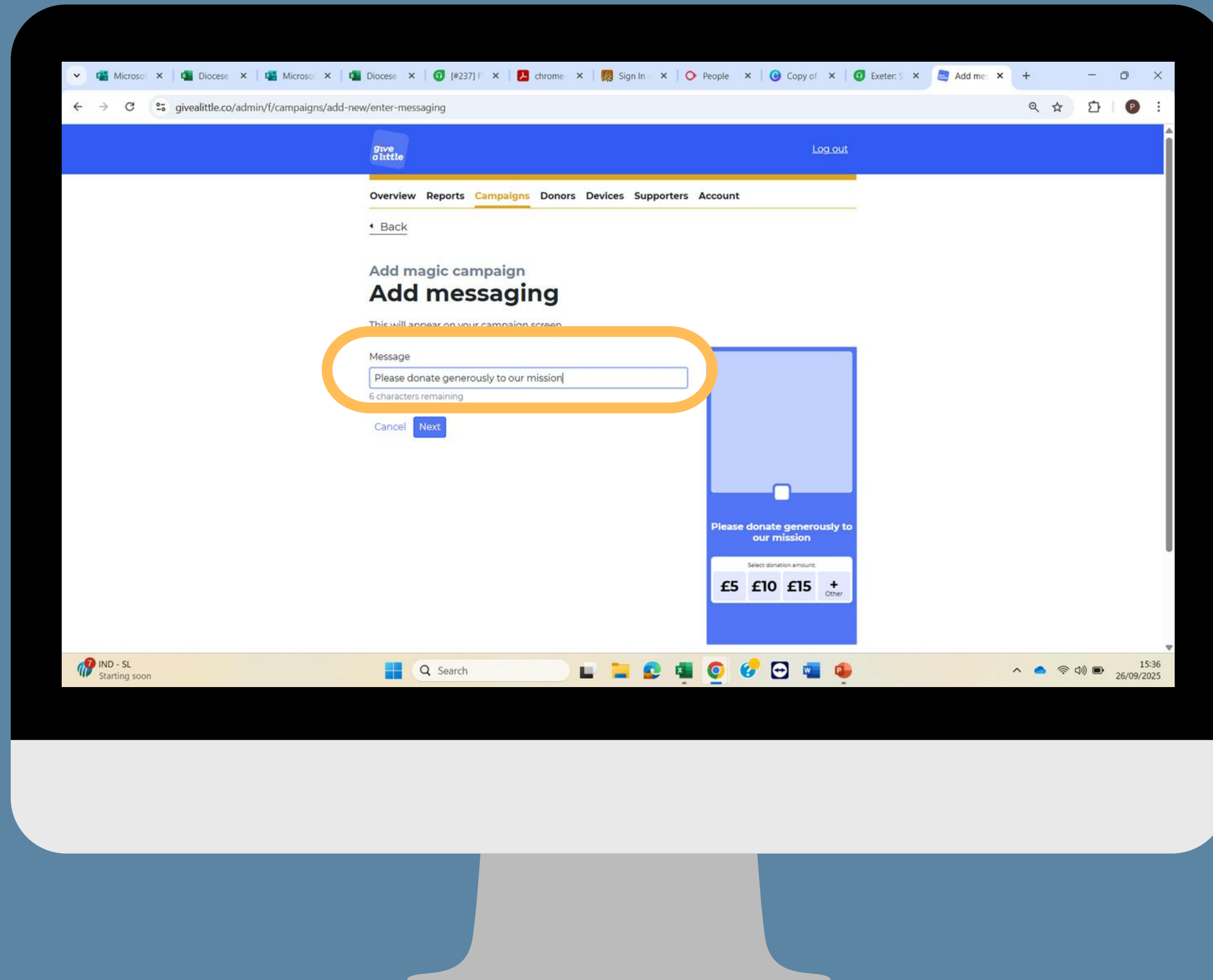
Name your campaign

(This is where the money is going to e.g. for the general church mission, or for a specific initiative)

Code

It is optional to leave this bit blank but could be used e.g. when uploading transactions to an accounting system

ADD A MESSAGE



The screenshot shows a web browser window displaying the Givealittle admin interface. The URL is `givealittle.co/admin/f/campaigns/add-new/enter-messaging`. The page has a blue header with the Givealittle logo and a 'Log out' link. Below the header is a navigation bar with tabs: Overview, Reports, Campaigns (selected), Donors, Devices, Supporters, and Account. A 'Back' link is visible. The main content area is titled 'Add magic campaign' and 'Add messaging'. A text input field labeled 'Message' contains the text 'Please donate generously to our mission' and shows '6 characters remaining'. Below the input field are 'Cancel' and 'Next' buttons. To the right of the input field is a preview of the campaign screen, which displays the message and donation options (£5, £10, £15, and a '+ Other' button). The Windows taskbar at the bottom shows the date as 26/09/2025 and the time as 15:36.

Add a Message

Examples:

“Please give generously to our mission”

“Please support the repair of our church roof”

Click ‘Next’

UPLOAD DONATION SCREEN IMAGE

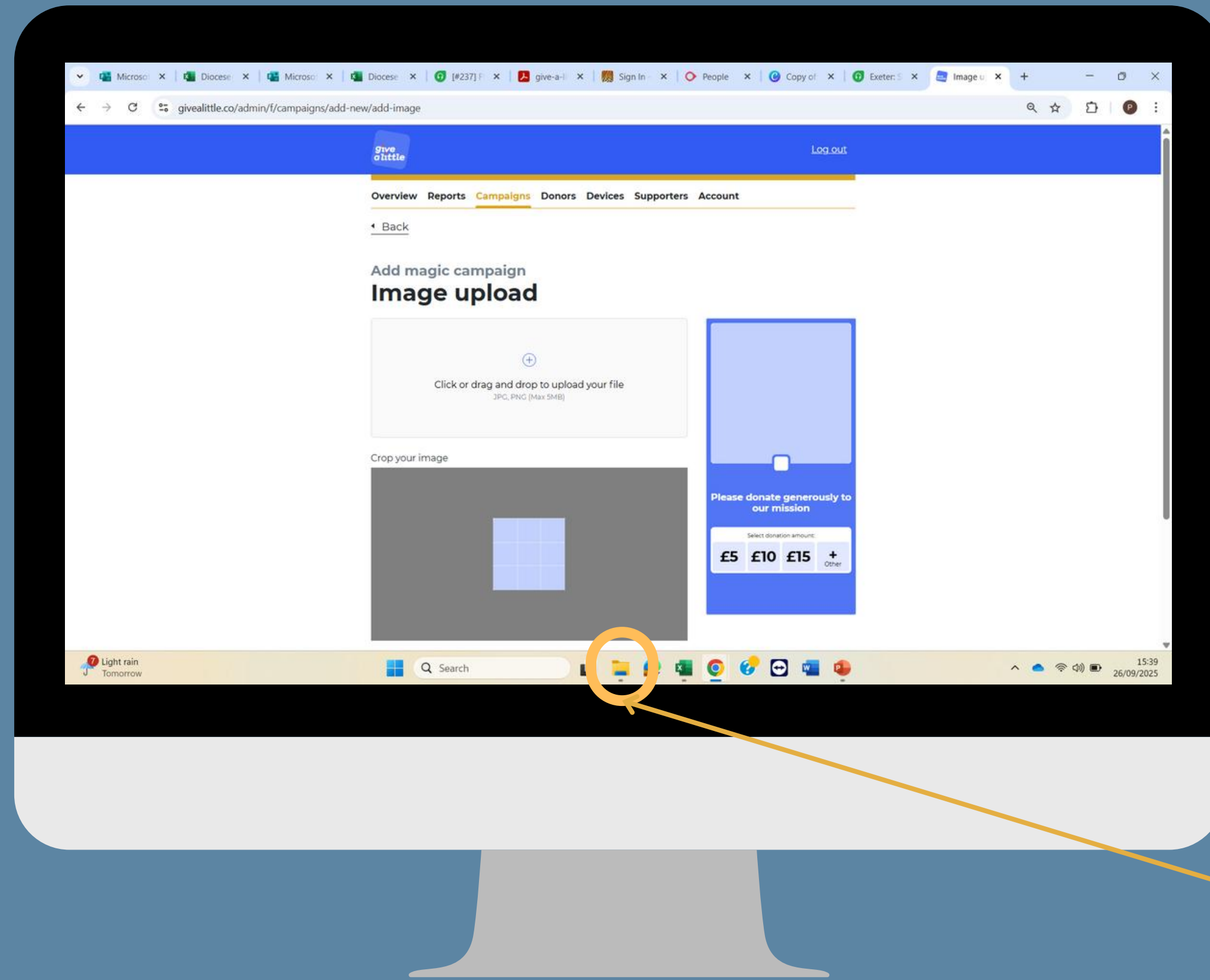
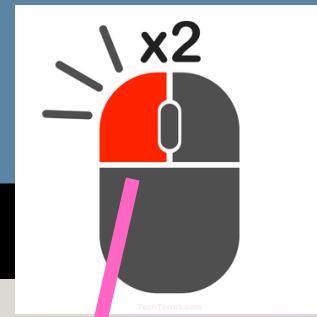


Image Upload

You now need to open your File Explorer (yellow file icon below) and find where you have saved the background images which we have sent you (there should be 3).

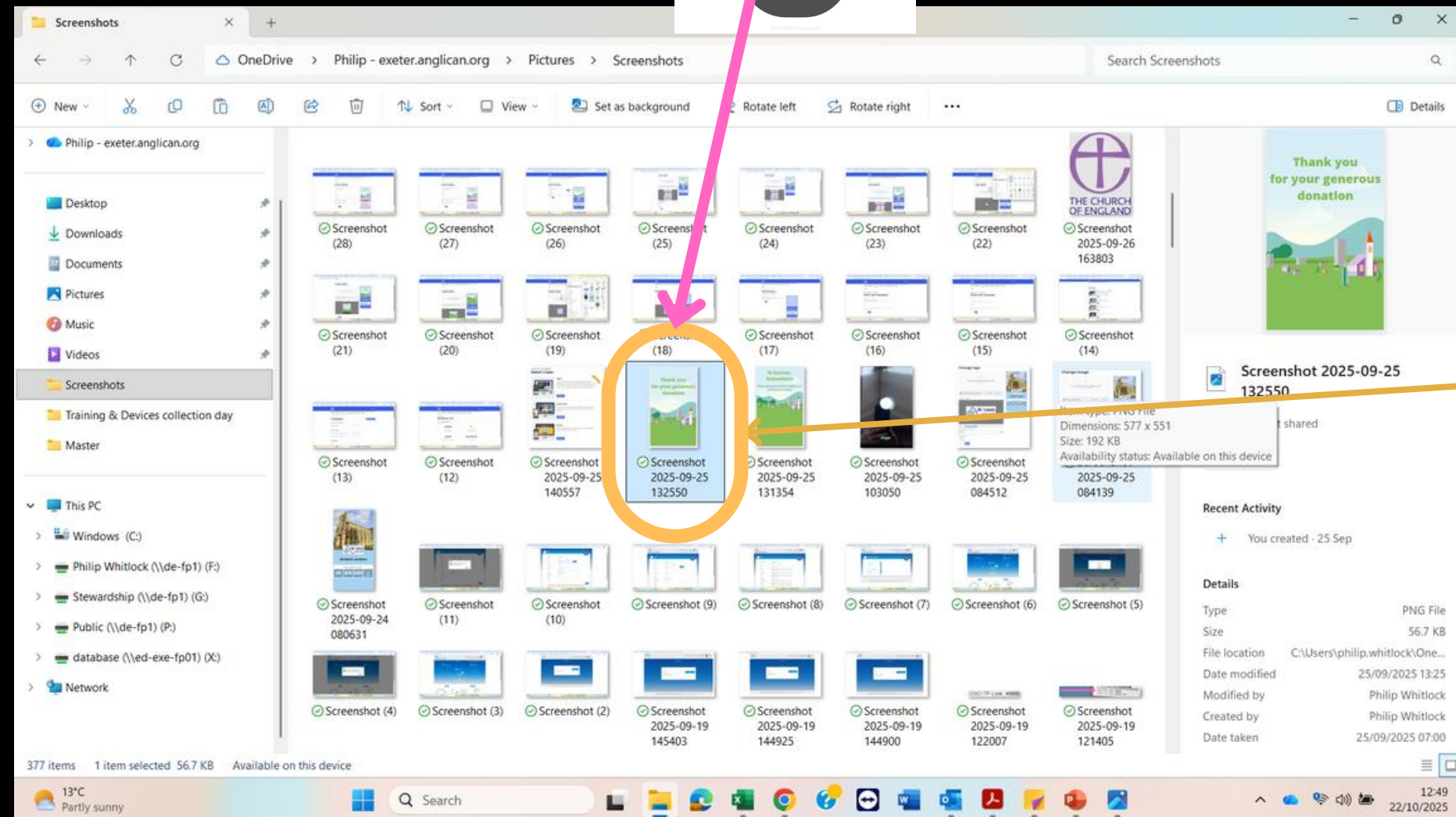


SELECT THE IMAGE

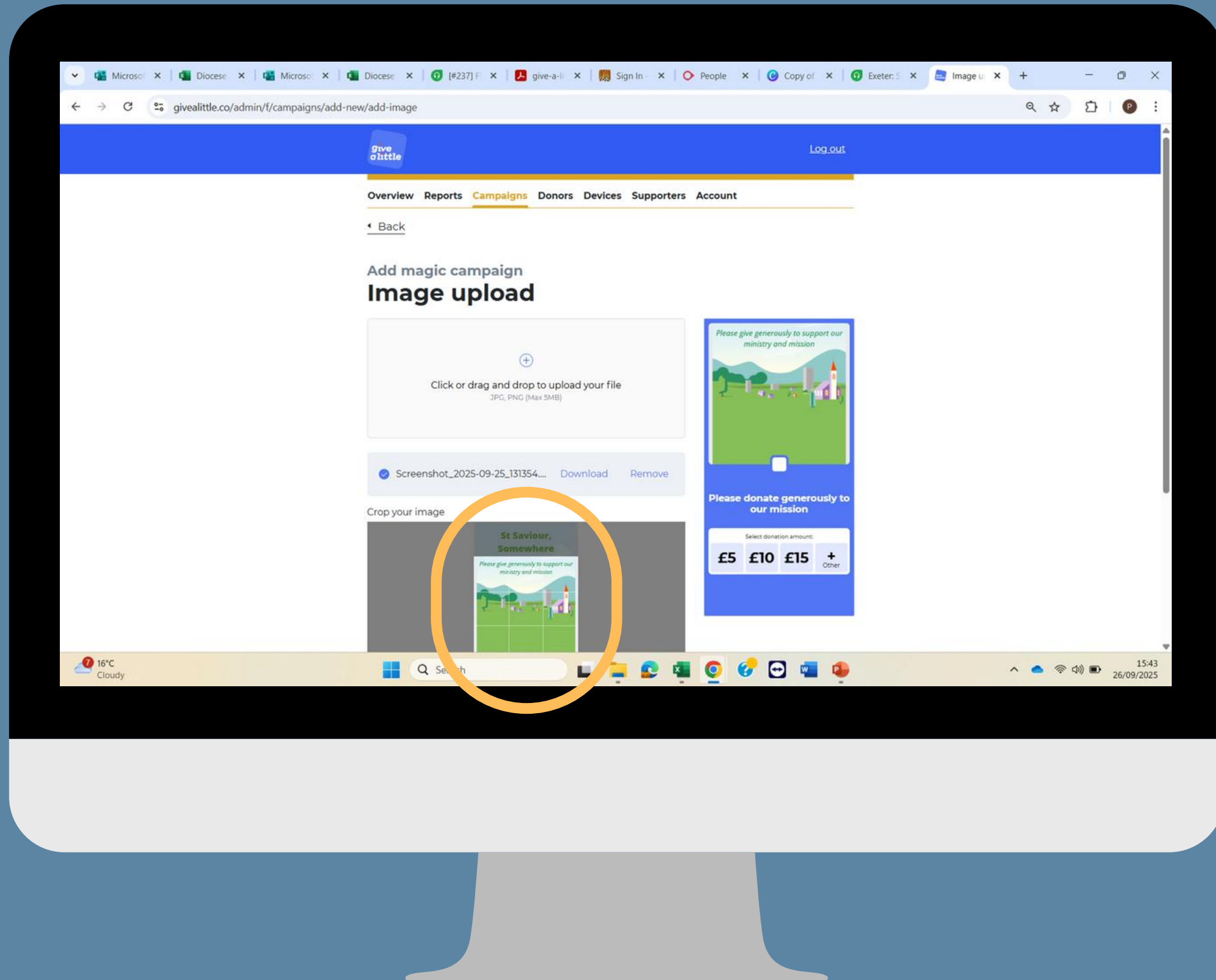


Select the donation image

Double-click on the file name to transfer the image to the campaign app page



POSITION/CROP IMAGE

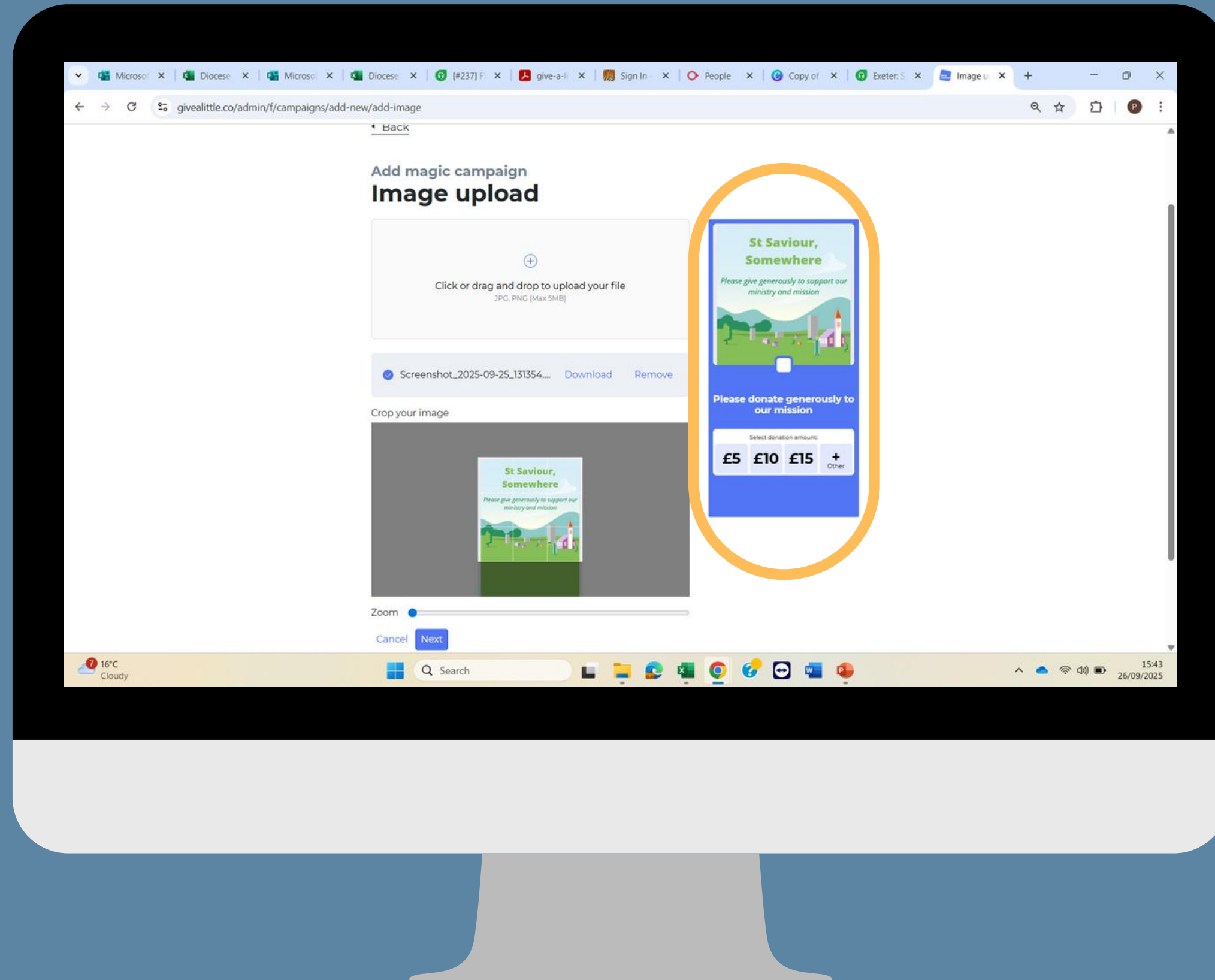


At the bottom, you have the option to **crop or reposition** the image.

You can crop it by moving the corners of the frame to create a smaller shape.

You can reposition it by moving it within the frame to the position that fits best (position cursor on image & hold down left mouse button, then move image until it sits as you prefer)

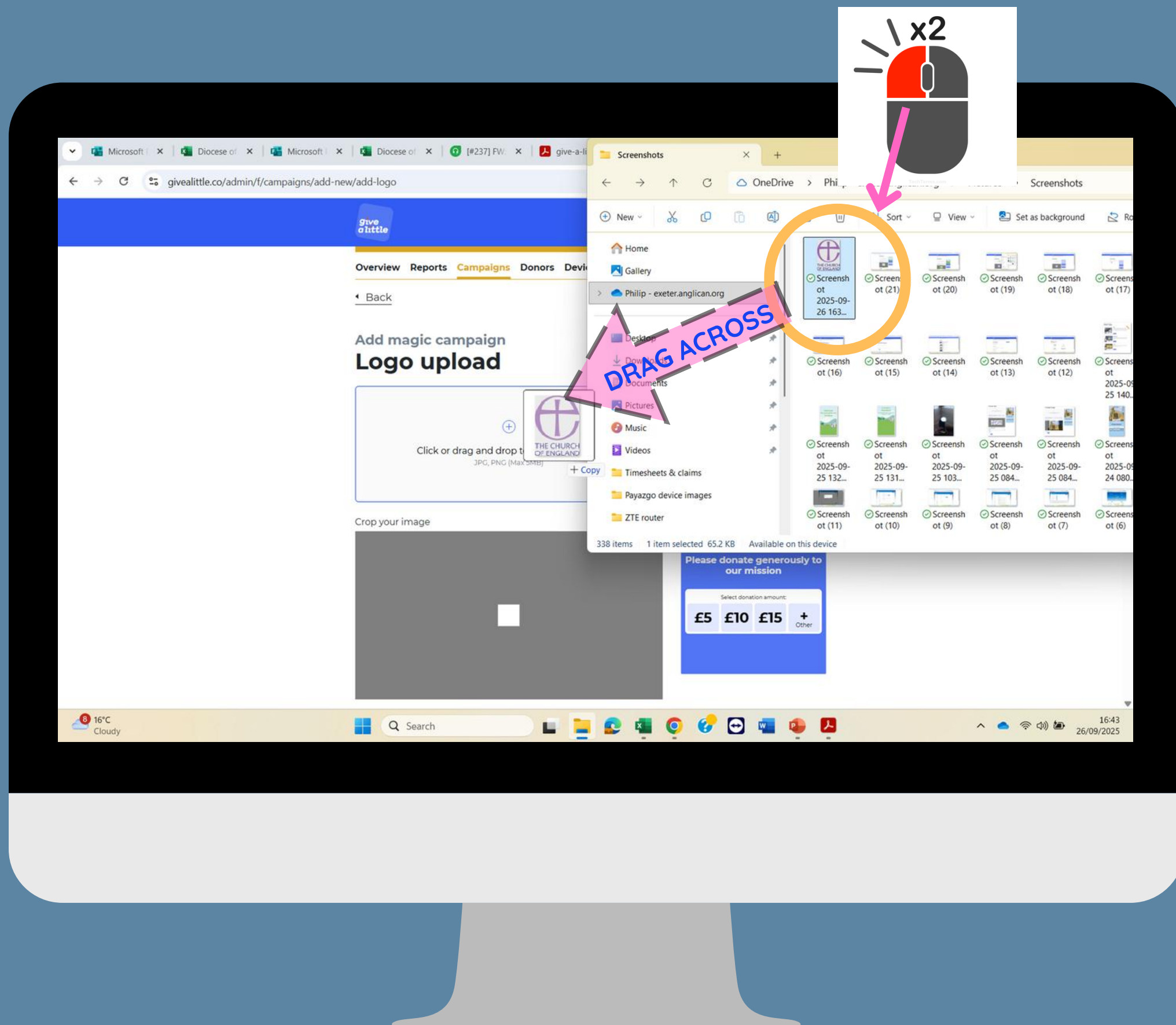
PREVIEW OF CAMPAIGN



Preview

The image on the right of your screen will show a preview of what your campaign will look like to givers

UPLOAD LOGO IMAGE



Logo

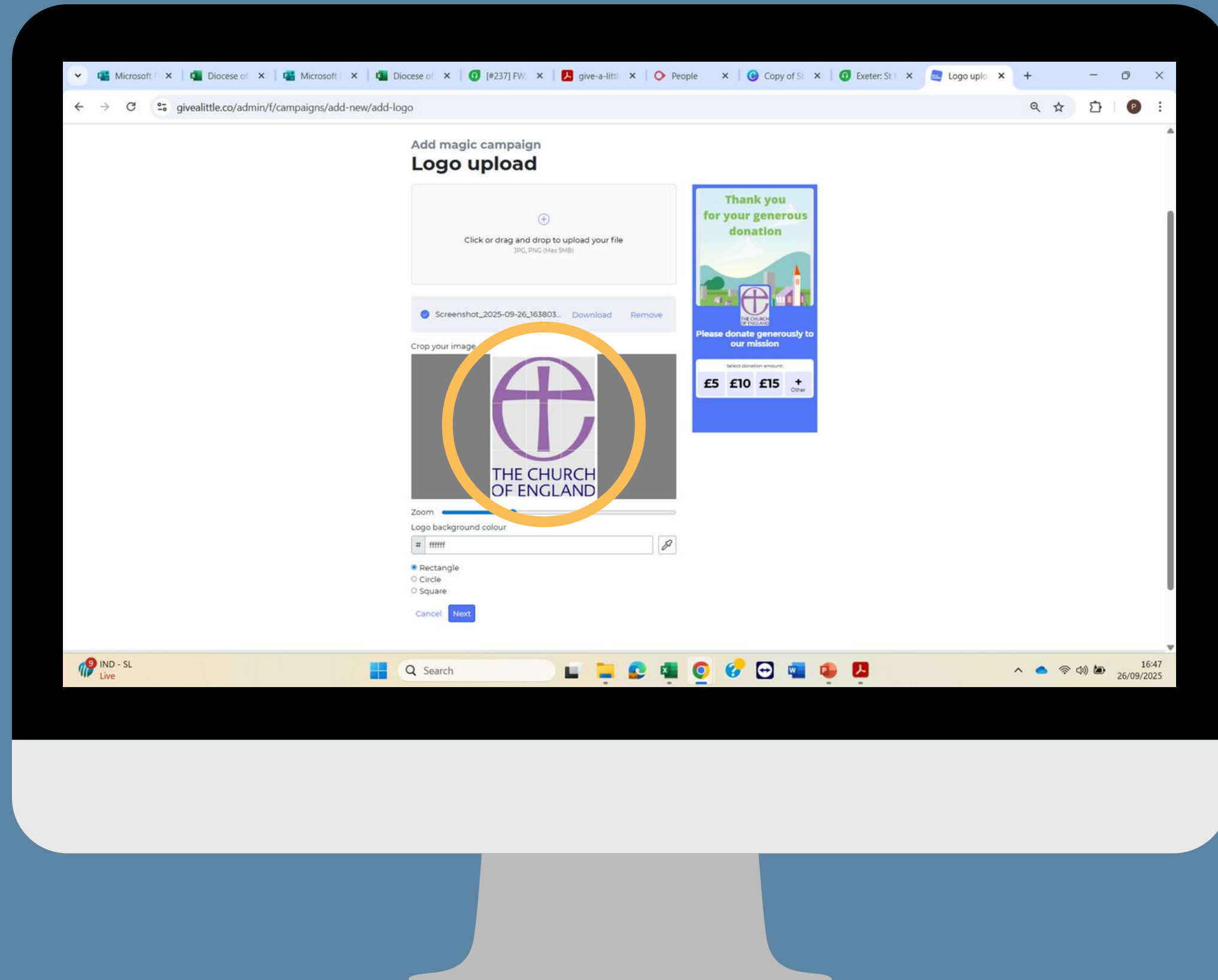
- Click once in the “Click or drag and drop” box to invoke File Explorer
- Find the Diocese of Exeter logo sent to you, in the file location where you saved it
- Double-click on the file name (other option is to drag across - **see arrow**)

The chosen logo will then appear in the grey image box below (next slide)

SELECT LOGO SHAPE

Logo shape selection

At the very bottom, you can select that the logo appears as a rectangle, circle or square (a logo may not be compatible with some shapes)



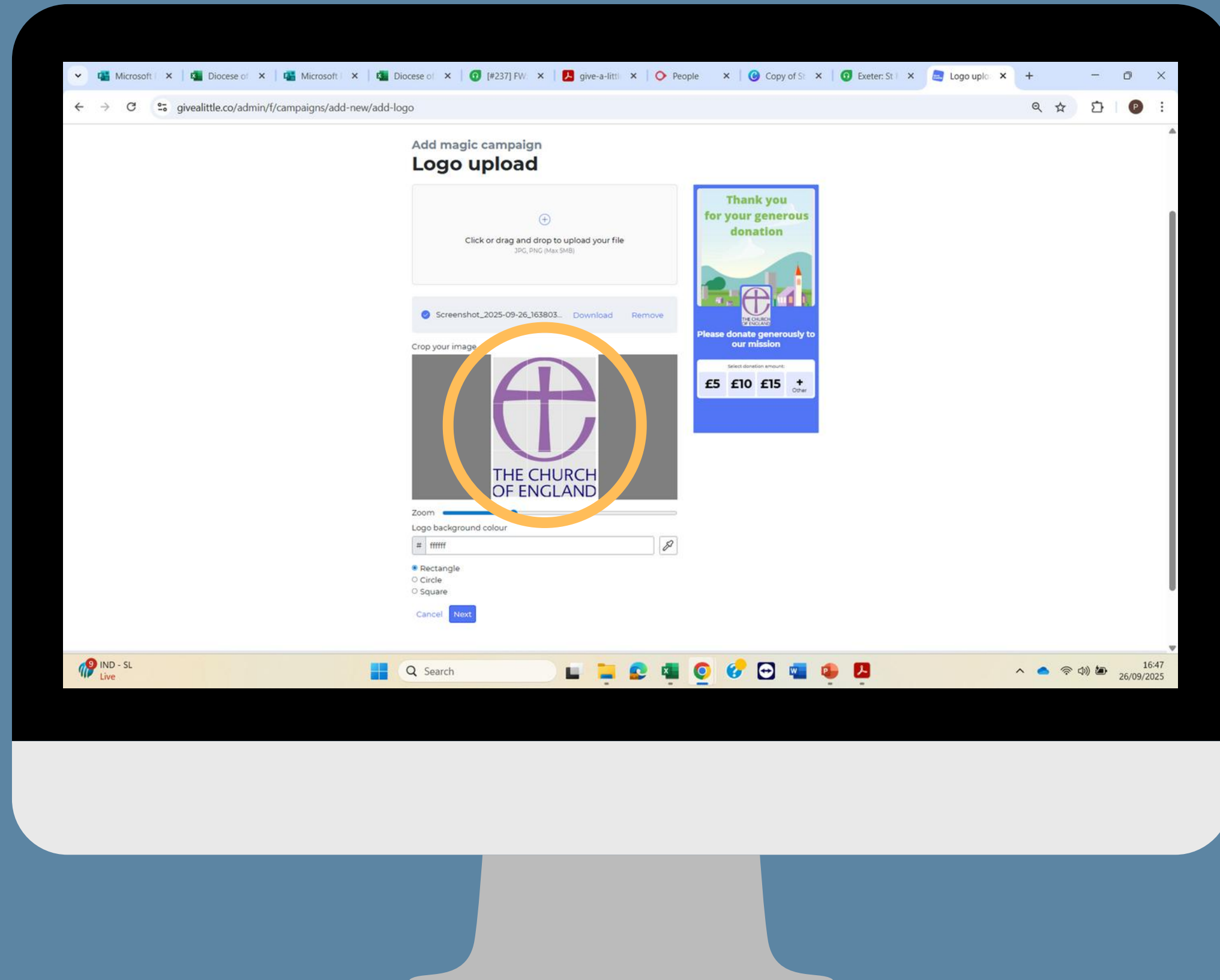
CROP/REPOSITION LOGO

Logo manipulation

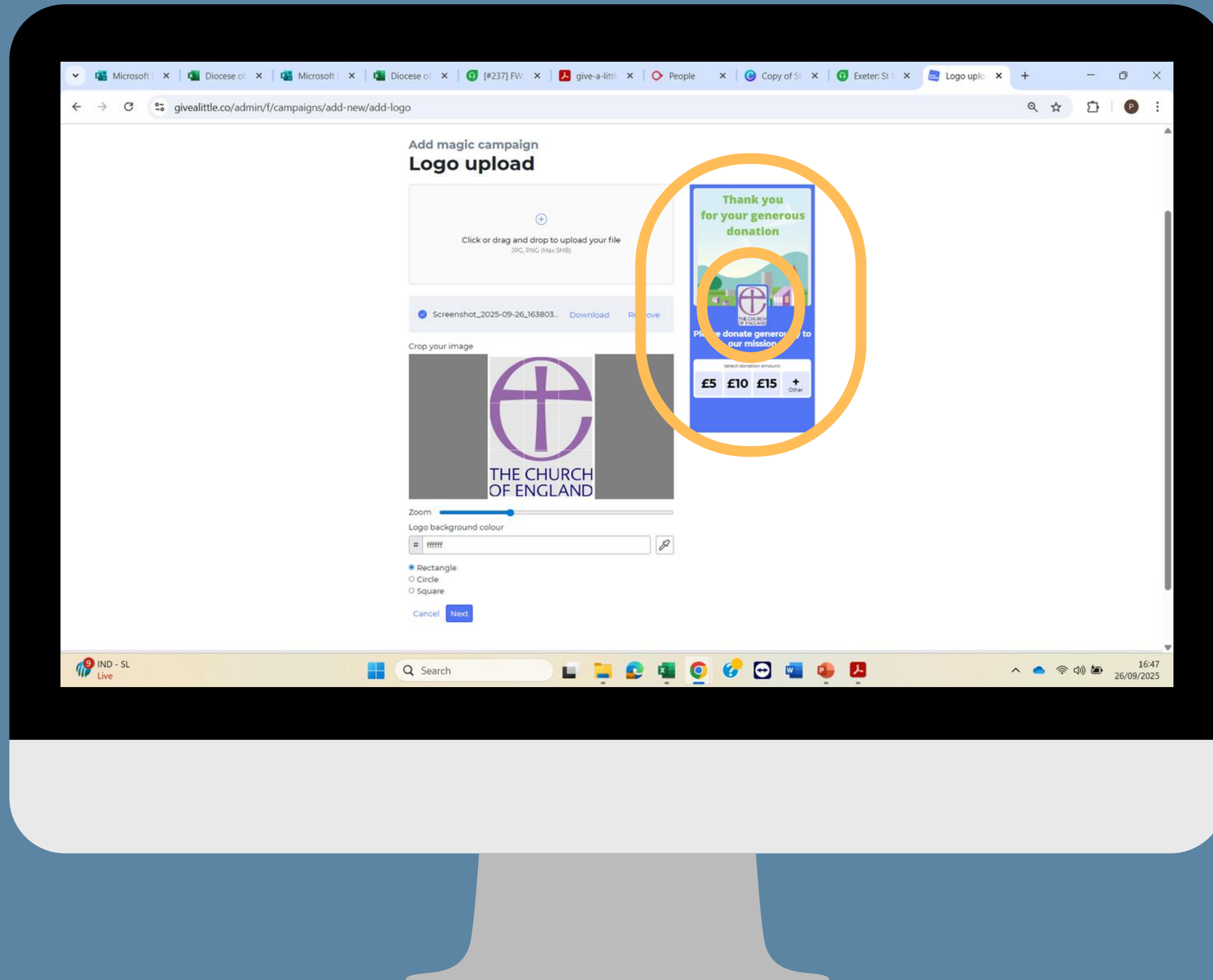
At the bottom, you have the option to crop or reposition the logo

You can reposition it by moving it within the frame to the position that fits best.

You can crop it by moving the corners of the frame to create a smaller shape.



PREVIEW CAMPAIGN



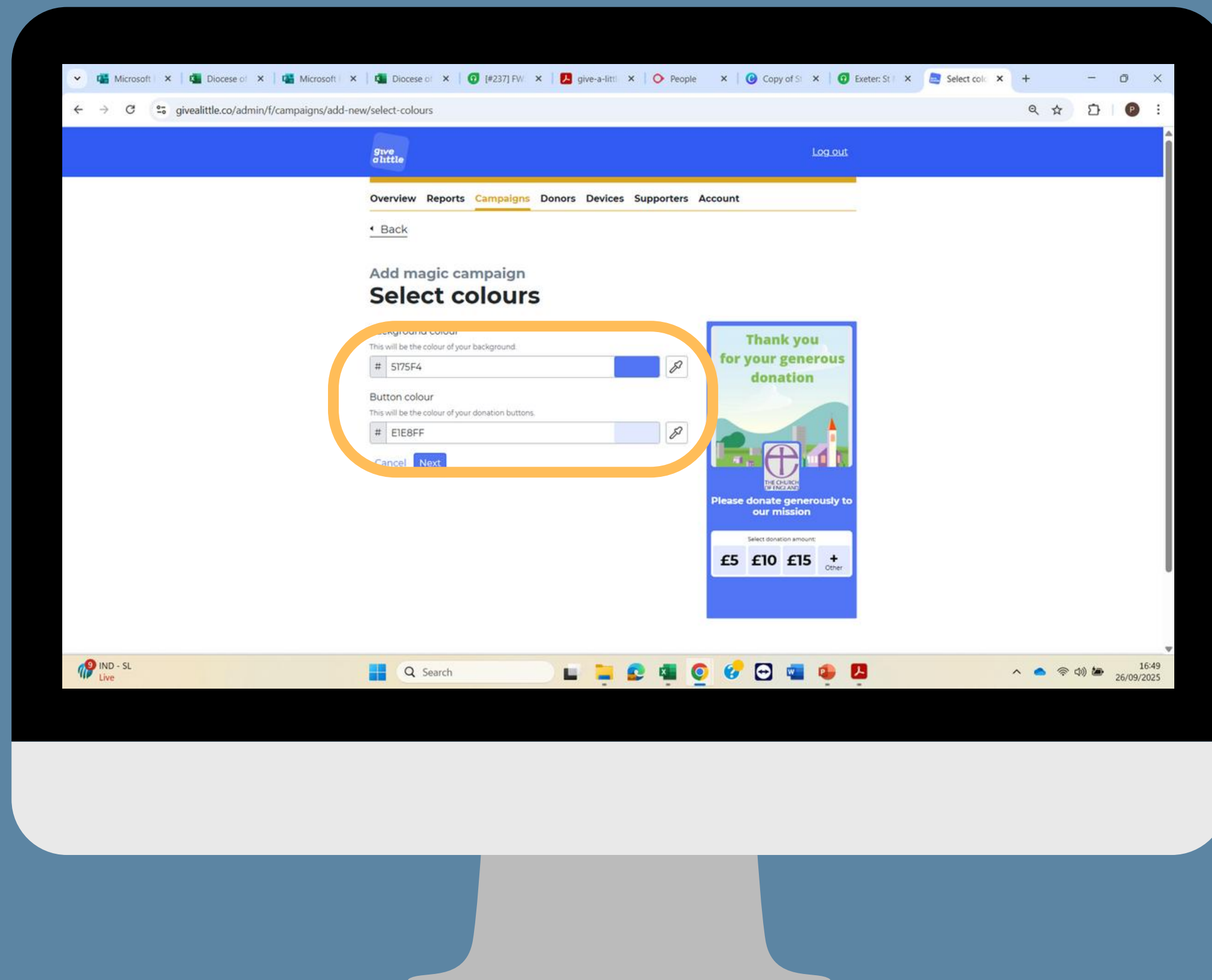
Preview

The image on the right of your screen will show a preview of what your campaign will look like to givers with the logo now included

CHANGE CAMPAIGN BACKGROUND COLOUR

Background Colour

You can change the background colours if you would like. We recommend that you skip this step for now

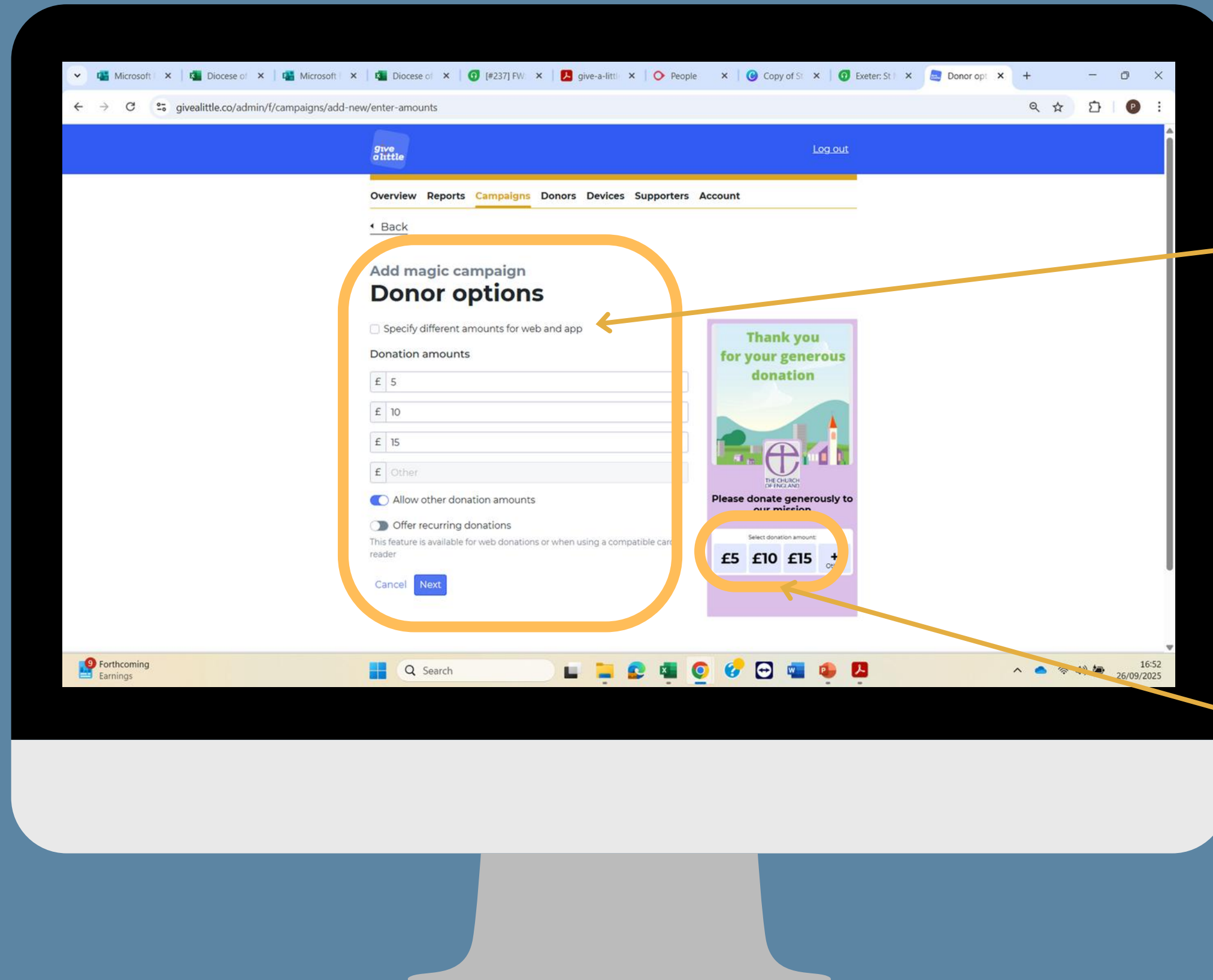


SET CHOICE OF DONATION AMOUNTS

Donor Options

Choose the donation amounts that givers can select from. Add, change or remove as required

The results are visible to the right



ALLOW 'OTHER' DONATION AMOUNT

Allow other donation amounts

We recommend including an 'Other' amount too

Microsoft x Diocese of x Microsoft x Diocese of x [#237] FW x give-a-little x People x Copy of St x Exeter: St x Donor opt x

givealittle.co/admin/f/campaigns/add-new/enter-amounts

givealittle Log out

Overview Reports Campaigns Donors Devices Supporters Account

Back

Add magic campaign
Donor options

☐ Specify different amounts for web and app

Donation amounts

£ 5

£ 10

£ 15

☒ Allow other donation amounts

Other recurring donations

This feature is available for web donations or when using a compatible card reader

Cancel Next

Thank you for your generous donation

THE CHURCH OF ENGLAND

Please donate generously to our mission

Select donation amount

£5 £10 £15 + Other

Forthcoming Earnings

Search

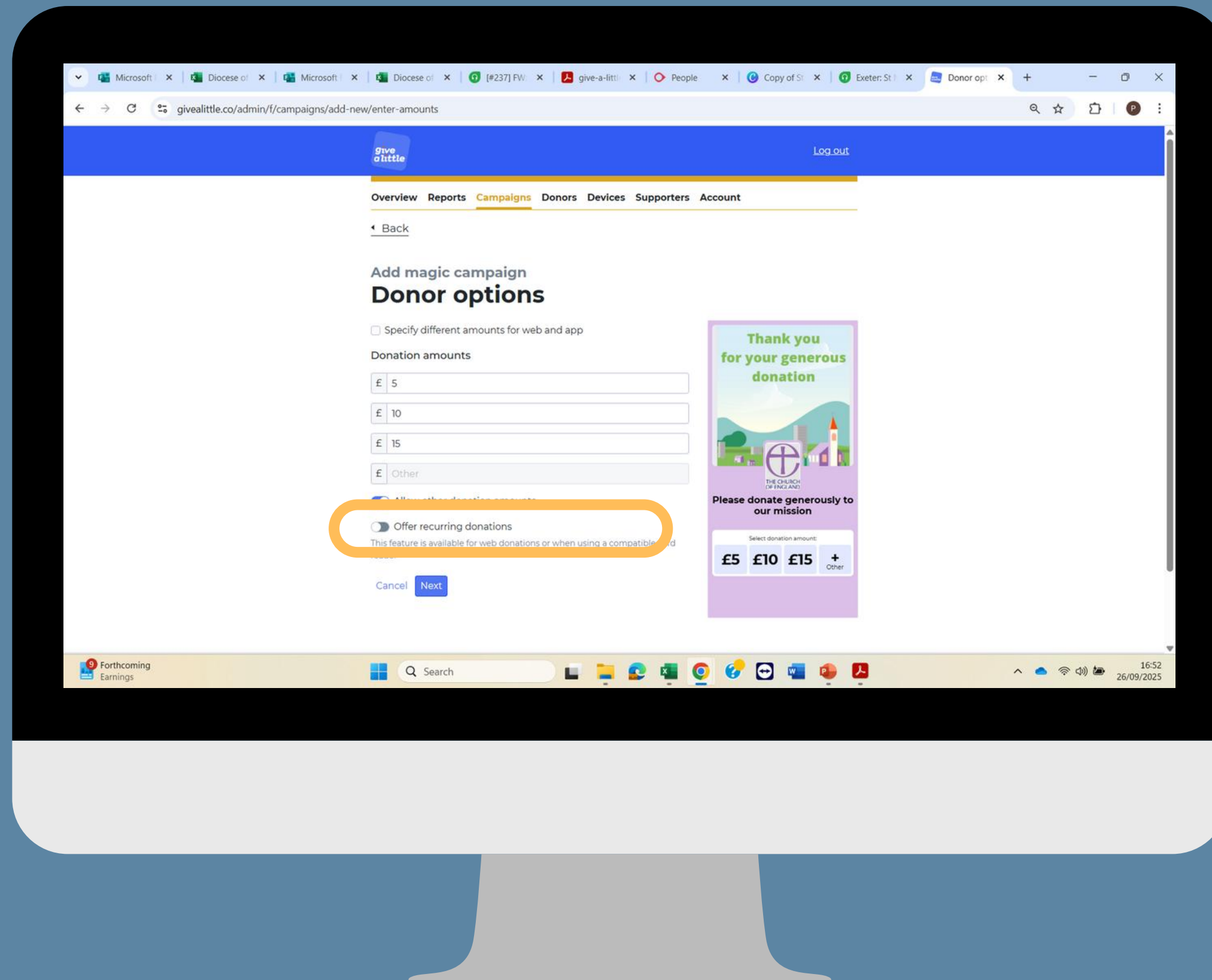
16:52 26/09/2025

OFFER RECURRING DONATIONS

Offer Recurring Donations

This is a new feature enabling givers to make donations which repeat, as opposed to the traditional one-off donations

NB it only works for web-based donation pages or with a device running a Stripe card-reader

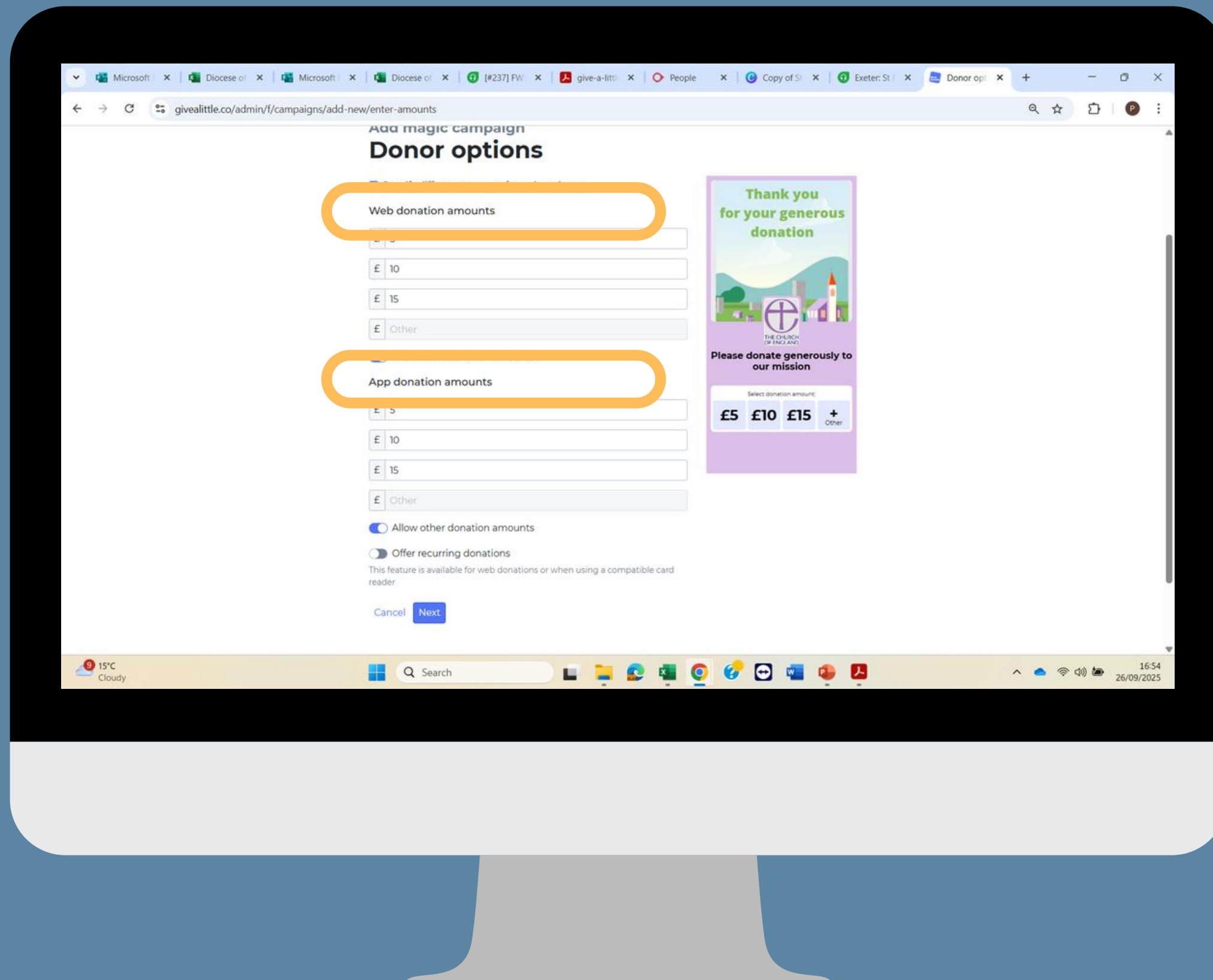


DIFFERENT WEB/DEVICE DONATION AMOUNTS

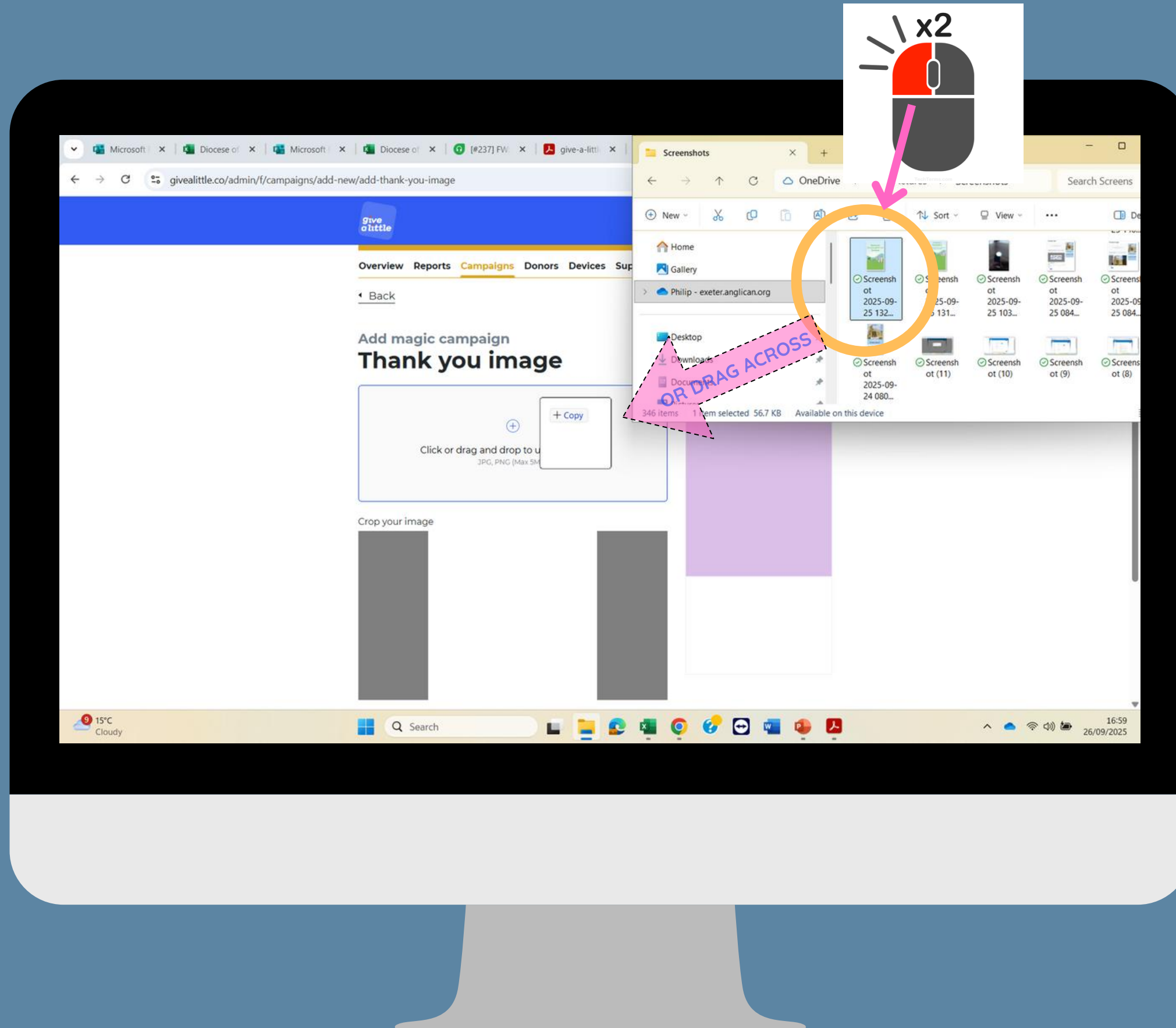
Web Donation Amounts vs App (device) Donation Amounts

This is a good feature. It allows you to specify different donation amounts for the web vs app (device) campaigns.

If you remember from our webinars, people often give higher donations when giving online (though smaller, more frequent donations on a device)



UPLOAD THANK-YOU SCREEN IMAGE



Thank You Image

- Click once in the “Click or drag and drop” box to invoke File Explorer
 - Find the Thank you image, in the file location where you saved it
 - Double-click on the file name (or drag across and release in the box)
-
- The chosen image will then appear in the grey image box below, ready for cropping/moving as required

SPECIFY THANK-YOU MESSAGE

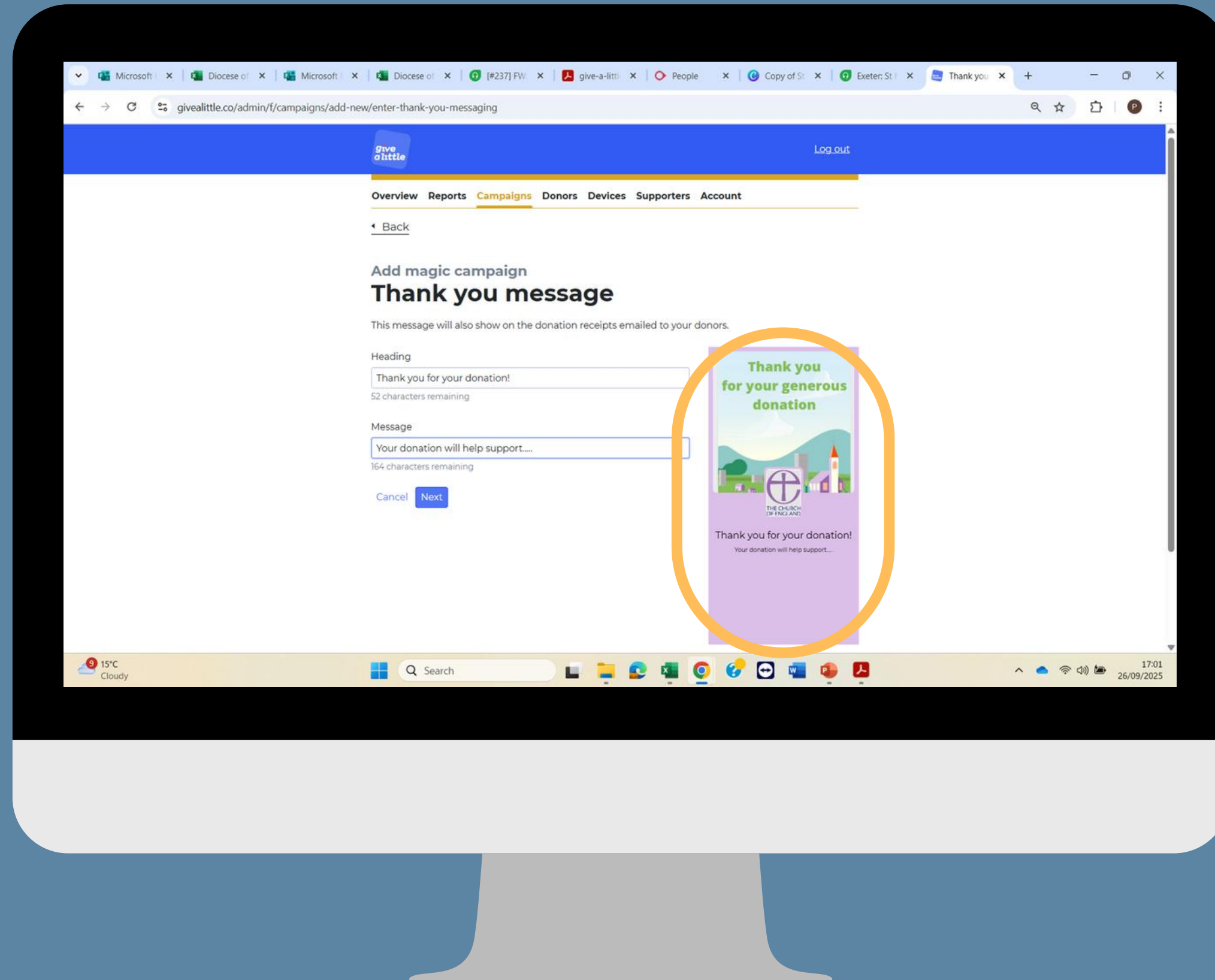
The screenshot shows a web browser window with the URL `givealittle.co/admin/f/campaigns/add-new/enter-thank-you-messaging`. The page has a blue header with the 'givealittle' logo and a 'Log out' link. Below the header is a navigation bar with tabs: Overview, Reports, Campaigns (active), Donors, Devices, Supporters, and Account. A 'Back' link is visible. The main heading is 'Add magic campaign' followed by 'Thank you message'. A subtext states: 'This message will also show on the donation receipts emailed to your donors.' There are two text input fields: 'Heading' with the value 'Thank you for your donation!' and '52 characters remaining', and 'Message' with the value 'Your donation will help support.....' and '164 characters remaining'. A 'Cancel' button and a 'Next' button are at the bottom of the form. To the right of the form is a preview of the donation receipt, which includes the heading 'Thank you for your generous donation', an illustration of a church, and the text 'Thank you for your donation! Your donation will help support.....'.

Thank You Message

Heading- a message such as 'Thank you for your donation'

Message (this is supplementary text which will go under the heading above) - e.g. 'This will help support...'

CAMPAIGN PREVIEW



Preview

The image on the right of your screen will show a preview of what your thank you page will look like to givers once they have donated

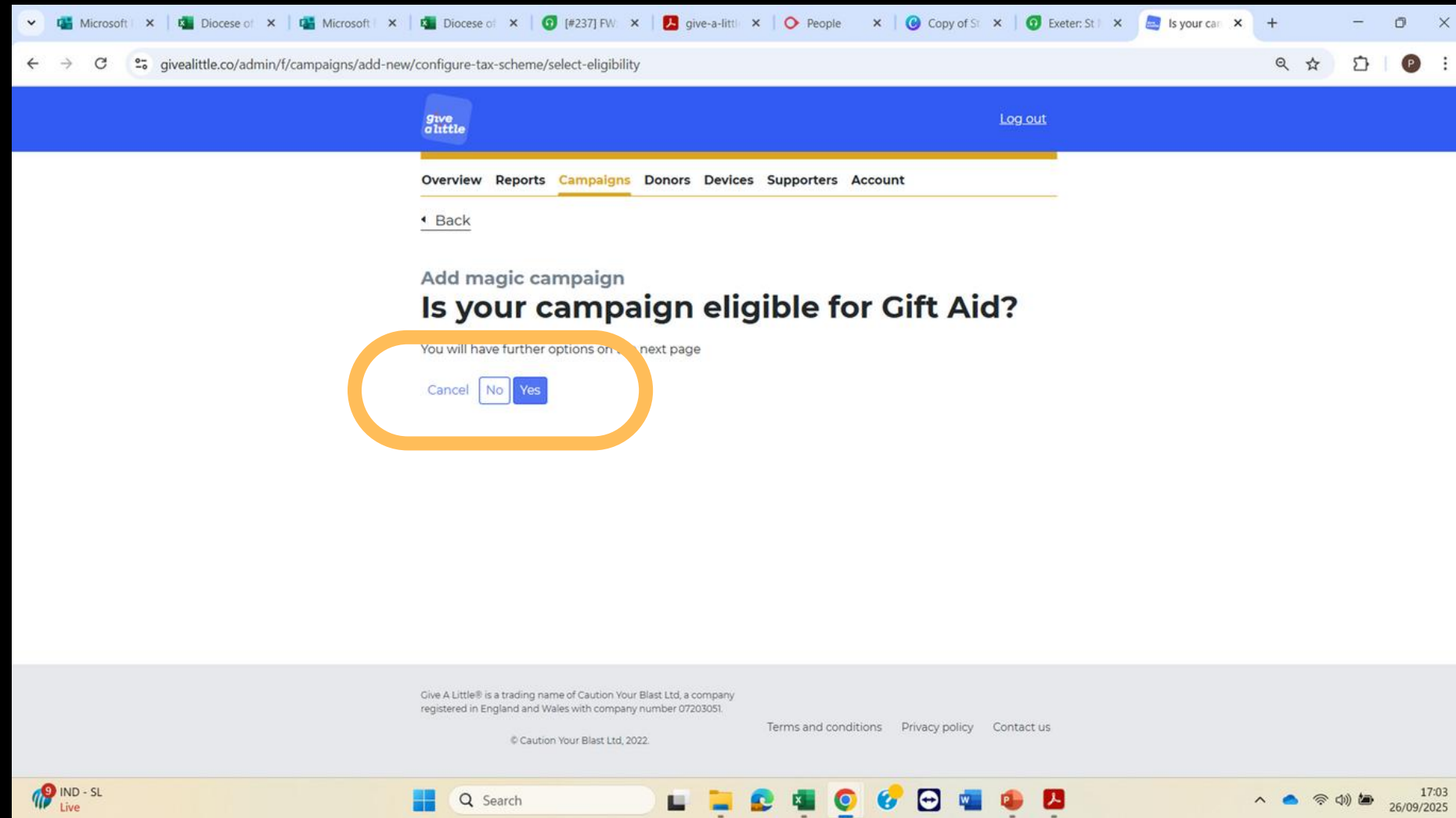
GIFT AID

DIOCESE
OF EXETER

 THE CHURCH
OF ENGLAND
IN DEVON



CAMPAIGN GIFT-AID ELIGIBILITY



The screenshot shows a web browser window with the URL `givealittle.co/admin/f/campaigns/add-new/configure-tax-scheme/select-eligibility`. The page has a blue header with the 'Give A Little' logo and a 'Logout' link. Below the header is a navigation bar with tabs: Overview, Reports, Campaigns (selected), Donors, Devices, Supporters, and Account. A 'Back' link is visible. The main content area is titled 'Add magic campaign' and asks 'Is your campaign eligible for Gift Aid?'. Below this question, it says 'You will have further options on the next page'. There are three buttons: 'Cancel', 'No', and 'Yes'. The 'Yes' button is highlighted with an orange circle. The footer contains legal information and links for Terms and conditions, Privacy policy, and Contact us. The Windows taskbar at the bottom shows the date as 26/09/2025 and the time as 17:03.

Gift Aid eligibility

If the campaign is inviting a donation i.e. where no benefit-in-kind is received for the money transaction, it can be made eligible for Gift Aid by toggling to 'Yes'

IMPORTANT TO NOTE!

Where the campaign is requesting payment that is in exchange for goods or services (e.g. an event ticket, raffle tickets, food, a church shop item) the campaign must not be configured as Gift Aid eligible (toggle set to 'No')

For the former case, Gift Aid options are set in the next screen

SETTING OPTIONS FOR GIFT AID (1)

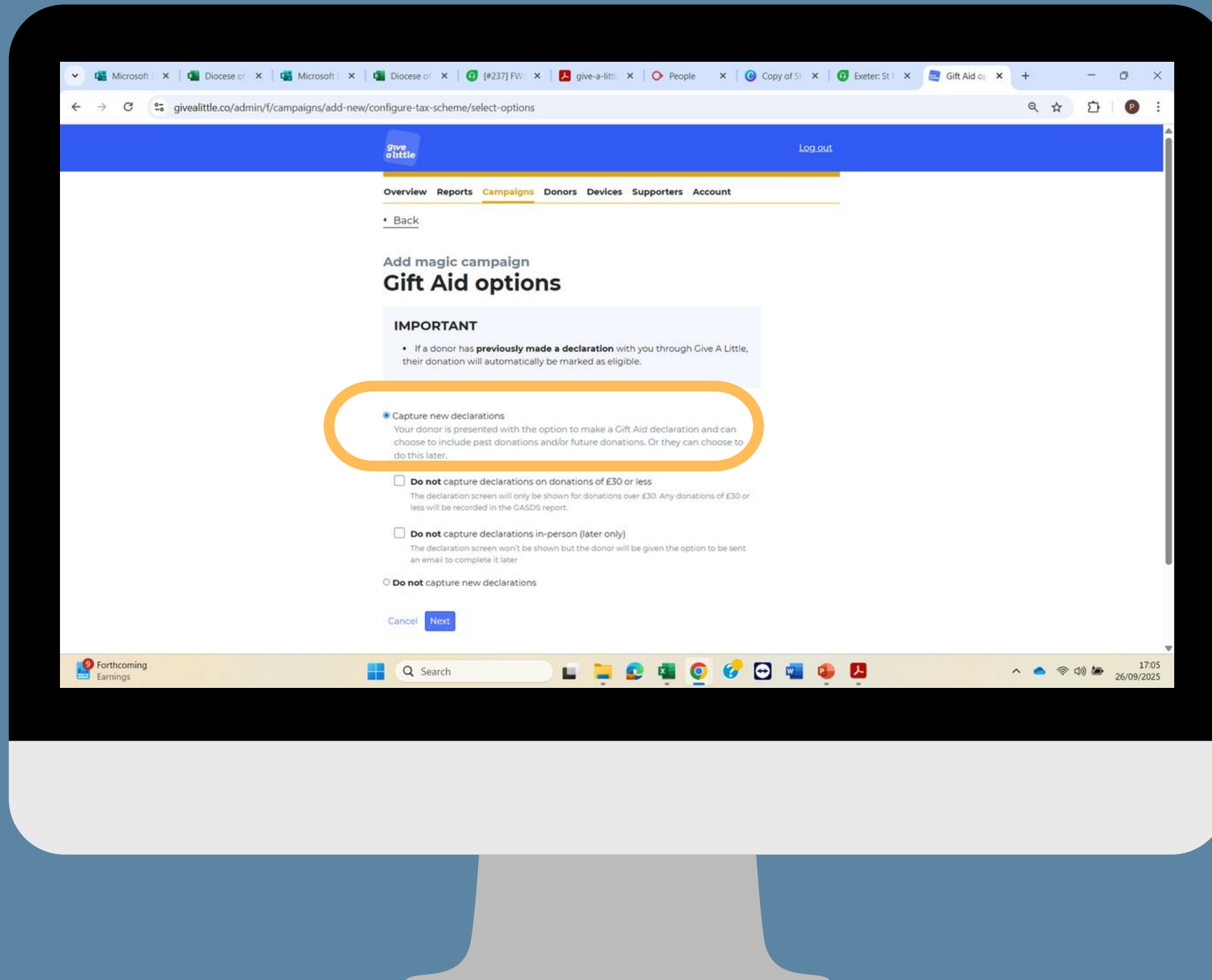
OPTION 1 - Capture new declarations

With this option selected:

If this is the very first time that the user is making a donation, the system will allow him/her to make an on-screen Gift Aid declaration at the end of the donation process, if they would like to

If the donor has already made such an on-screen declaration, using the same card/smart device, he/she will not be asked to make another declaration

If the donor has already made such an on-screen declaration, using a different card/smart device, he/she will be asked if they wish to make another declaration



OPTION (1) - ADDITIONAL CHOICES

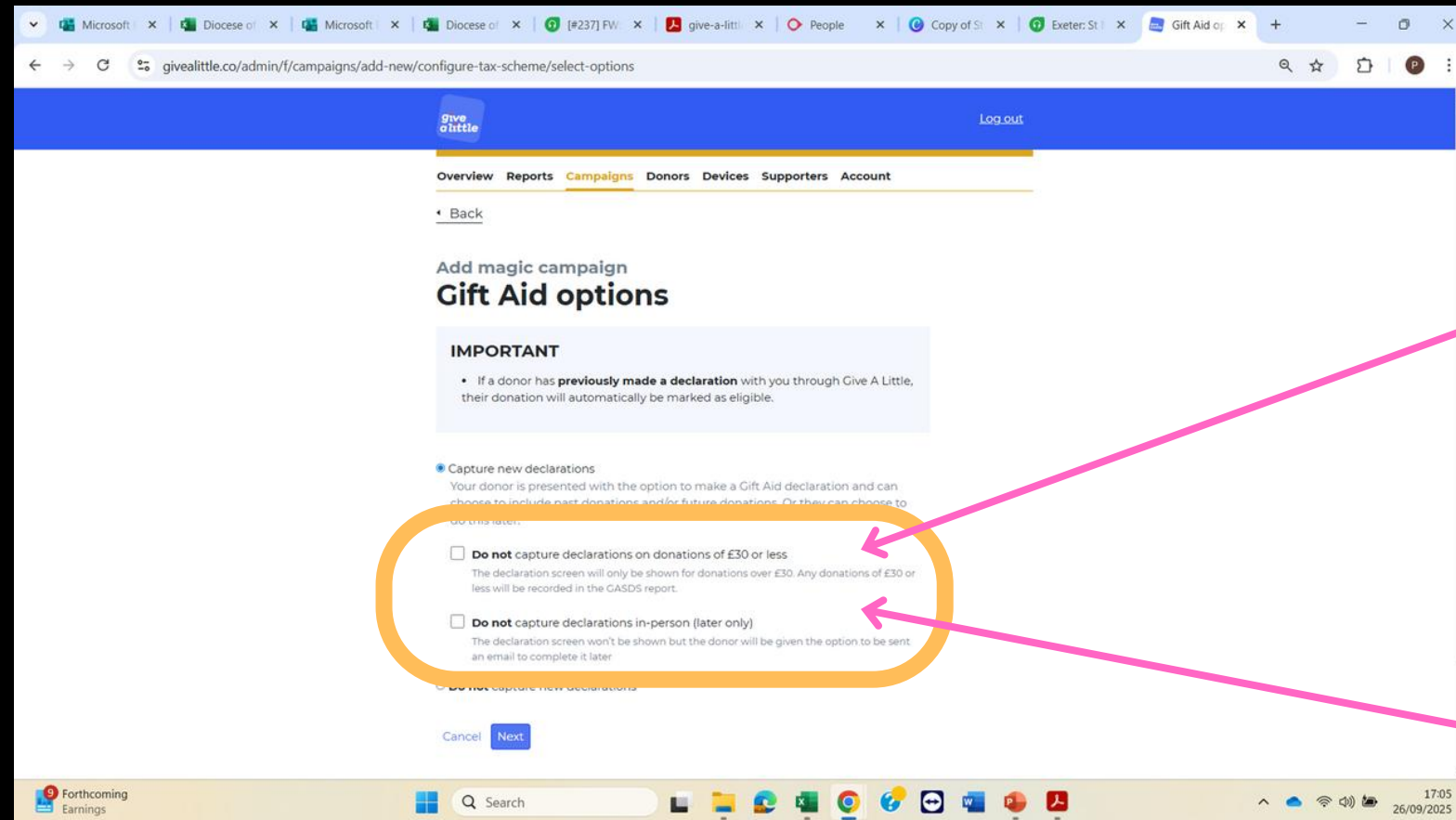
OPTION 1 - Capture new declarations - additional choices

You are presented with two further Gift Aid options that can be selected or deselected.

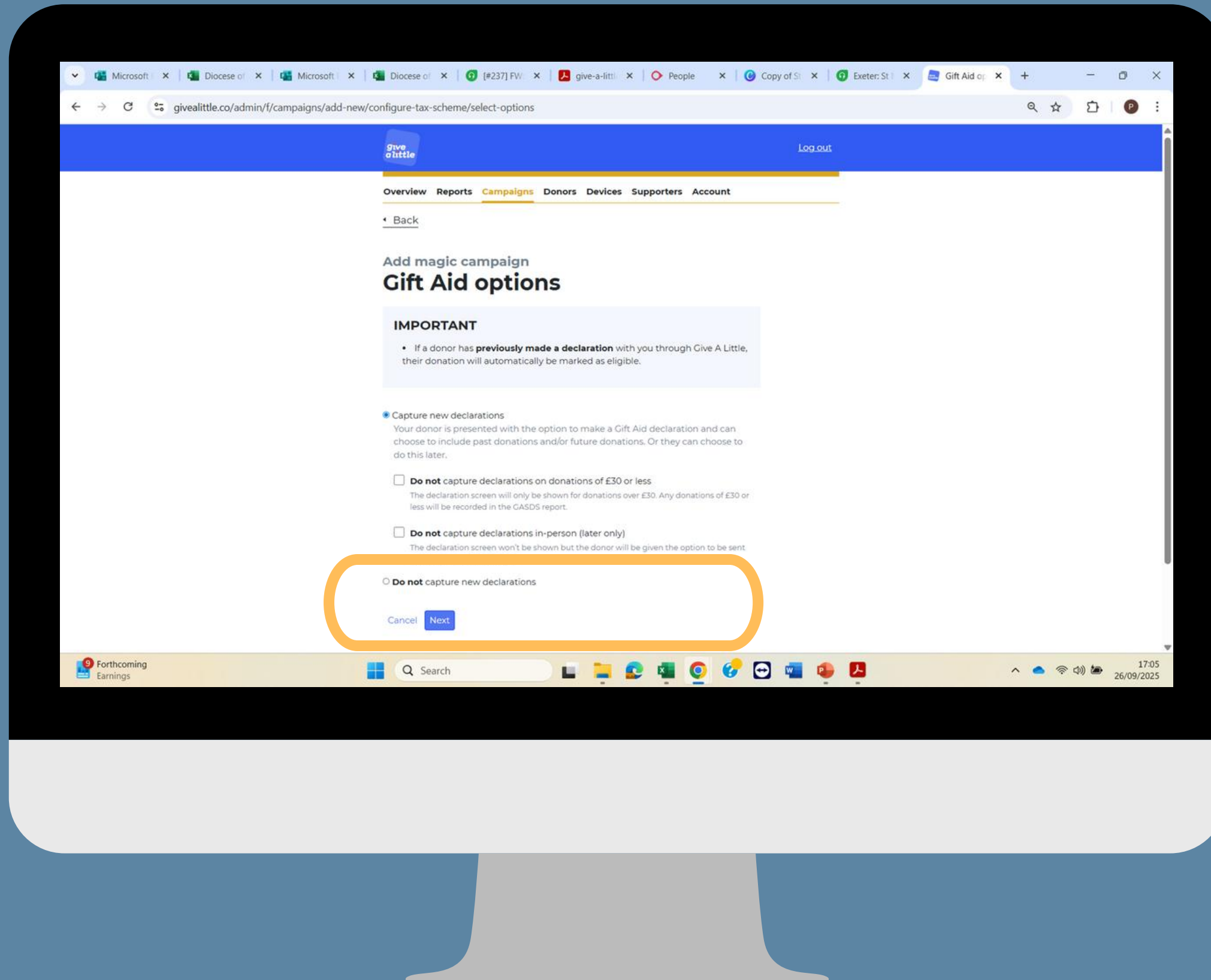
(a) Do not capture declarations on donations of £30 or less': If selected, the declaration screen will only be shown for donations over £30. Any donations of £30 or less will be recorded in the GASDS report. Please note, GASDS is only applicable for contactless donations.

(b) Do not capture declarations in-person (later only)': If selected, the declaration screen won't be shown but the donor will be given the option to be sent an email to complete it later.

These options can be beneficial during busy donations periods to avoid long wait times for donors. You may also choose to utilise them in specific scenarios or for certain campaigns.



SETTING OPTIONS FOR GIFT AID (2)

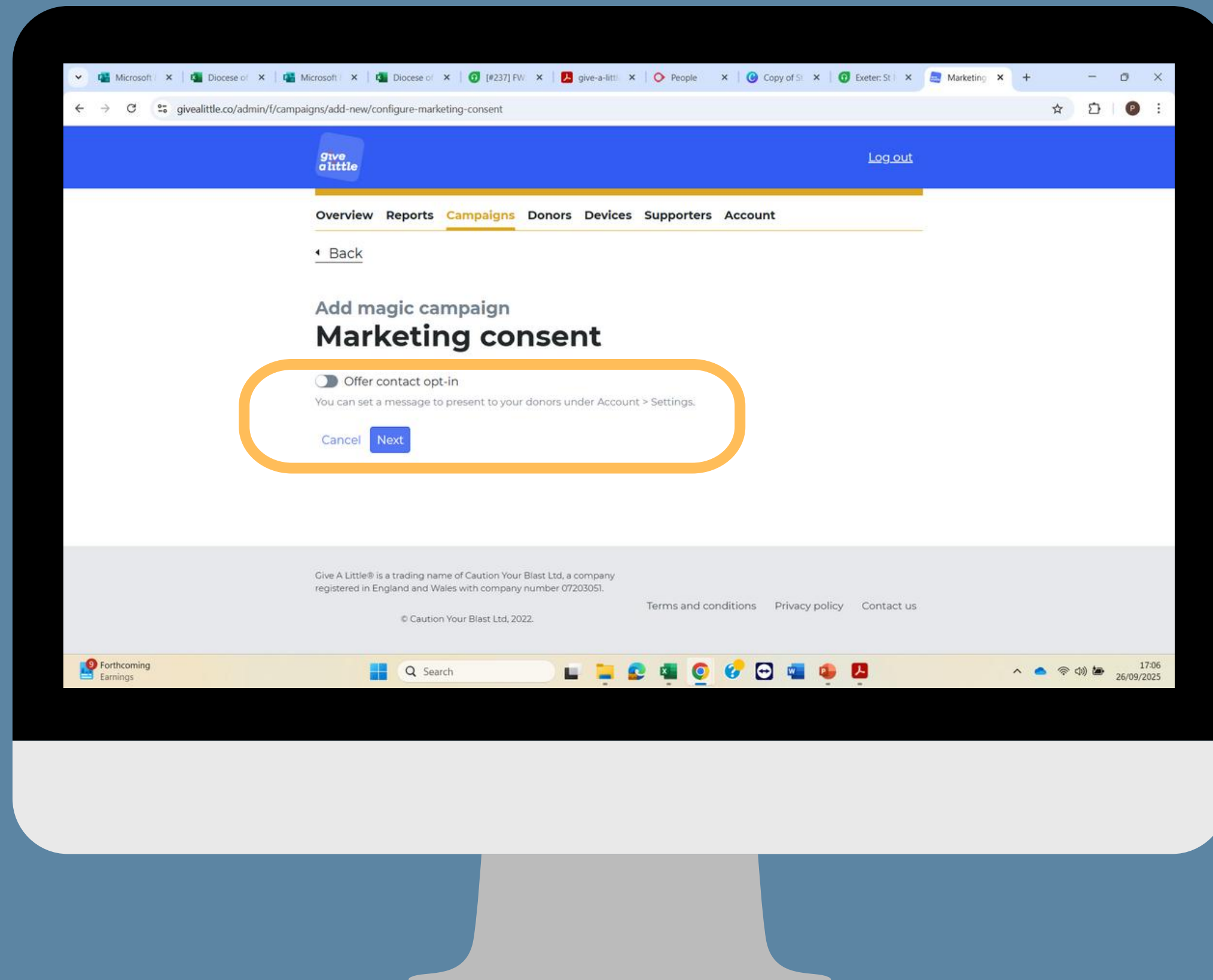


OPTION 2 - Do not capture new declarations

Where the system recognises prior use of the card/smart device and a gift aid declaration was previously registered, gift aid will be applied automatically

Where previous use of the card/smart device is not recognised, a gift aid declaration will not be offered

MARKETING CONSENT

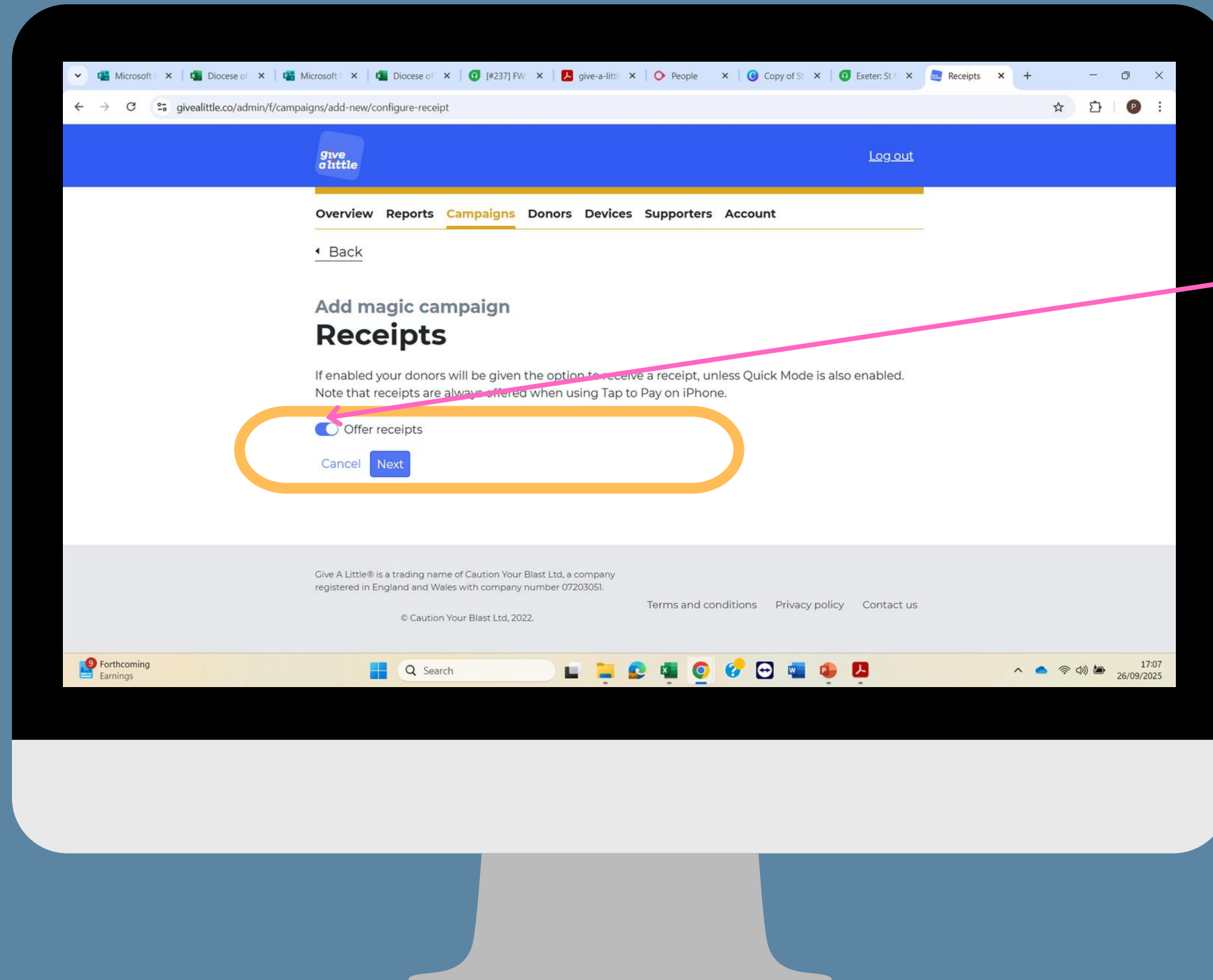


Marketing consent

Sliding the toggle on this page to 'on' adds an additional step after donating whereby donors can give their contact details and consent to be contacted by your church.

You may wish to have this feature on if you have e.g., a regular email newsletter that gets sent out. However, we would suggest having a clear plan for how you will use and manage this data, if you enable this option.

OFFERING A DONATION RECEIPT



Receipts

If toggle is set to blue, the donor will be asked whether a receipt is required. If yes, then the donor will need to supply an email address**.

****There is no print facility!!**

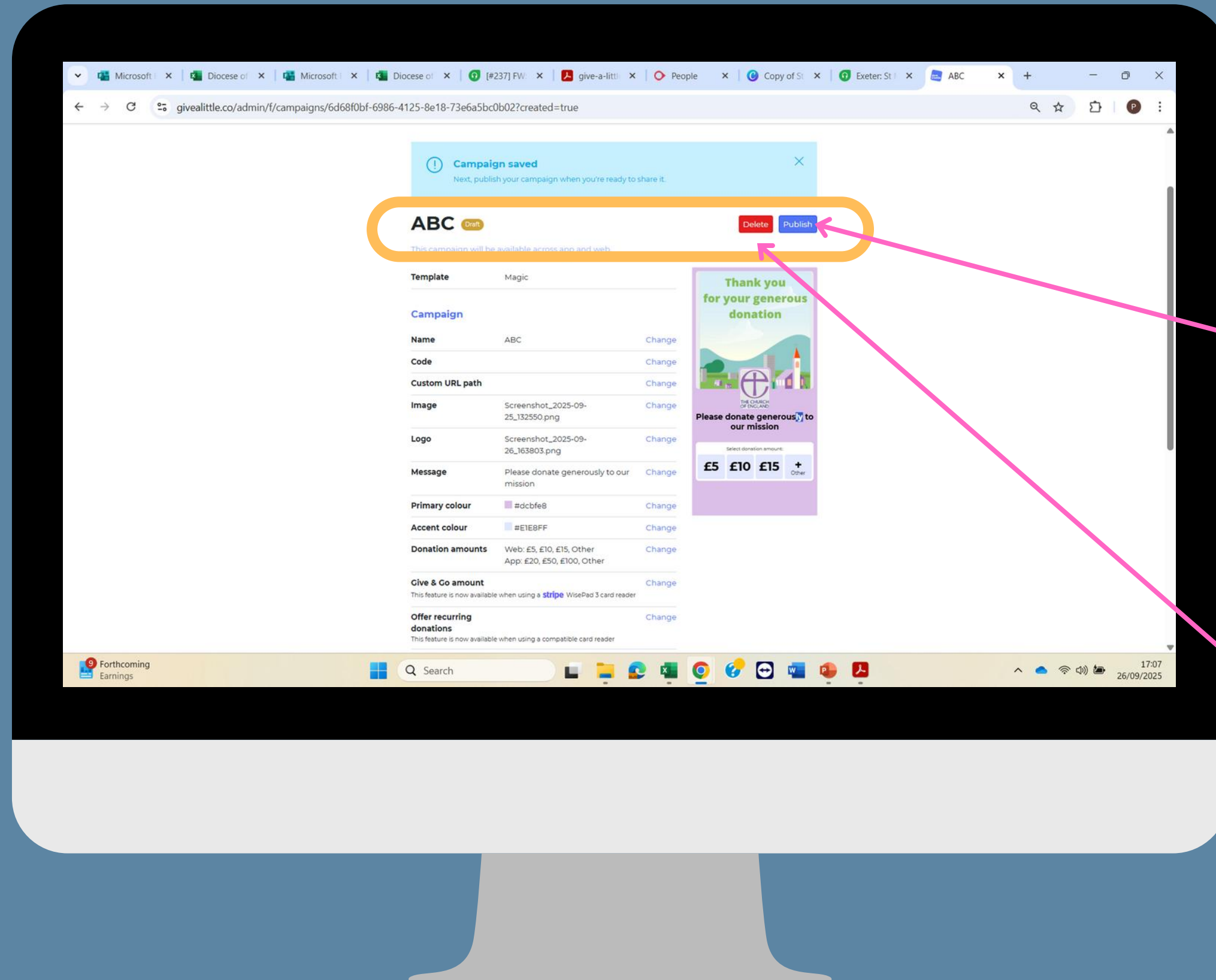
Note that this function will be suppressed if “Quick mode” is set to ‘on’ in the menu of the card-reader device

PUBLISH (OR FURTHER EDIT) CAMPAIGN

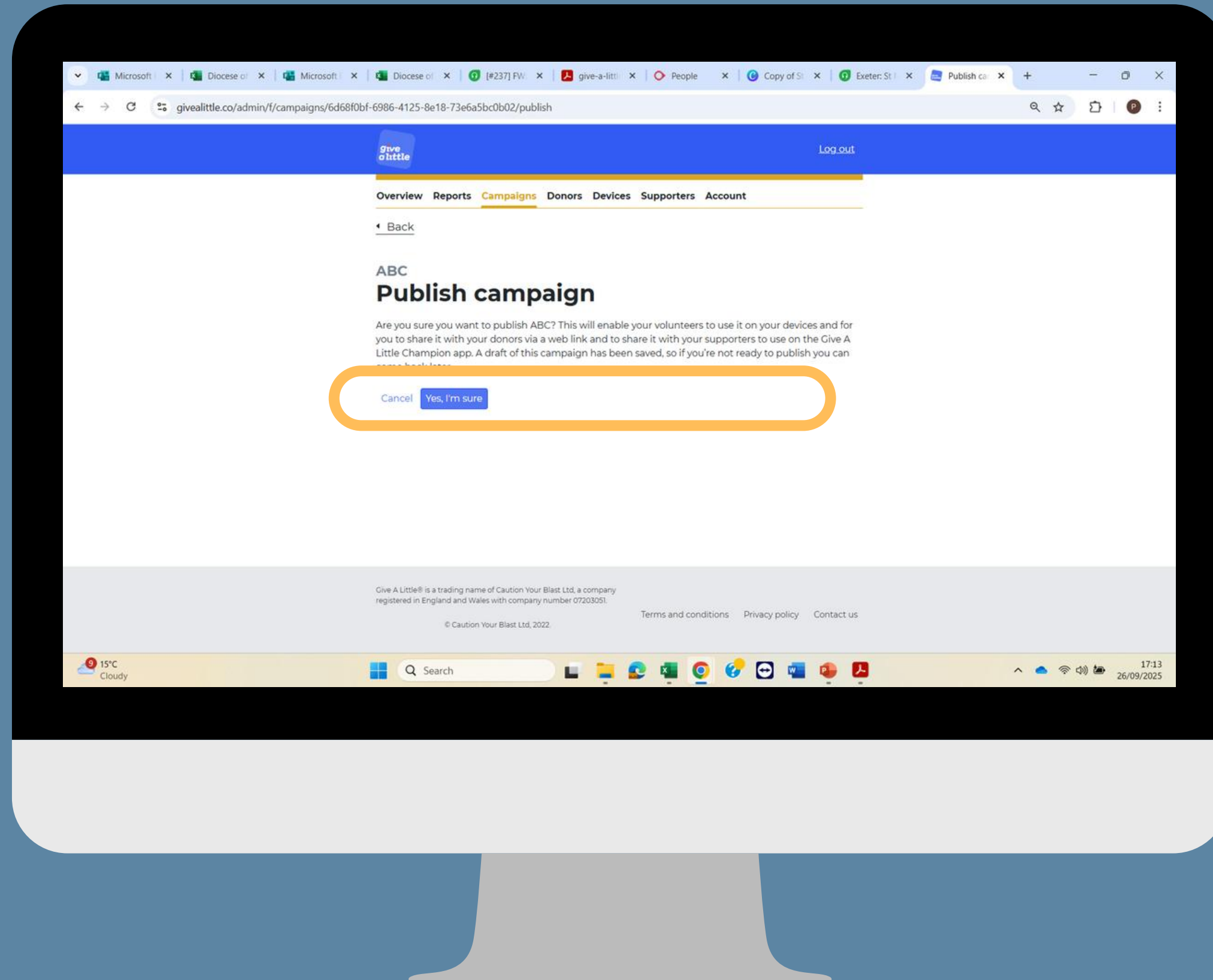
Edit and publish your campaign

You will now find yourself on a summary page for your campaign. To make your campaign live and usable on your device or on the web, select the 'Publish' button. You will be asked to confirm on the next page.

If you see any details that are incorrect and need changing, simply click the 'Change' button to make amendments.

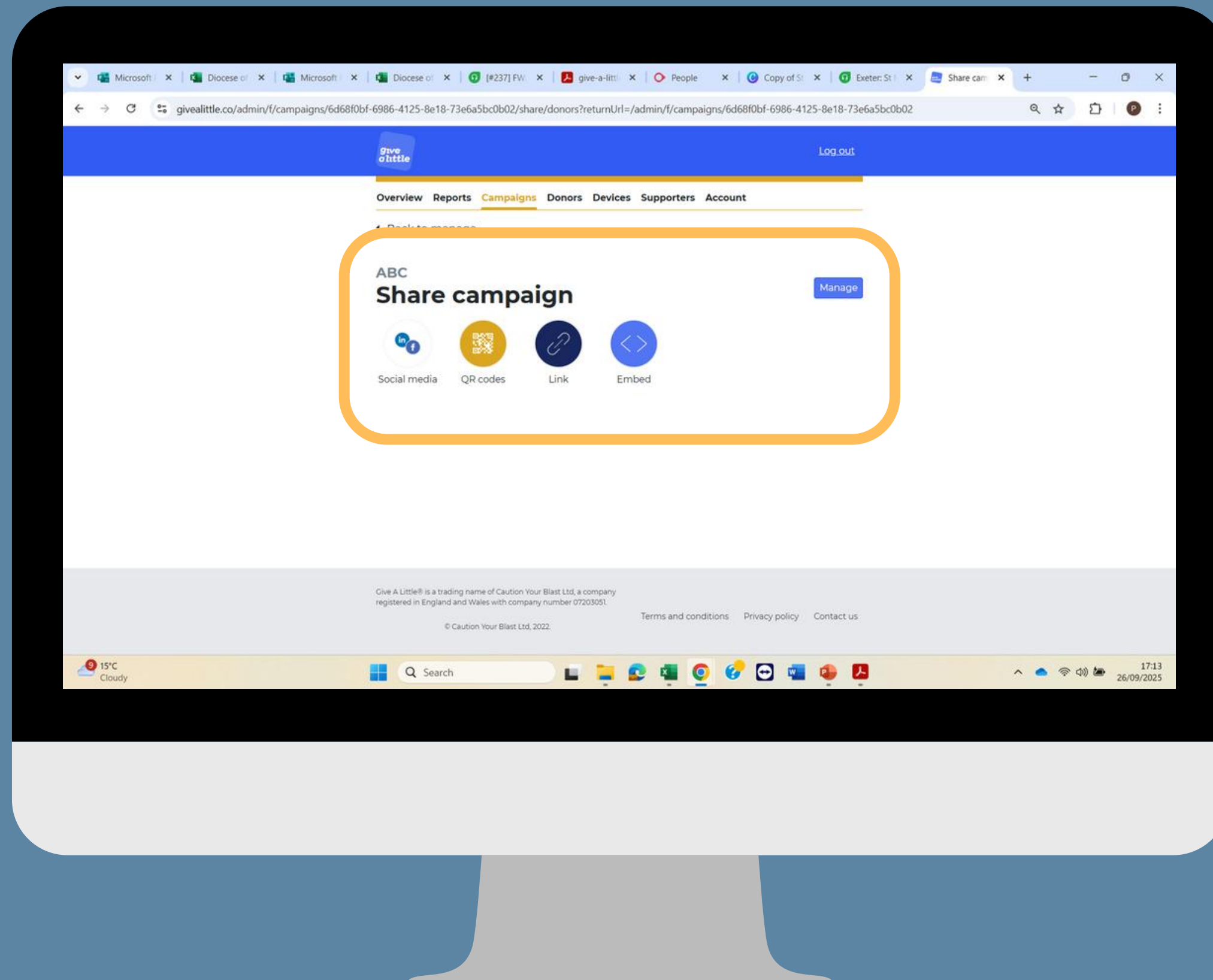


CONFIRM PUBLISHING



Select 'Yes, I'm sure' and the campaign will be ready to use.

‘SHARE’ CAMPAIGN

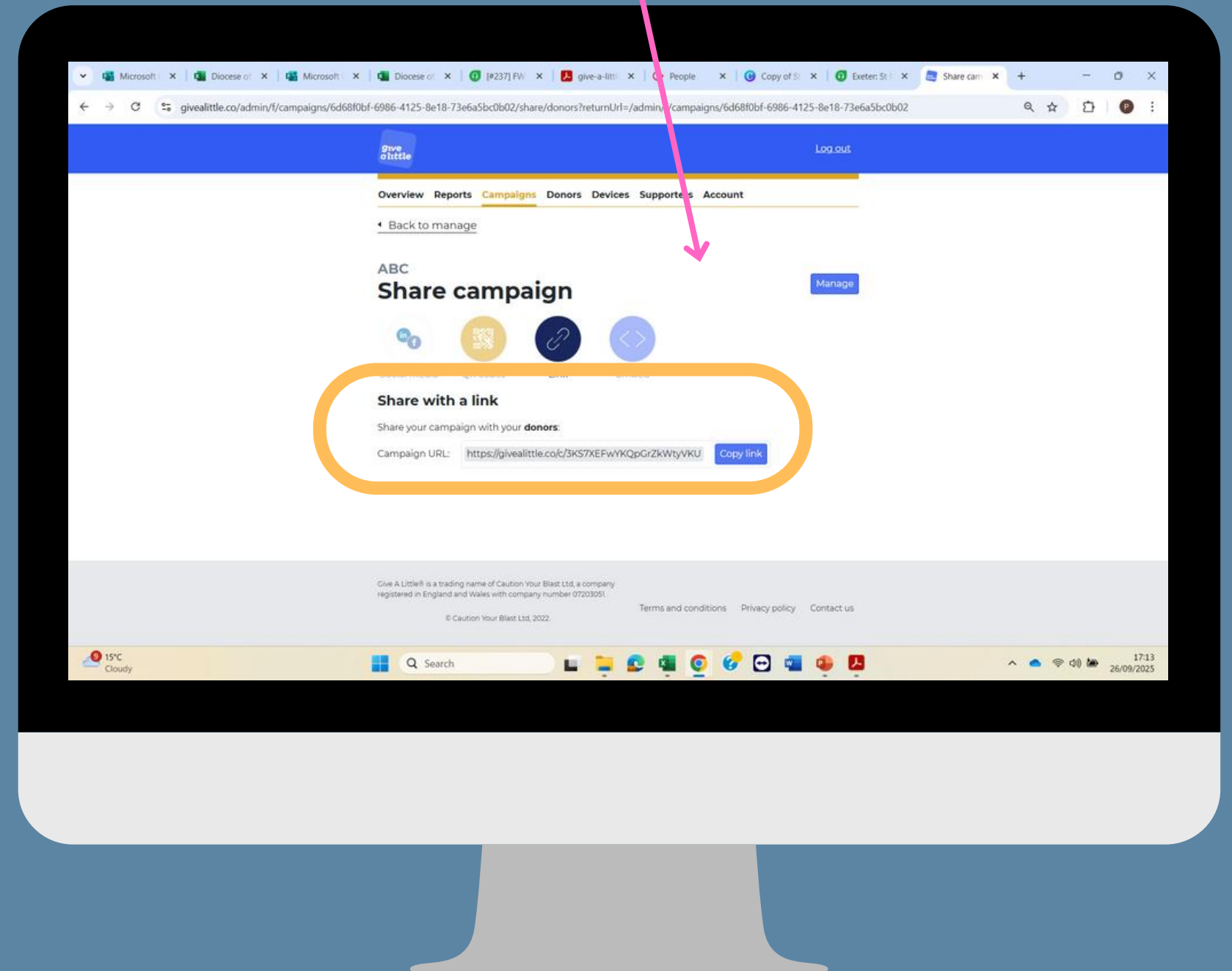
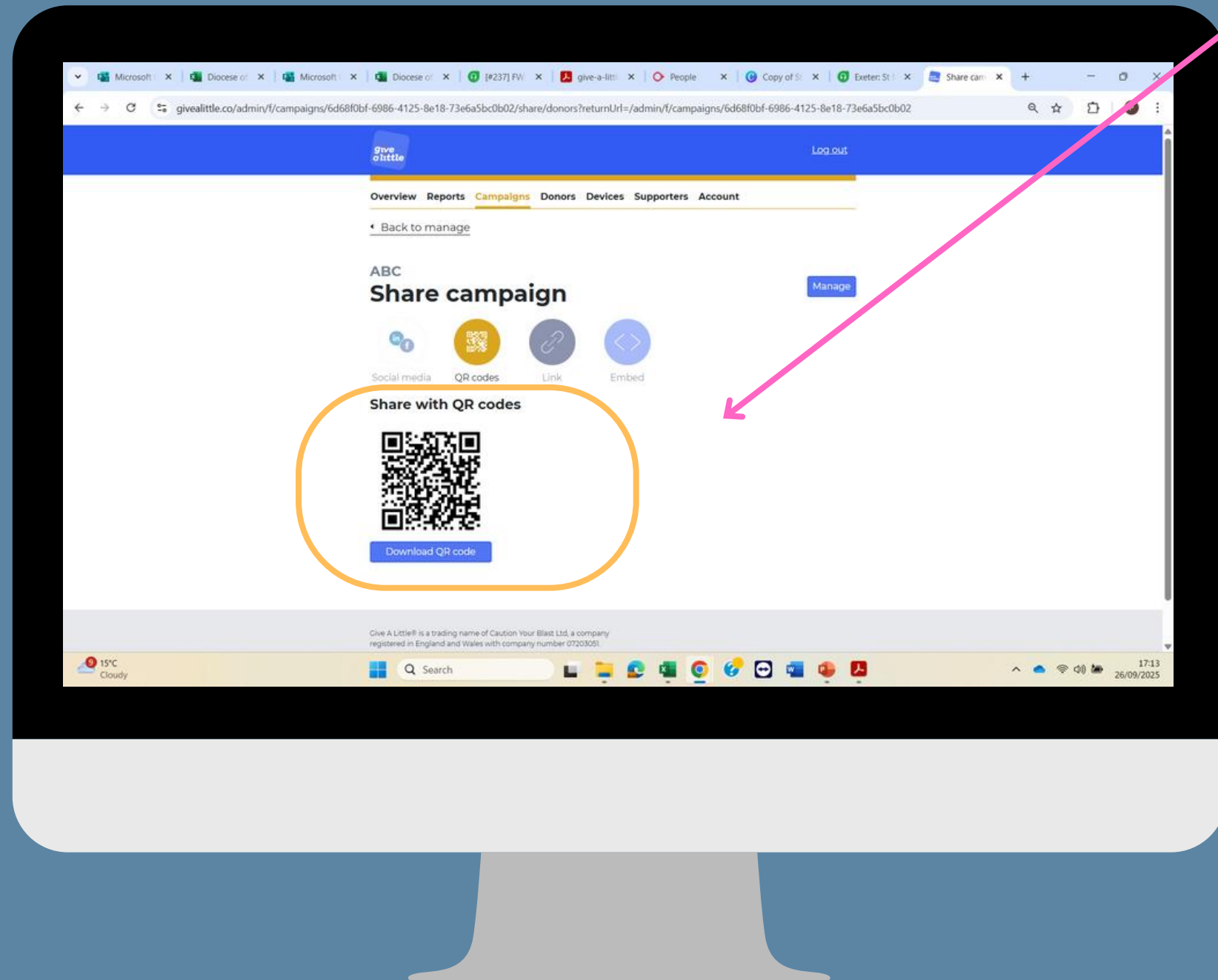


Share Campaign

There are options to share your campaign through:

- Social media
- A QR code which can go on notice boards, pew cards and order of services among many other places
- A link to the URL webpage
- Embed in website

SHARE VIA QR CODE/URL**



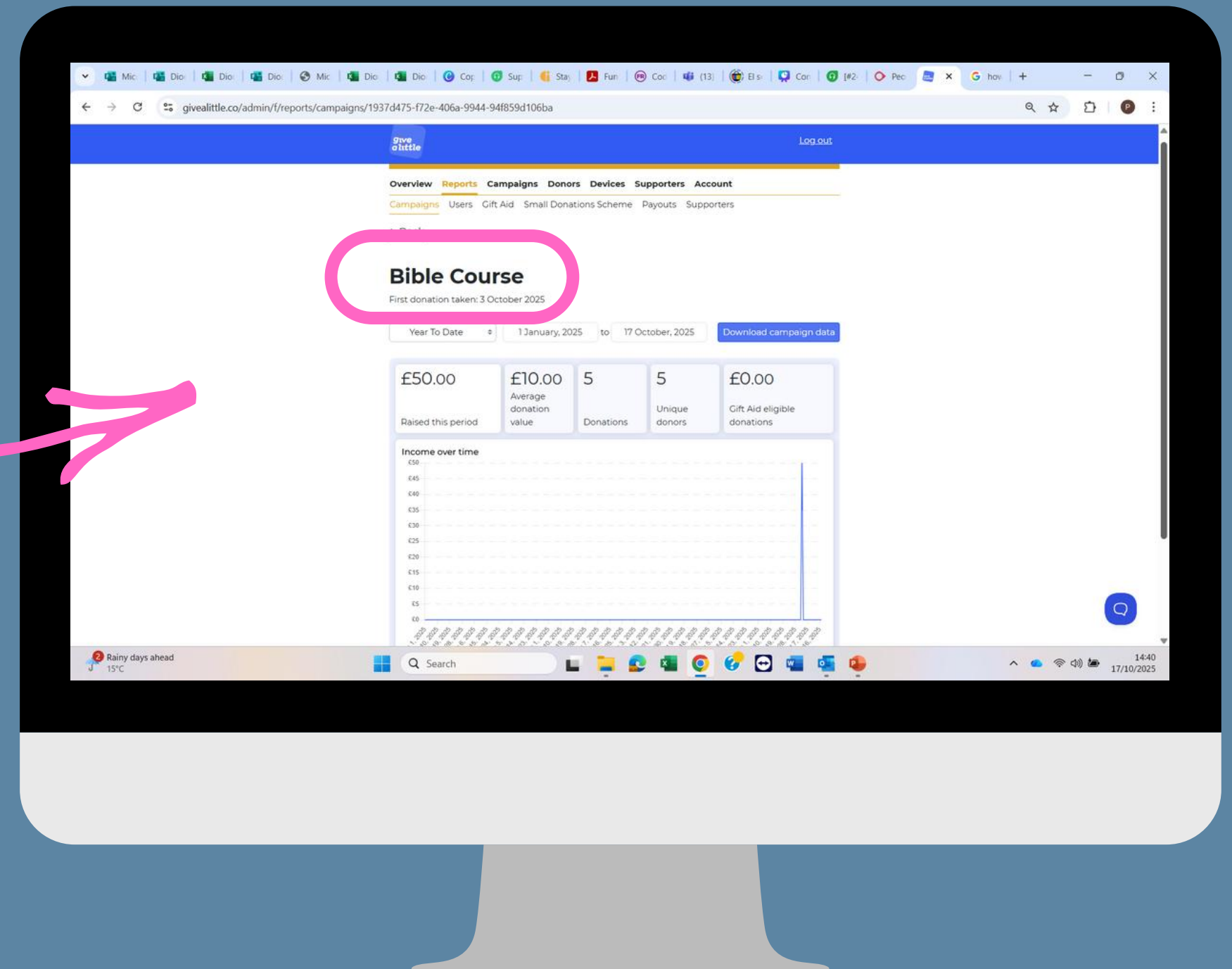
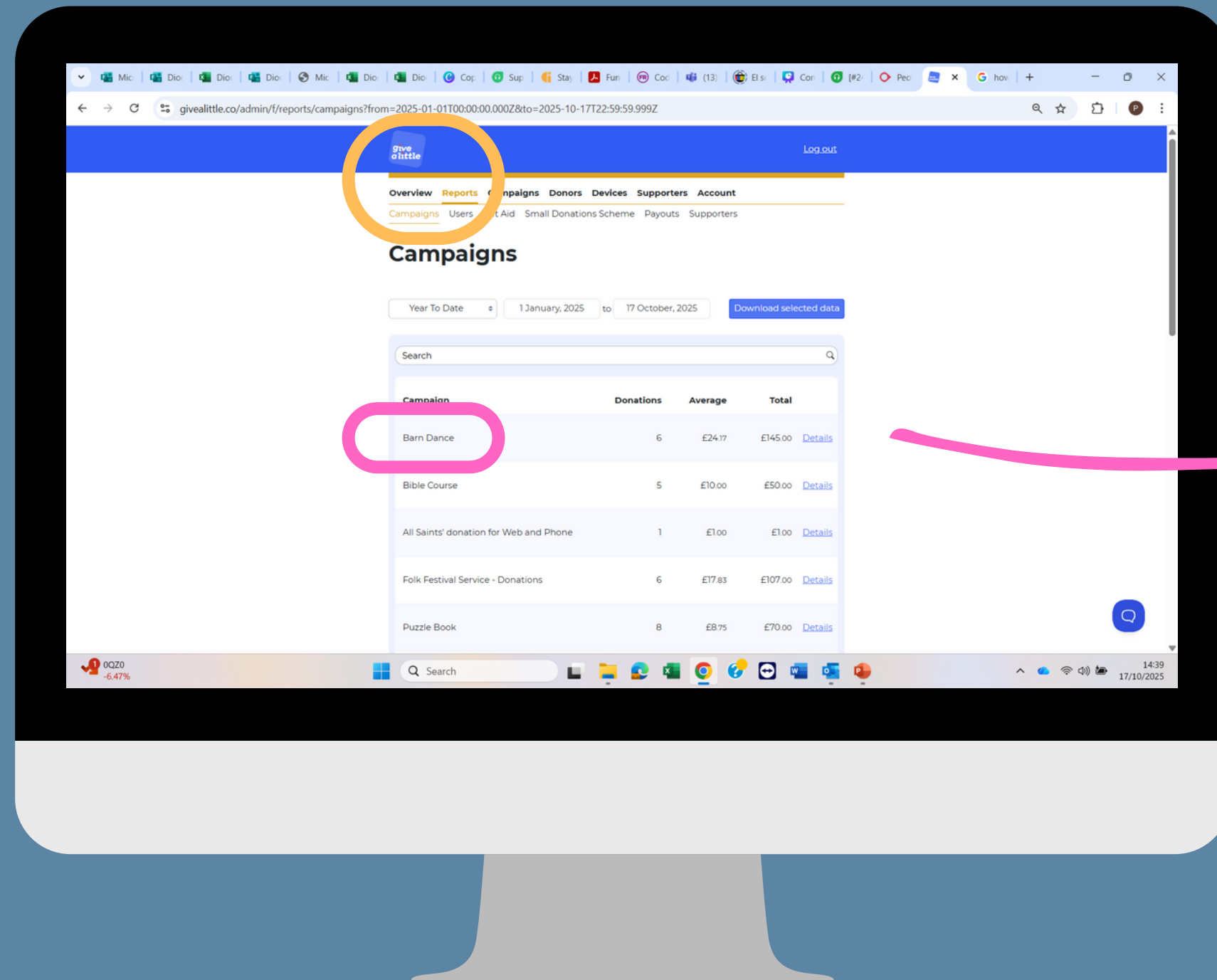
**URL = address of the web page (“link”)

GIVE A LITTLE REPORTING

DIOCESE
OF EXETER



REPORTING BY CAMPAIGN



From the ribbon menus:

- Select 'Reports>Campaigns'
- Select your campaign from list

GIFT AID REPORTING

givealittle.co/admin/f/reports/gift-aid?from=2025-01-01T00:00:00.000Z&to=2025-10-17T22:59:59.999Z

Give Little! Log out

Overview **Reports** Campaigns Donors Devices Supporters Account

Campaigns Users **Gift Aid** Small Donations Scheme Payouts Supporters

Gift Aid

This report summarises all donations that may be eligible for an HMRC Gift Aid claim within the date period you define. You can view and export the donor declaration details for audit purposes.

This report includes eligible donations that are declared retrospectively. Please be aware you may have previously claimed these under the Gift Aid Small Donations scheme, if so you will need to exclude them from this report.

Year To Date 1 January, 2025 to 17 October, 2025

36 donors £5,000.00 eligible donations £750.00 uplift from scheme

Latest tax scheme applied at	Full name	First line of address	Postcode	Total	
11/10/25	richard crabtree	9	EX9 7JH	£30.00	Details
04/08/25	Anthony MacGregor	16, Primley Road	EX10 9LD	£50.00	Details
03/08/25	Phil Cranch	1 Peaslands Road	EX10 9BD	£70.00	Details
22/06/25	Sarah Clarke	1culm Valley Way	EX15 3XZ	£185.00	Details

From the ribbon menus:

- Select 'Reports>Gift Aid
- Select date range

givealittle.co/admin/f/reports/gift-aid?from=2025-01-01T00:00:00.000Z&to=2025-10-17T22:59:59.999Z

04/08/25	Anthony MacGregor	16, Primley Road	EX10 9LD	£50.00	Details
03/08/25	Phil Cranch	1 Peaslands Road	EX10 9BD	£70.00	Details
22/06/25	Sarah Clarke	1culm Valley Way	EX15 3XZ	£185.00	Details
15/06/25	jeremy Dart	1 Milford Ave	EX10 8DS	£120.00	Details
08/06/25	Katie Symons	69 Quarry Park Road	EX2 5PD	£20.00	Details
08/06/25	Hannah Boyd	47 Winslade Road	EX10 9EX	£205.00	Details
05/05/25	Jon Brown	Martlets	EX10 8TU	£412.00	Details
18/03/25	Simon Gregory	Shandon	EX10 9SD	£10.00	Details
16/03/25	Margaret Thomson	28 The Laurels	EX10 8UX	£10.00	Details

Previous 1 2 3 4 Next

Export **Export for HMRC**

Your most recent export was for data between 11/01/24 and 11/02/24.

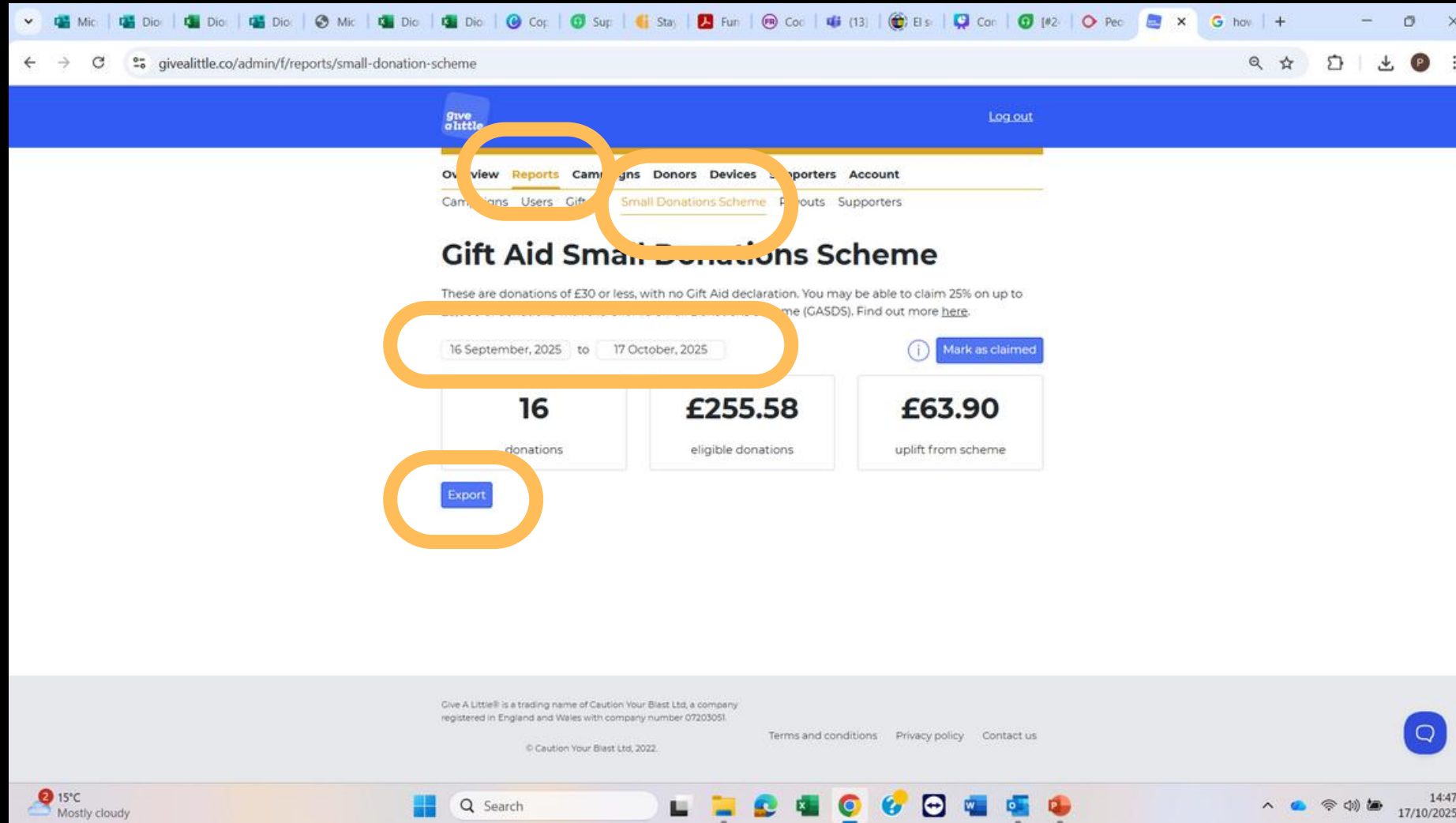
Give A Little! is a trading name of Caution Your Blast Ltd, a company registered in England and Wales with company number 07203091.

© Caution Your Blast Ltd, 2022. Terms and conditions Privacy policy Contact us

Choose type of export:

- Regular format
- HMRC format (ready to submit to HMRC)

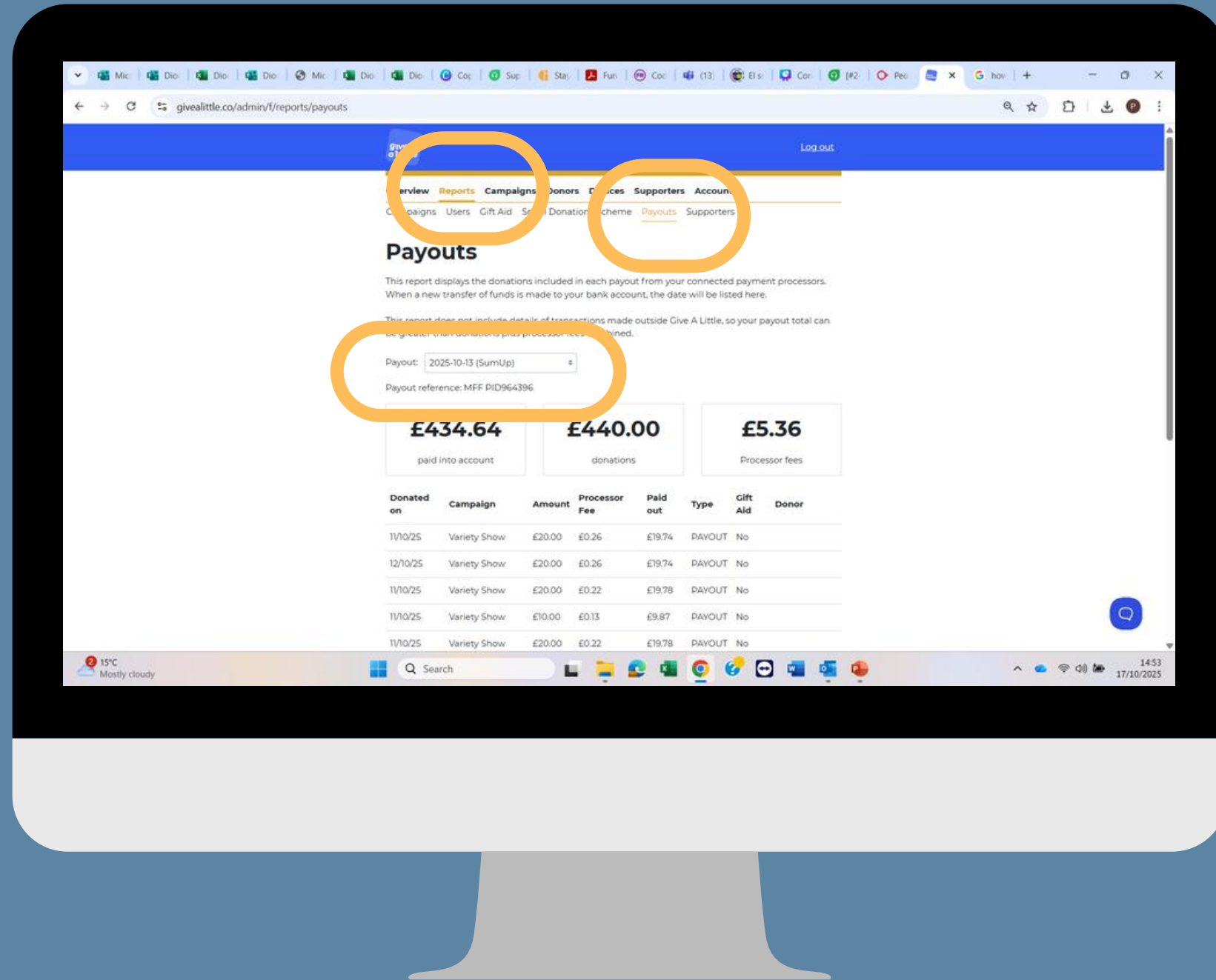
GIFT AID SMALL DONATIONS SCHEME (GASDS) REPORTING



- From the ribbon menus:
- Select 'Reports>Small Donations Scheme'
 - Select date range

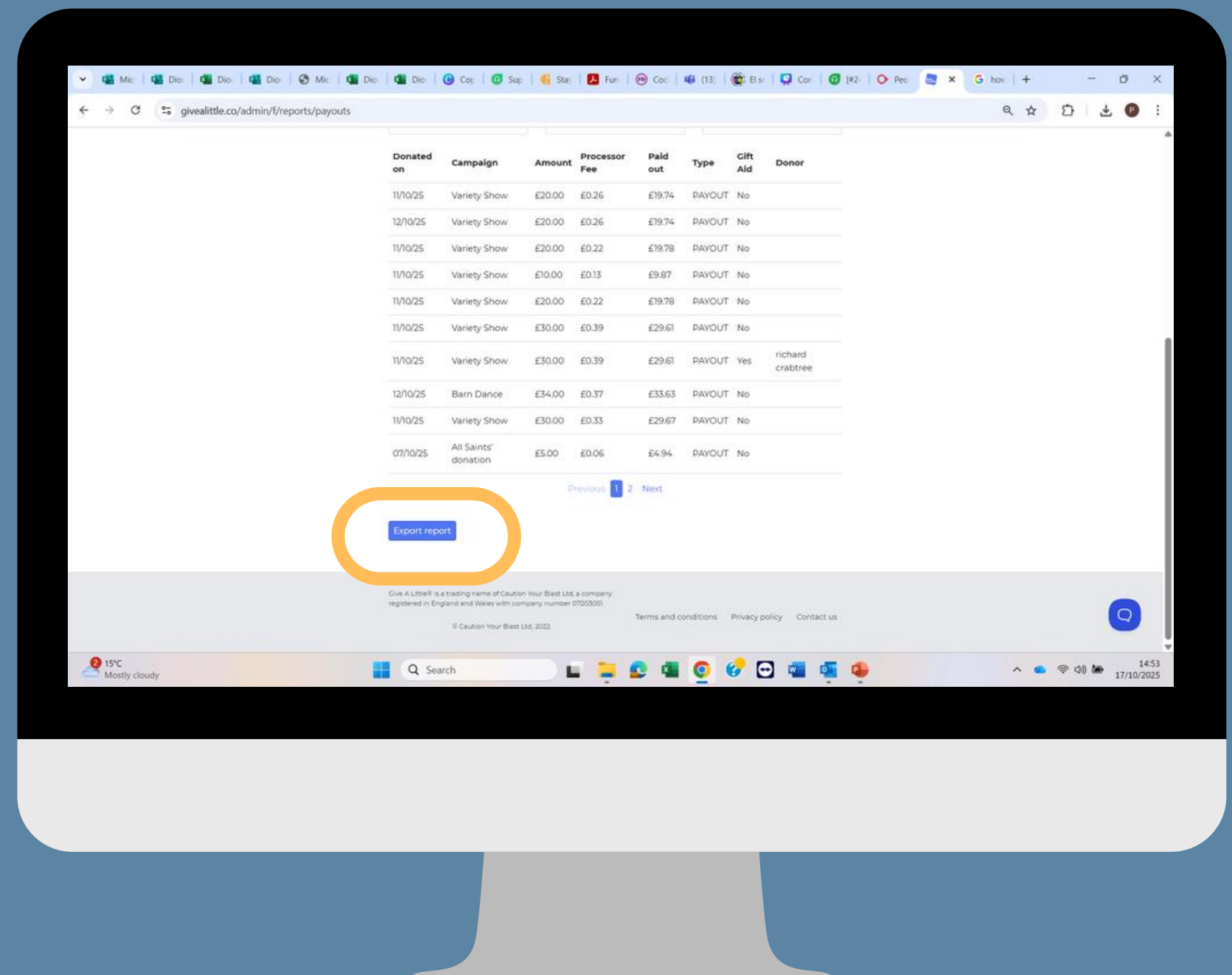
Click on Export:

PAYOUTS REPORTING



From the ribbon menus:

- Select 'Reports>Payouts'
- Select date of SumUp payout



Click on 'Export report'

SUMUP

configuration

(payouts)

DIOCESE
OF EXETER



CONFIGURE PAYOUT BANK ACCOUNT/PAYOUT FREQUENCY

Configure payout bank account details e.g. if

- you change your PCC bank account
- your SumUp account defaulted to paying out to a SumUp bank account

Configure payout frequency if you wish to change it (default is Daily payouts)

- options are daily, weekly, monthly

Instructions are at

<https://help.sumup.com/en-GB/articles/6lDE9sGwydKbSXbd9gD4b8>

SUMUP REPORTING

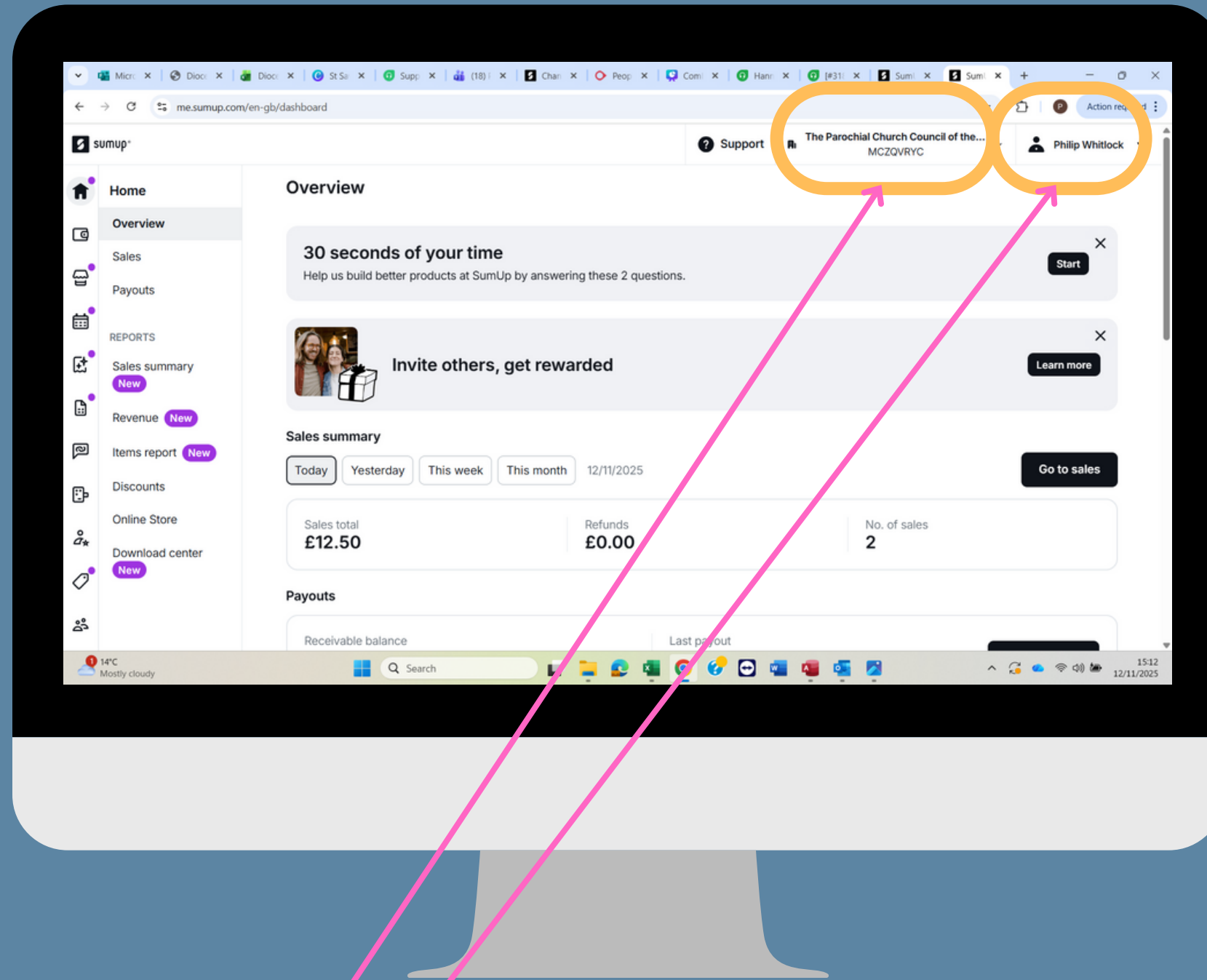
DIOCESE
OF EXETER



WHY ACCESS SUMUP REPORTING?

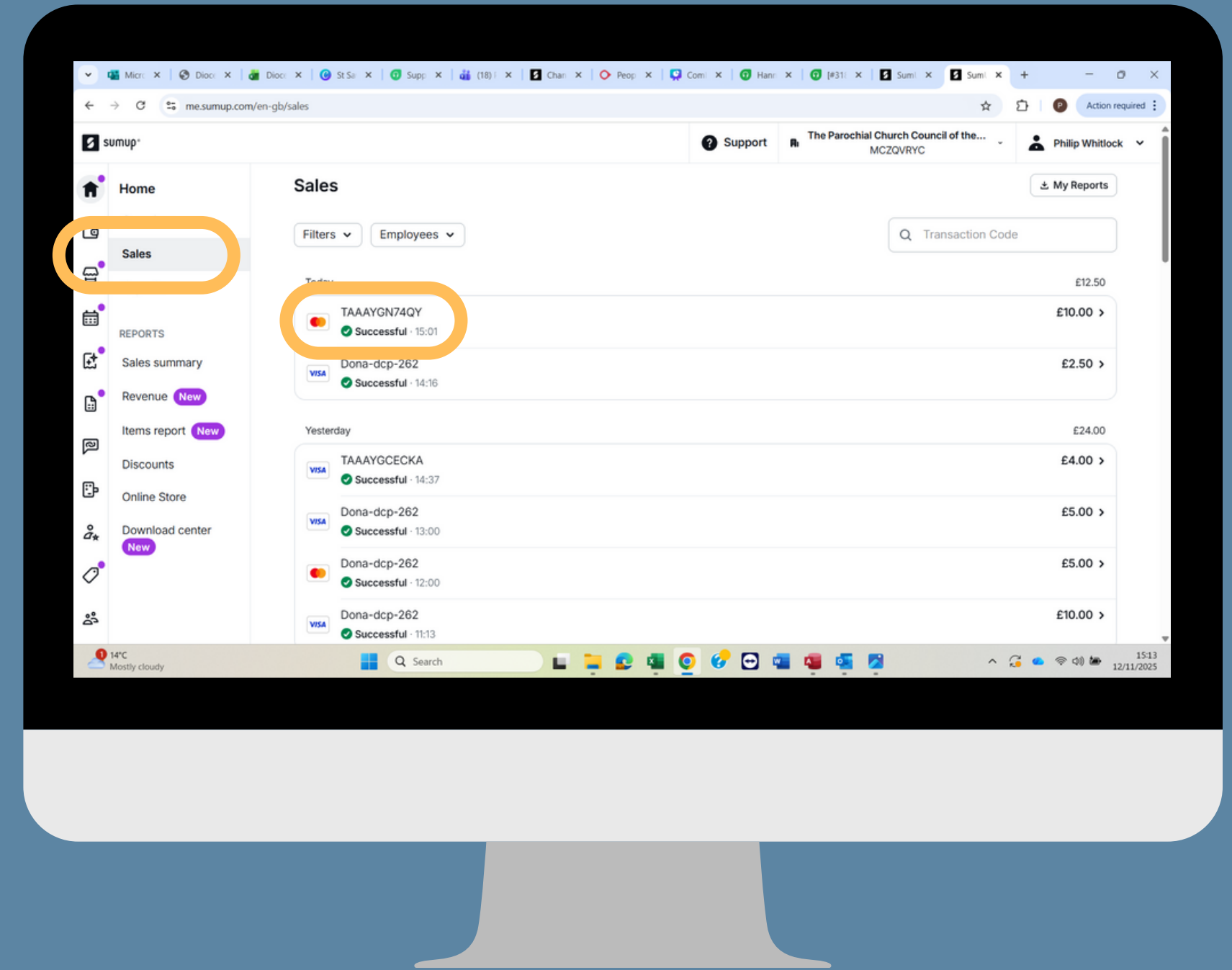
- SumUp transaction details are available in full, without delay (e.g. including the fee element)
- SumUp reports include transactions which do not go through Give A Little (e.g. if you are running a stand-alone SumUp reader such as a SumUp Solo)

REPORT SUMUP TRANSACTIONS



SumUp Overview screen:

1. Name of church and SumUp merchant ID (8-characters)
2. Account owner



- Select 'Sales'
- Click on a transaction

TRANSACTION DETAIL

Sale details

£10.00

Successful

12 Nov 2025, 15:01

Refund

Receipt

Items

1	Sale amount	£10.00
Total		£10.00

Payment

Mastercard

12 Nov 2025 · TAAAYGN74QY

£10.00 >

x2

Payment details

£10.00

Mastercard •••• 6325

12 Nov 2025, 15:01

Show on map

Receipt

Details

Employee

peewhit@gmail.com

Timeline

£9.89

payout scheduled

£10.00

payment complete

12 Nov 2025, 15:01

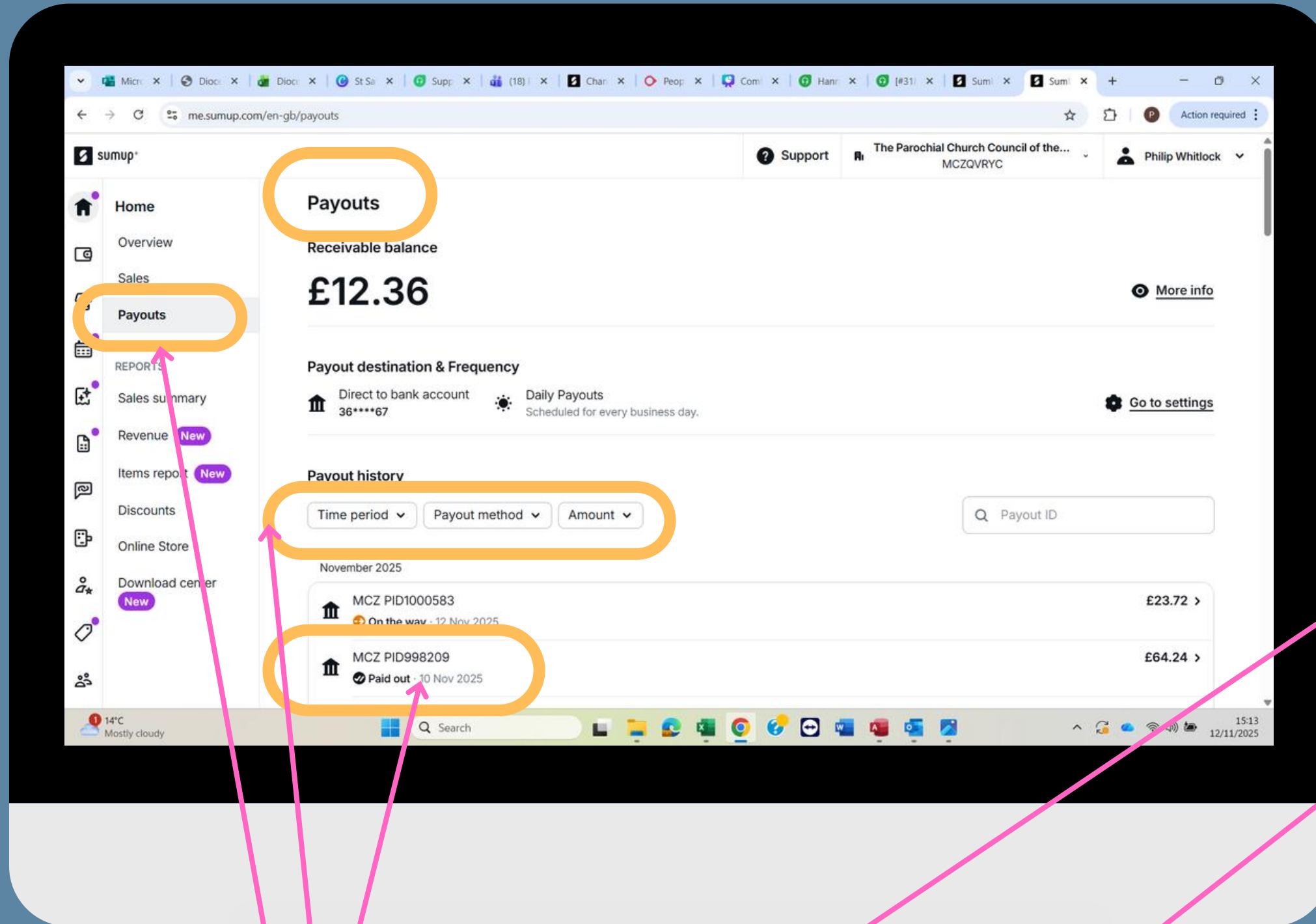
Transaction code

TAAAYGN74QY

- Double-click to see further detail e.g. transaction/payout status, gross and net amount, time of transaction

- Transaction code (can be copied/pasted as reference into your accounts system)

REPORT SUMUP PAYOUTS



- Select 'Payouts'
- Filter by time period, payment method, amount
- From list, click on a payout for summary and list
- Download if required

Payout details

£64.25

✓ Paid out • To bank account
24 Nov 2025

[Download report](#)

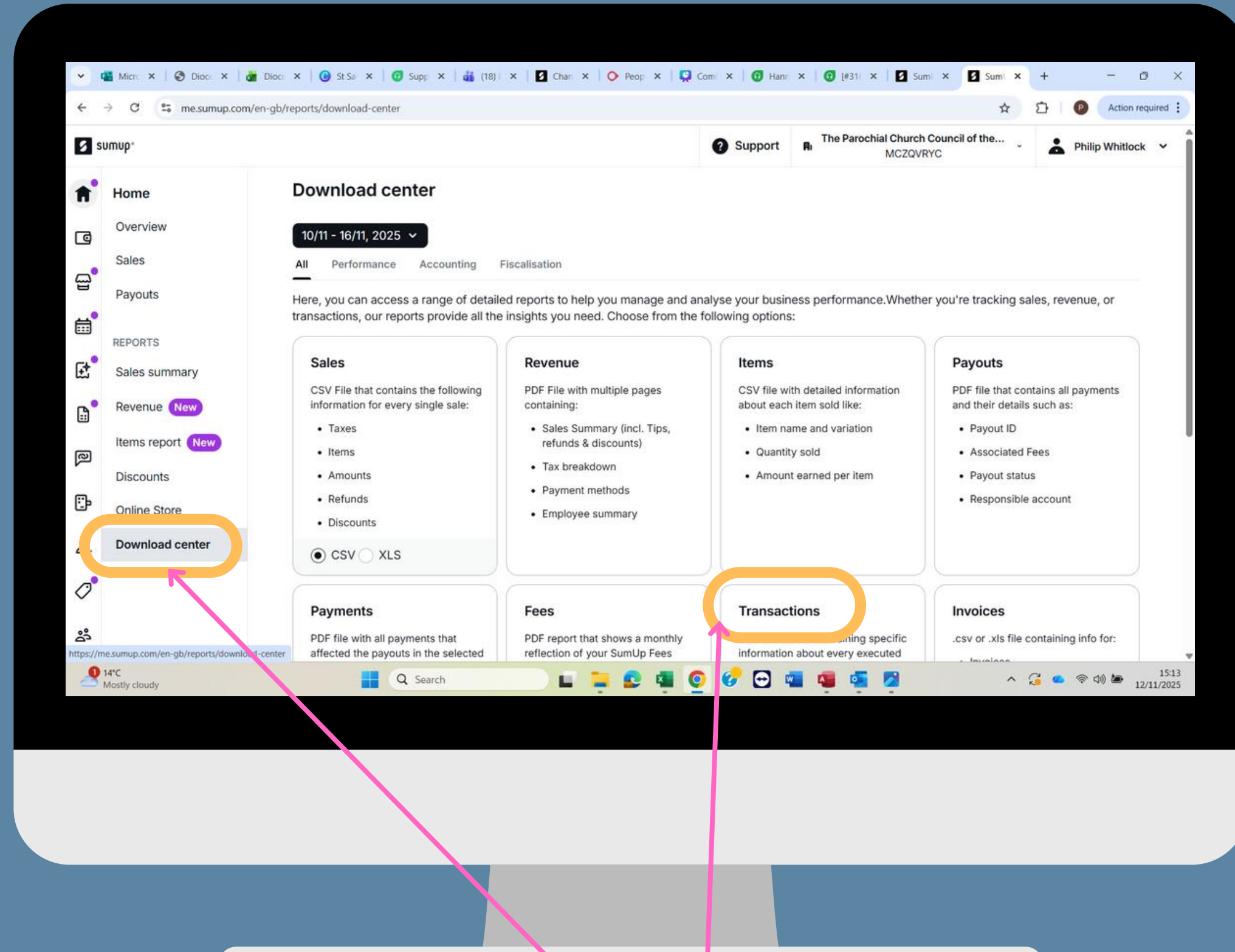
Summary

Total amount	£65.00
Fees	-£0.75
Payout amount	£64.25

Payments

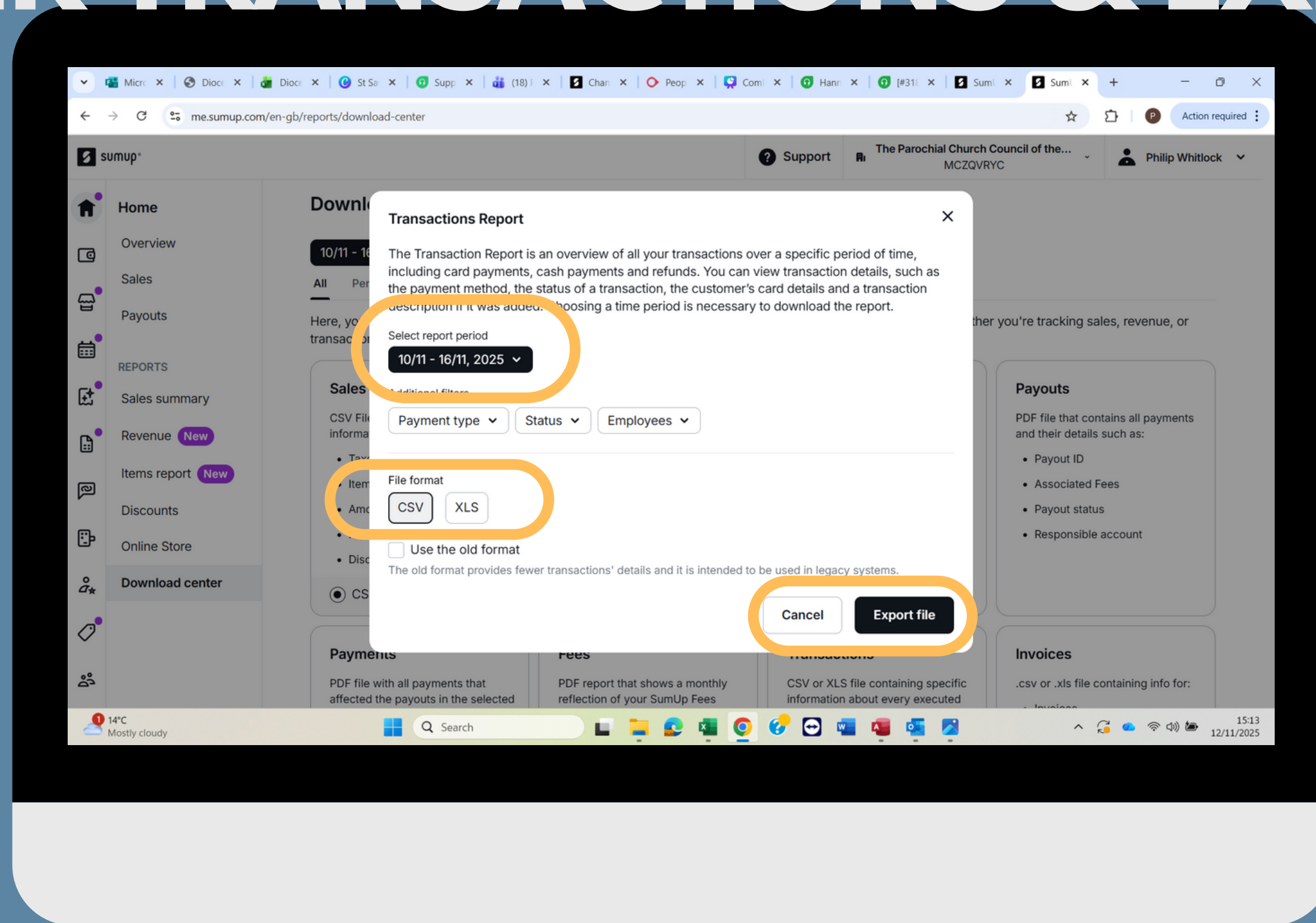
Visa	£4.94 >
23 Nov 2025 · TAAAYM3PP3Q	
Visa	£4.94 >
23 Nov 2025 · TAAAYM3PNHX	

DOWNLOAD TRANSACTIONS



- Select 'Download center'
- Select 'Transactions'

FILTER TRANSACTIONS & EXPORT



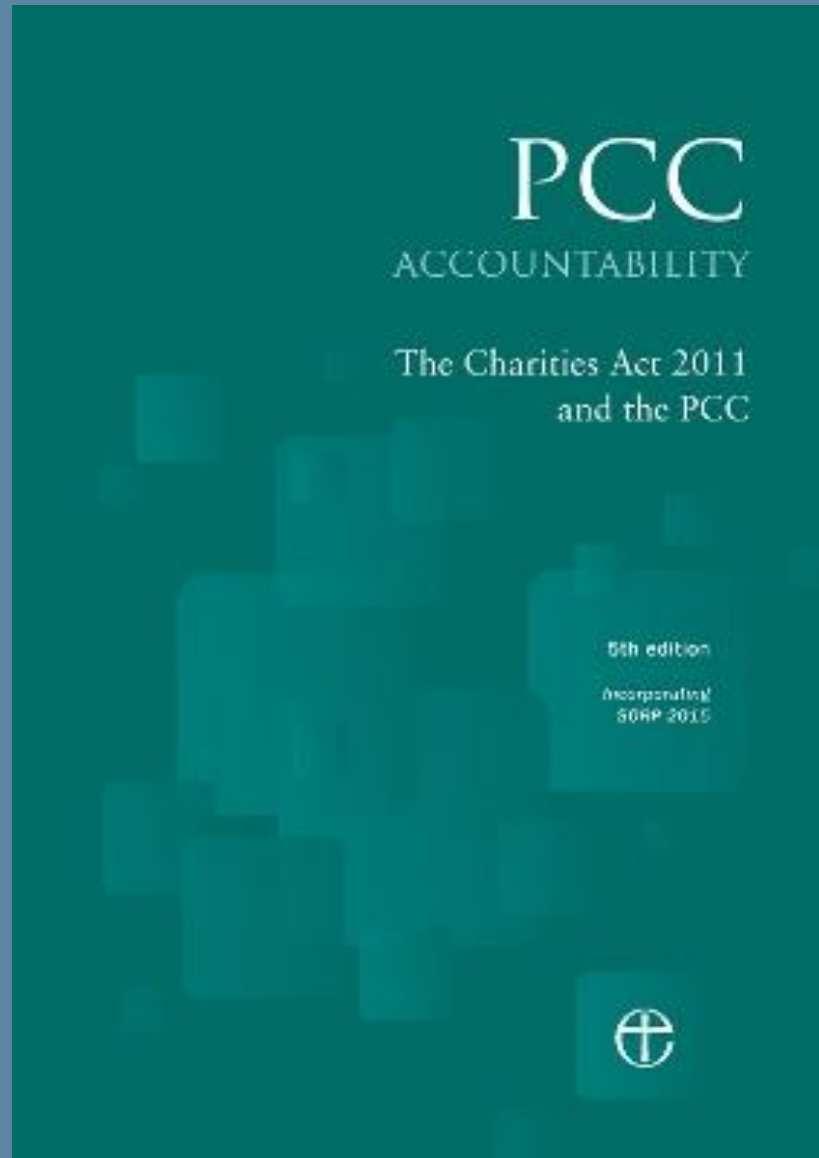
- Select report period
- Select file format
- Export (or cancel)

ACCOUNTING FOR CARD-READER TRANSACTIONS

DIOCESE
OF EXETER



PCC ACCOUNTABILITY GUIDANCE



£11.99 on Amazon
(November 25)

or free PDF from
<https://www.parishresources.org.uk/wp-content/uploads/PCC-Accountability-5th-Edition.pdf>

Section 4.3 paragraph 4 direct citation:

Netting off is not allowed:

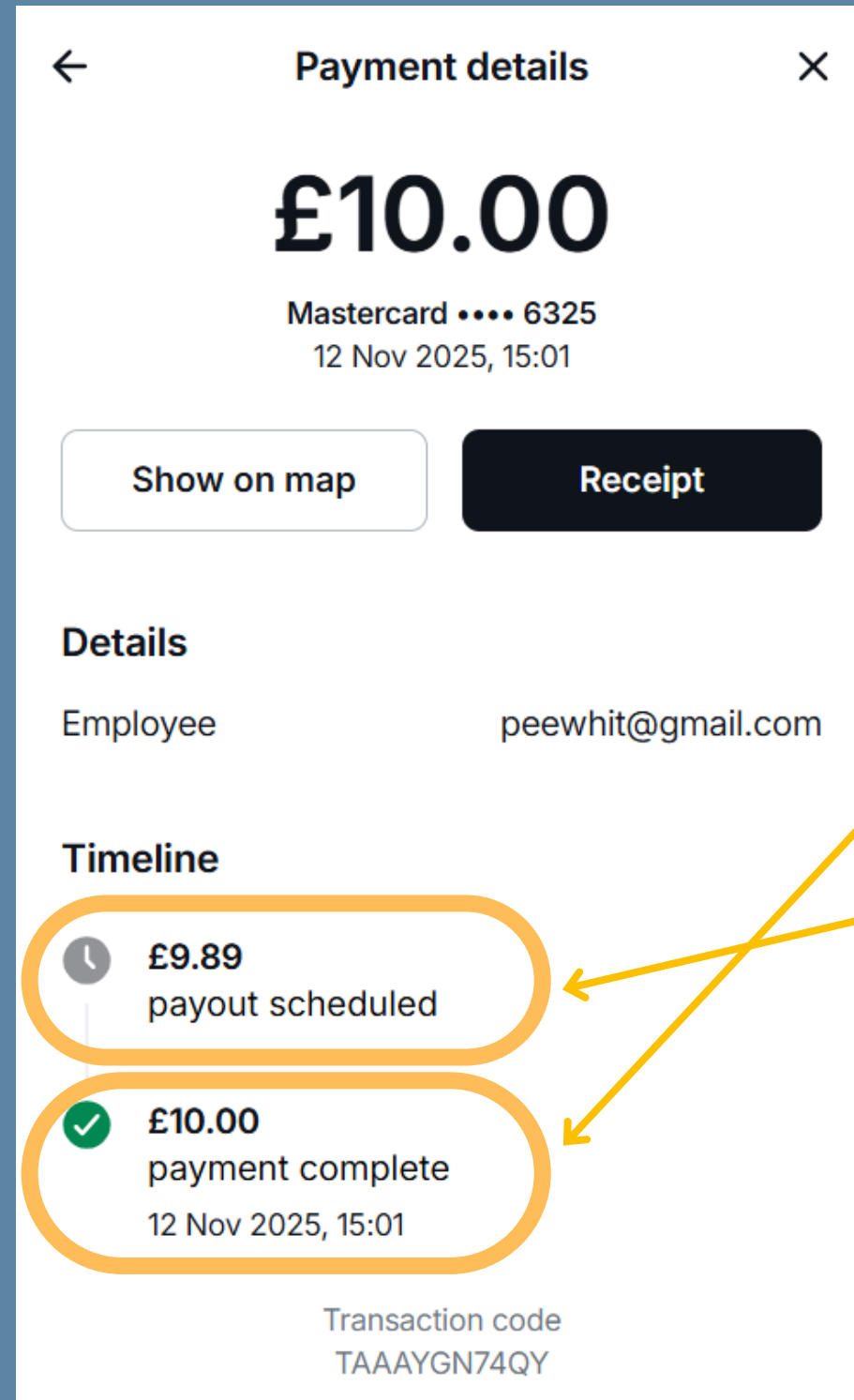
The PCC must record all receipts and payments gross, so for example if the PCC has a fete which costs £100 for materials/publicity and it raises £500 from the fete, the accounts must not show the receipts less the payments which would be an overall receipt of £400.

- i. Receipts = £500
- ii. Payments = £100

Gifts Aid or GASDS to be claimed on gross amount of donation

EXAMPLE OF A POSTING

Gifts Aid or GASDS to be claimed on gross amount of donation e.g. £10 in this example



Nominal Account Example

Post to “Donations” (£10)

Post to “SumUp fees (£10 - £9.89 = £0.11)

Do NOT just post one transaction of £9.89 to the ‘Donations’ account

Each transaction (/similar set of transactions) requires two postings: one to a Receipts account, one to a Payments account

PLEASE TURN TO
YOUR DEVICE

DIOCESE
OF EXETER

 THE CHURCH
OF ENGLAND
IN DEVON

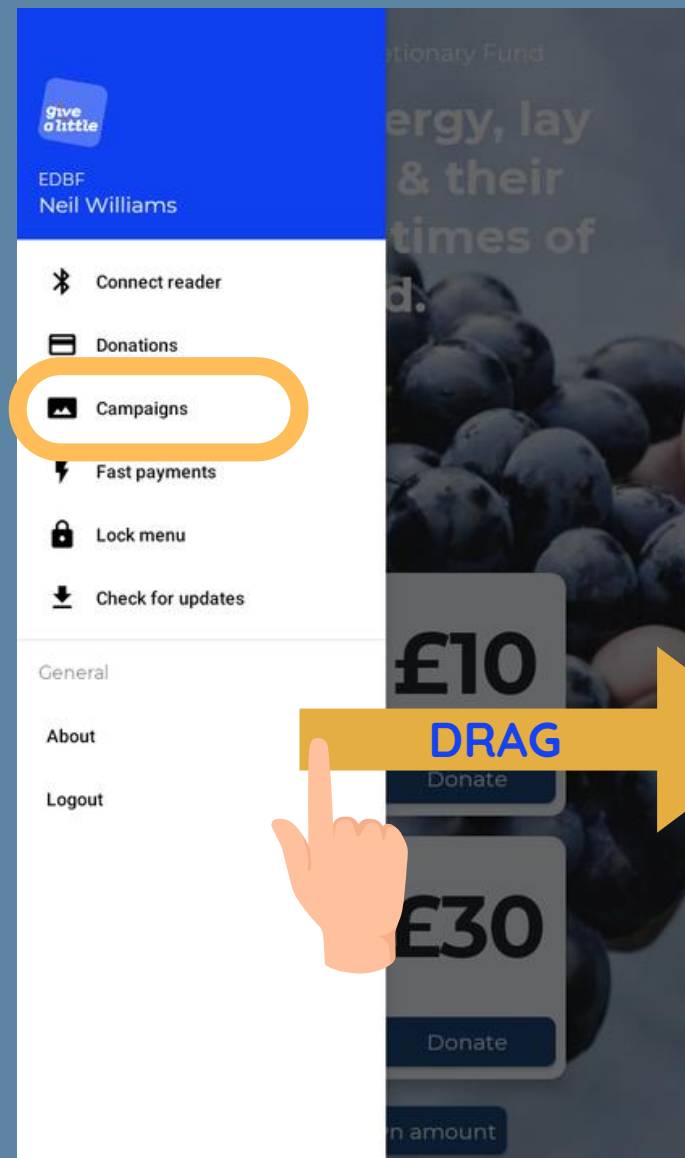


CAMPAIGN DONATION SCREEN

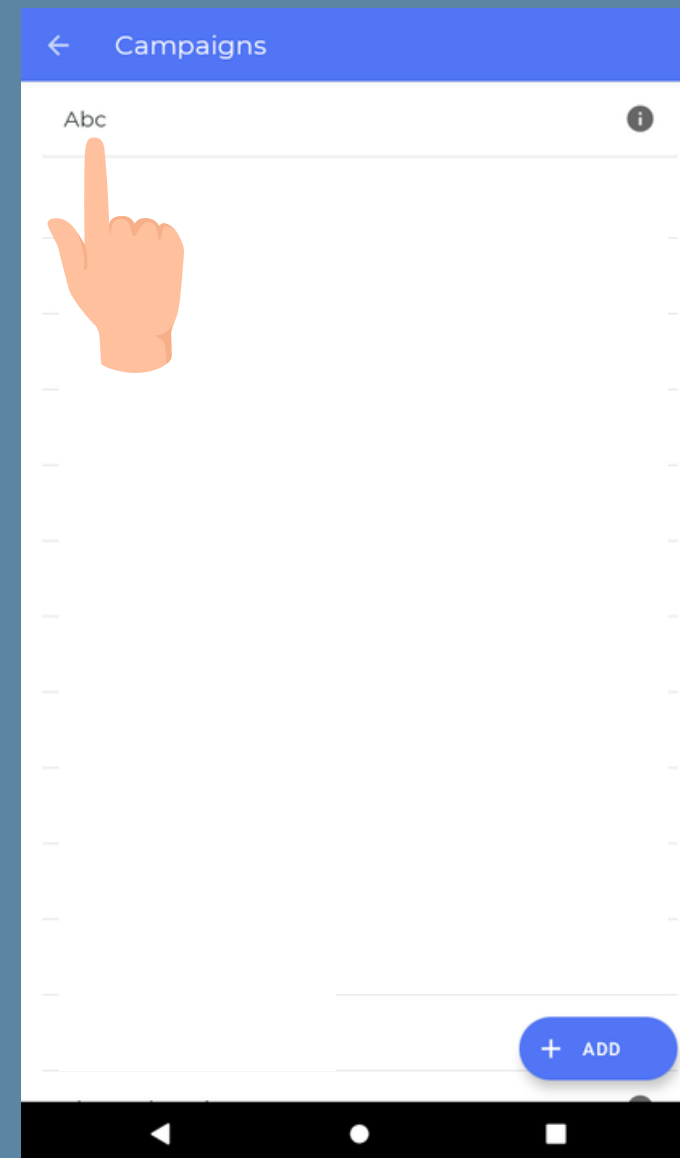
DIOCESE
OF EXETER



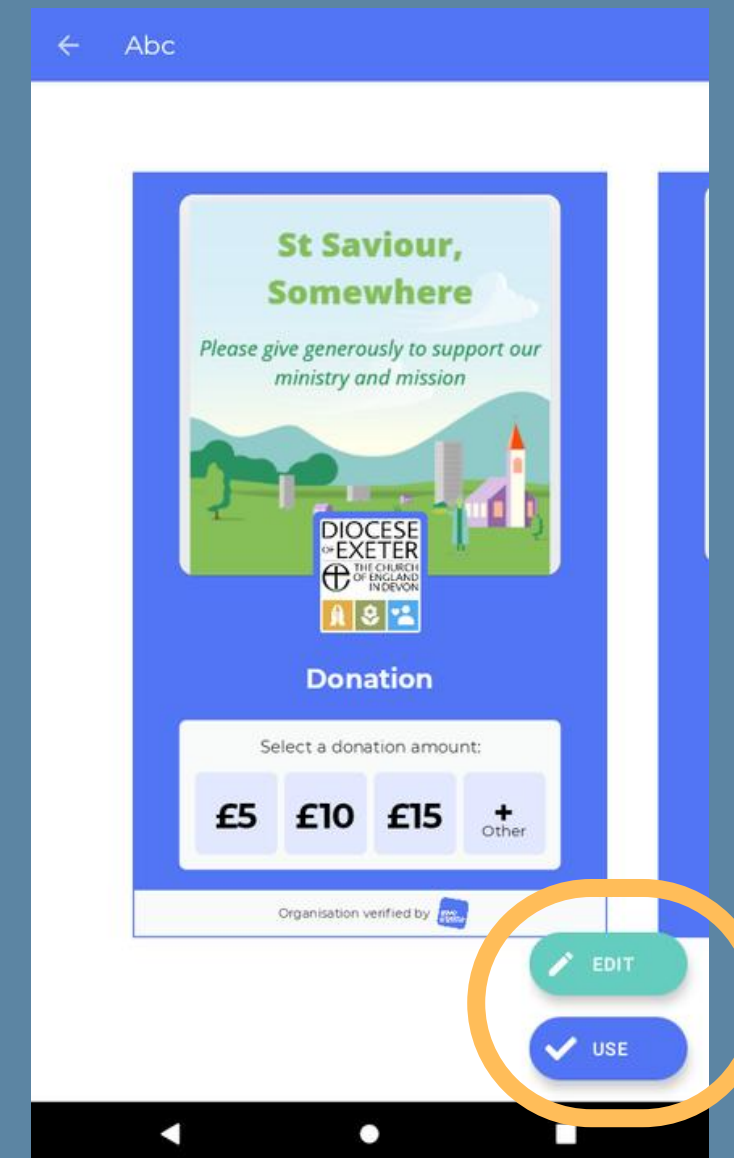
SELECTING THE CAMPAIGN



Select 'Campaigns'



You should see the campaign you have just set up! Click on it



Select 'Use' or 'Edit'

OPTIONS: EDIT OR USE

Give A Little

ABC

Delete Share Unpublish

This campaign will be available across app and web.

Template
Magic

Campaign

Name
Abc Change

Code
Change

Custom URL path
Change

Image
1000000023.png Change

Logo
1000000024.png Change

Message
Donation Change

Delete, Share,
Unpublish



'Change' any
parameters

St Saviour,
Somewhere

Please give generously to support our
ministry and mission

DIOCESE
OF EXETER
THE CHURCH
OF ENGLAND
IN DEVON

Donation

Select a donation amount:

£5 £10 £15 +
Other

Organisation verified by Give A Little



Campaign is ready to
accept donations

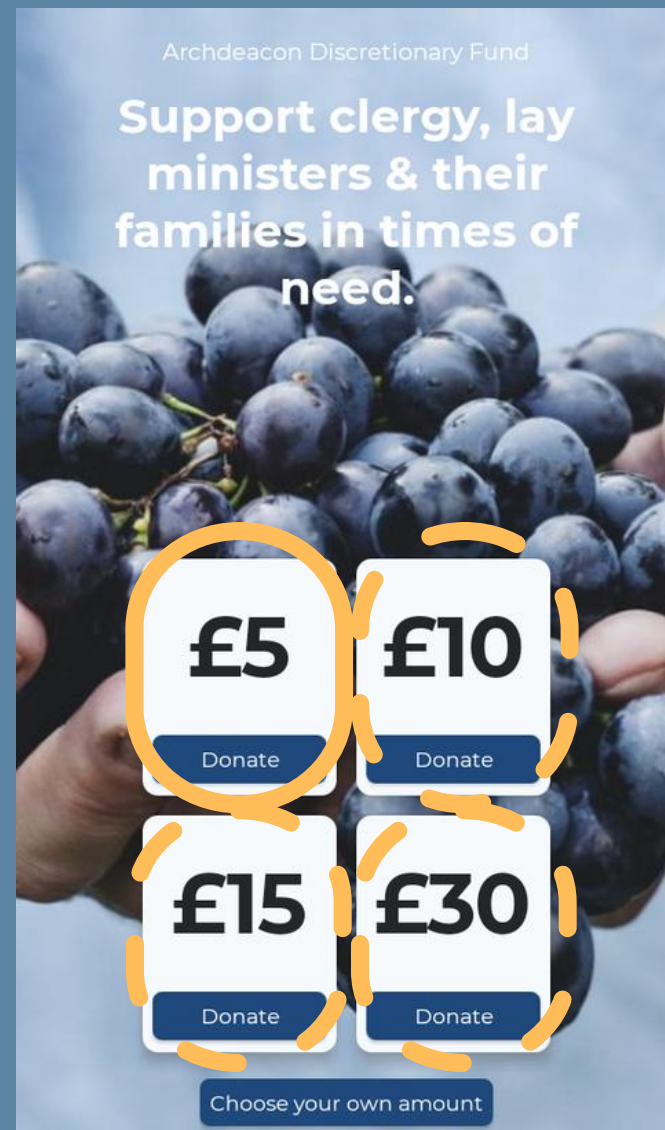
MAKING A DONATION

DIOCESE
OF EXETER

 THE CHURCH
OF ENGLAND
IN DEVON

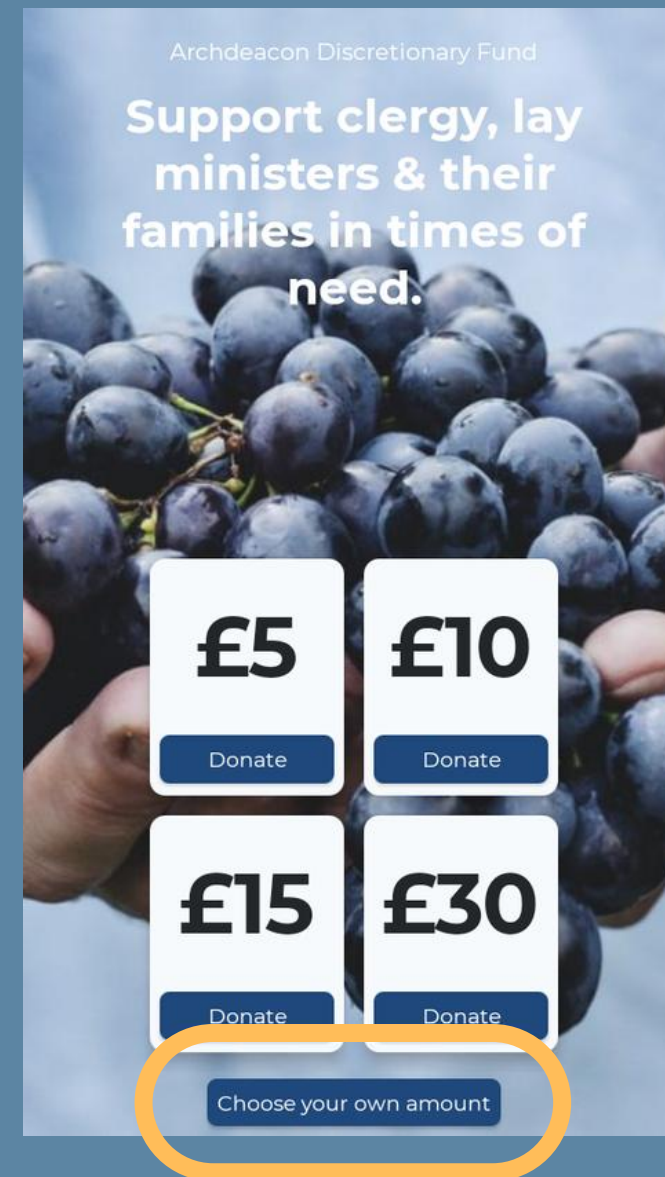


CHOOSING AN AMOUNT



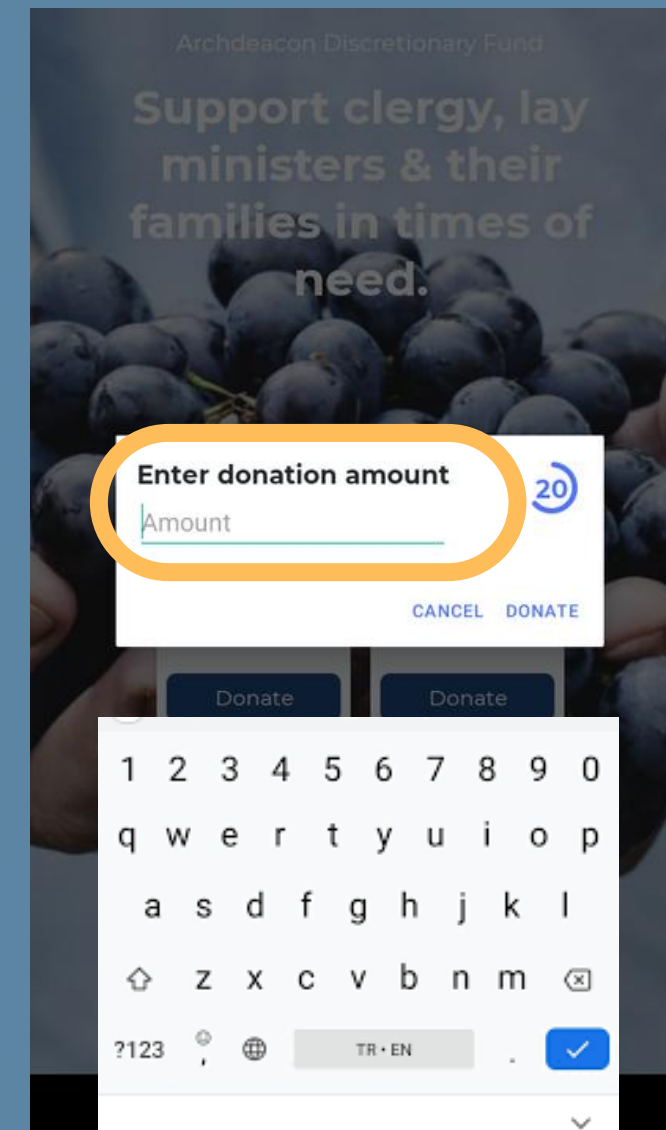
SELECT FIXED AMOUNT

Tap on respective icon



SELECT OTHER AMOUNT

Tap on 'Choose your own amount'



ENTER OTHER AMOUNT

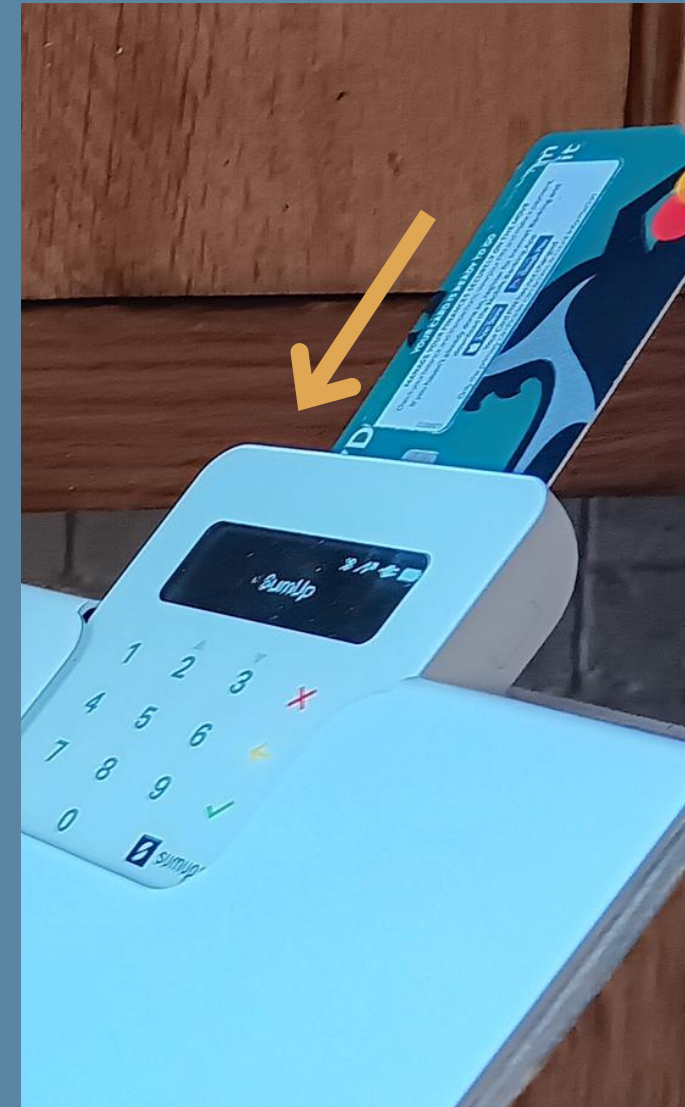
Using virtual keyboard, enter desired amount and click 'Donate' or the tick symbol

REQUESTING CARD TAP/INSERTION: CARD READER



CONTACTLESS

Hold card/watch to card-reader,
NOT tablet screen



CHIP & PIN

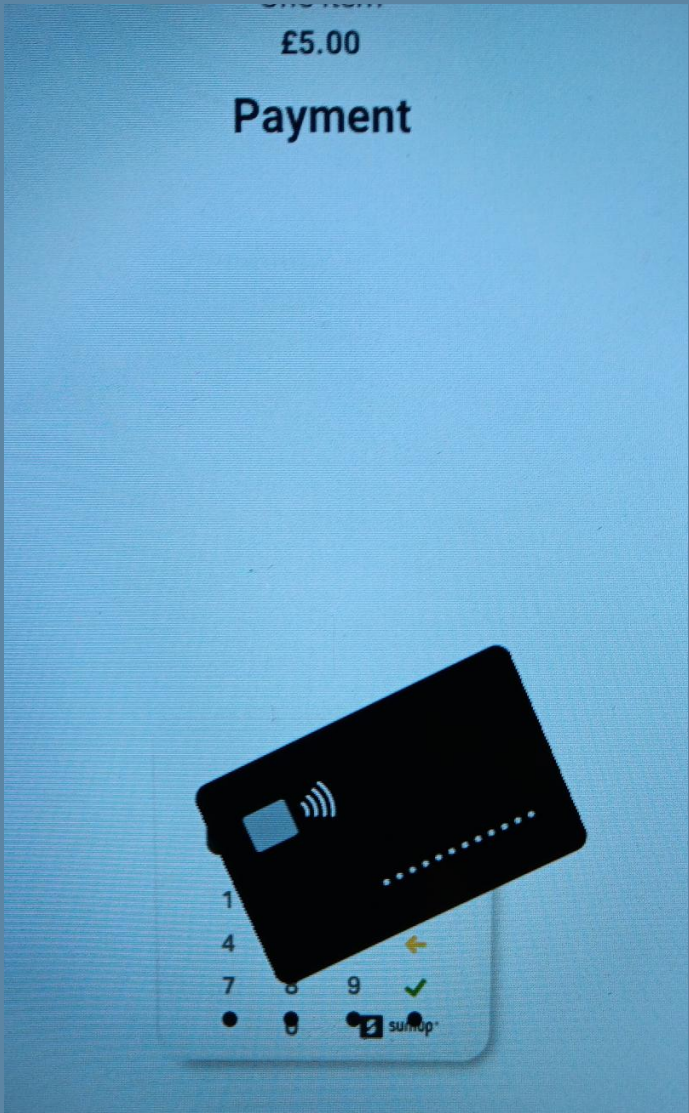
Insert card into slot on card-
reader
Enter PIN code on keyboard
when requested



CHIP & PIN

Insert card into slot on card-
reader
Enter PIN code on keyboard
when requested

REQUESTING CARD TAP/INSERTION: TABLET



What you'll see on the tablet

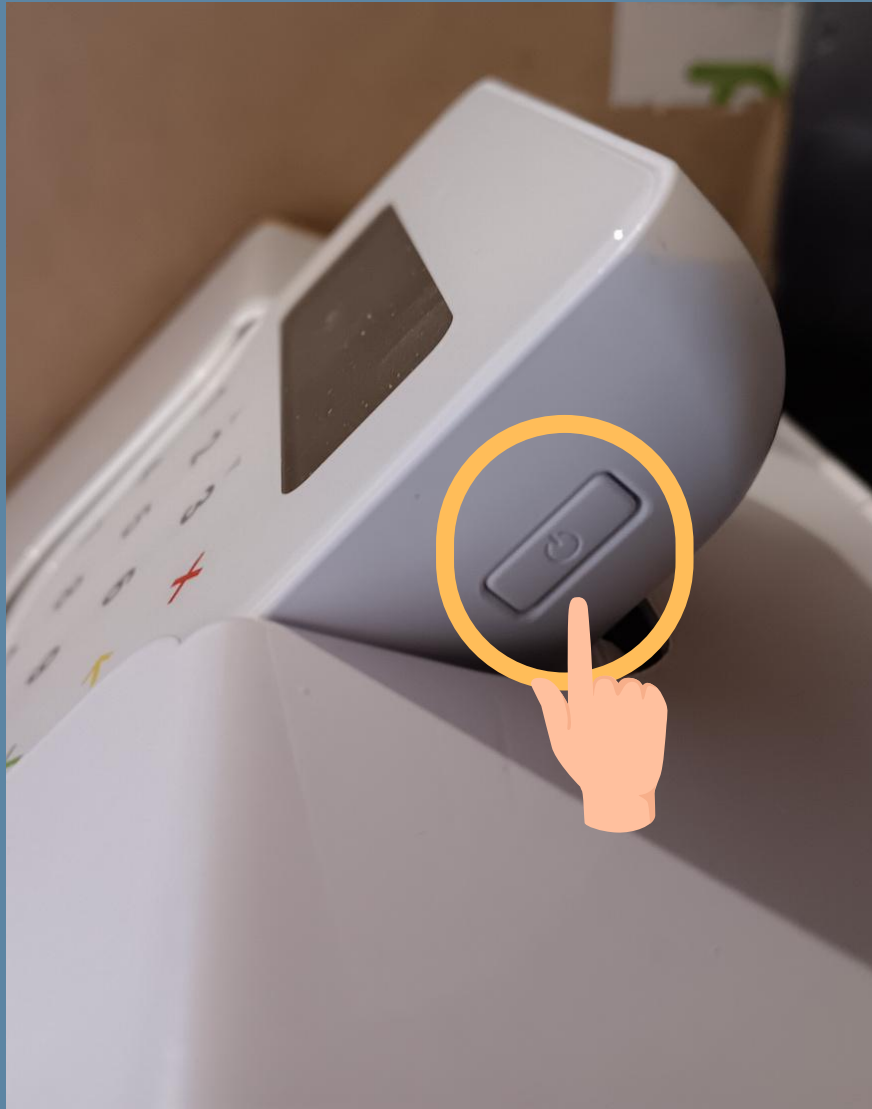
Image of banker's card (contactless)



What you'll see on the tablet

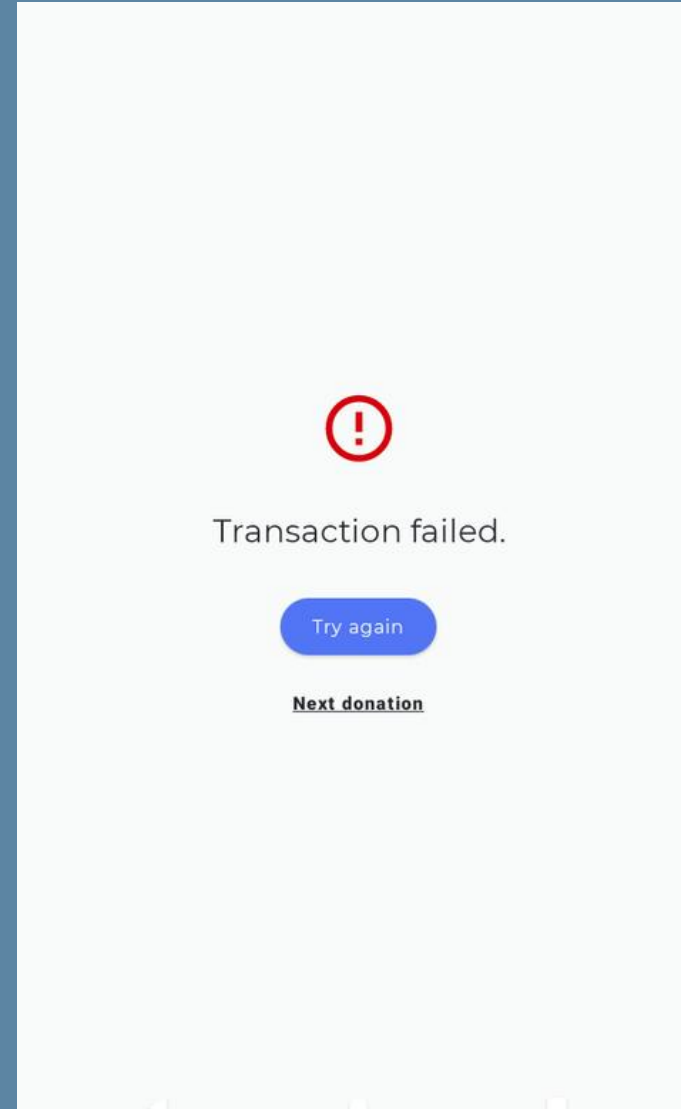
Image of banker's card (CHIP & PIN)

HOW CANCEL A TRANSACTION BEFORE COMPLETION



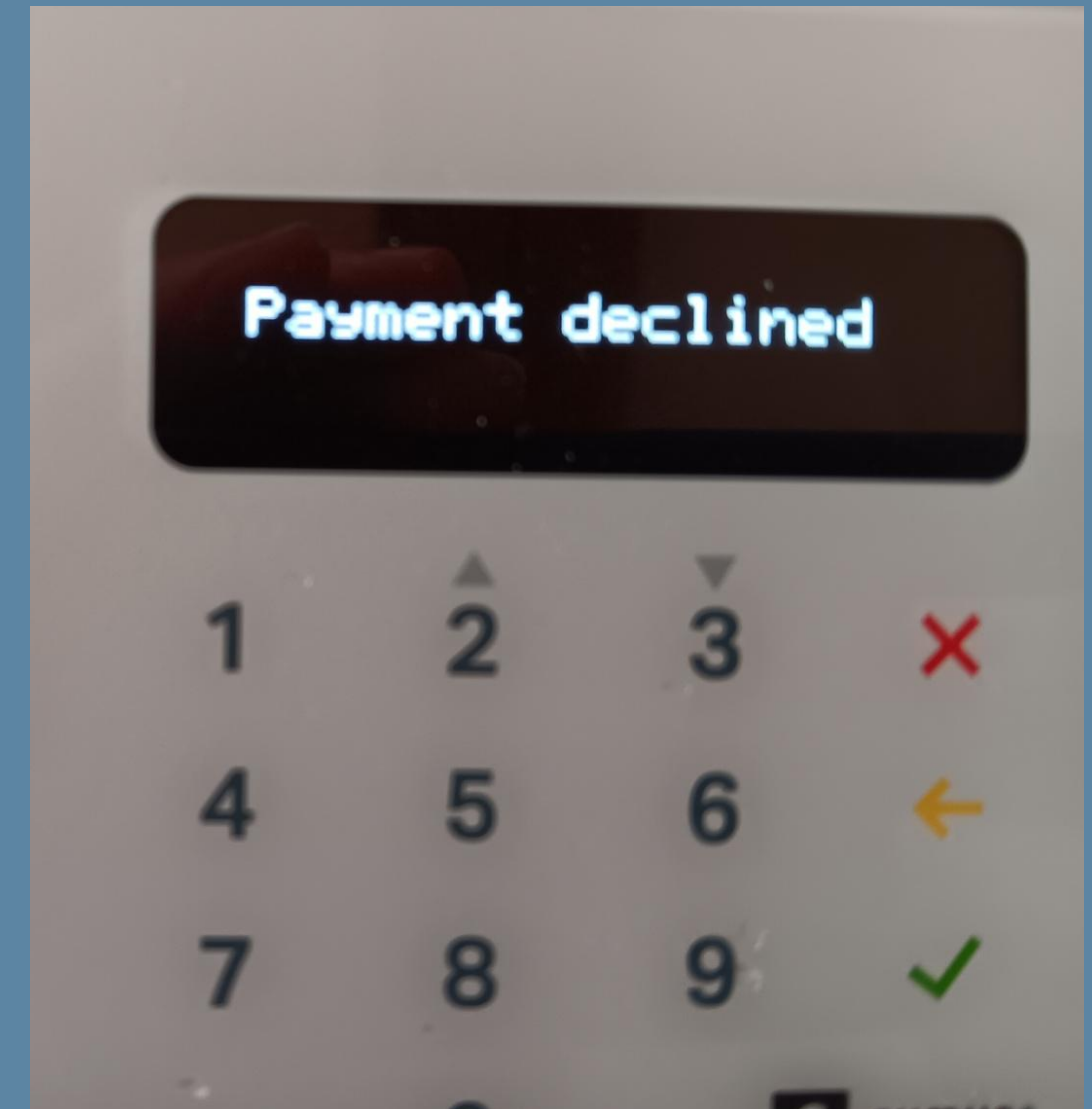
ON THE SUMUP DEVICE

Press and hold the power button on the righthand side for a few seconds



TABLET

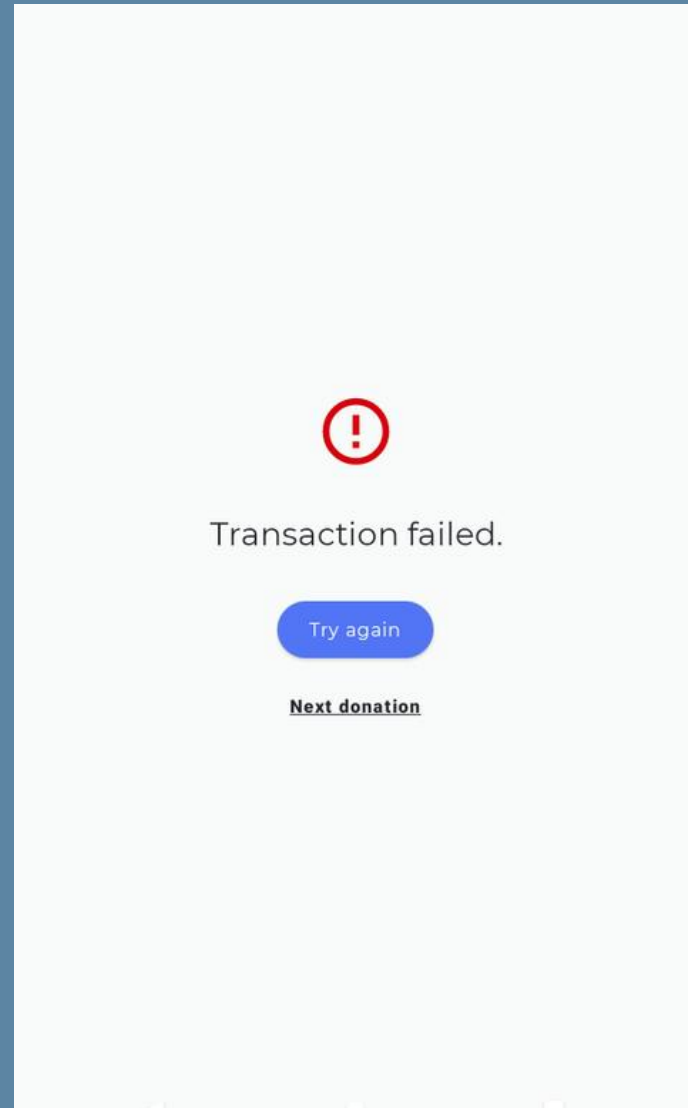
When it has cancelled, the tablet screen will look like this



SUMUP

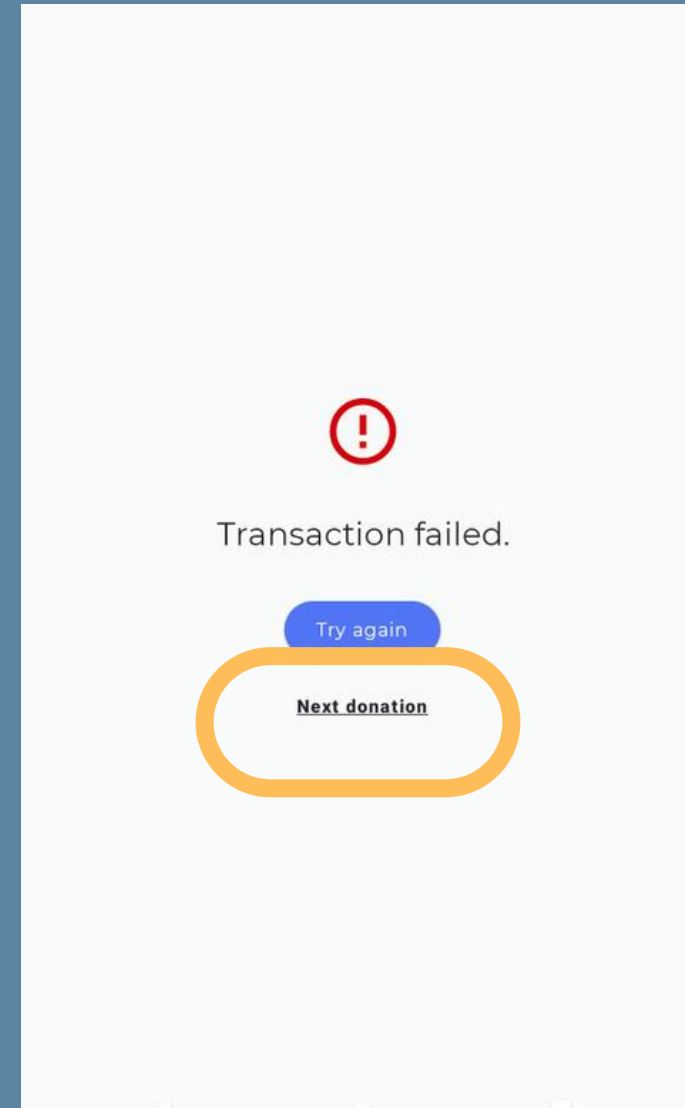
When it has cancelled, the SUMUP screen will look like this

HOW TO CONTINUE WITH ANOTHER DONATION



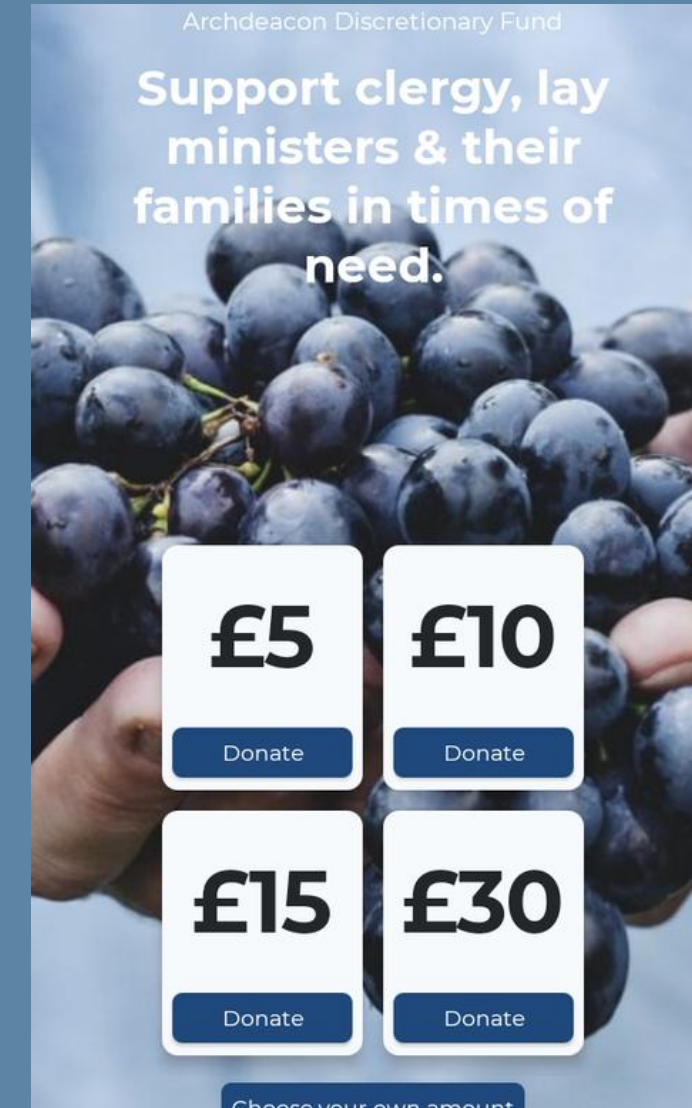
TABLET

When it has cancelled, the tablet screen will look like this



TABLET

Press 'Next Donation'



TABLET

The tablet screen will then show your donation screen

**NEXT STEPS -
WHEN YOU GET BACK
TO THE RANCH!**

**DIOCESE
OF EXETER**



DEPLOYING YOUR DEVICE(S)

DIOCESE
OF EXETER

 THE CHURCH
OF ENGLAND
IN DEVON



CARD READER

Don't be tempted to hide your card reader from easy view and access

Place near a mains plug outlet if you wish to have it available for continuous use. Both tablet and SumUp reader have internal batteries but these will only last a few hours.

Decide where to anchor the device for physical security, using the Kensington lock. If the security cable is not long enough, extension cables are available

4G ROUTER

There is no internal battery so it must be plugged into the mains power

On a windowsill is a good idea to avoid signal travelling through thick stone walls

On side of church facing the nearest 4G/ 5G mast

In uninterrupted line of sight of device

Best hidden from view of visitors as this cannot be physically secured to deter theft

SECURING CARD-READER DEVICE

DIOCESE
OF EXETER

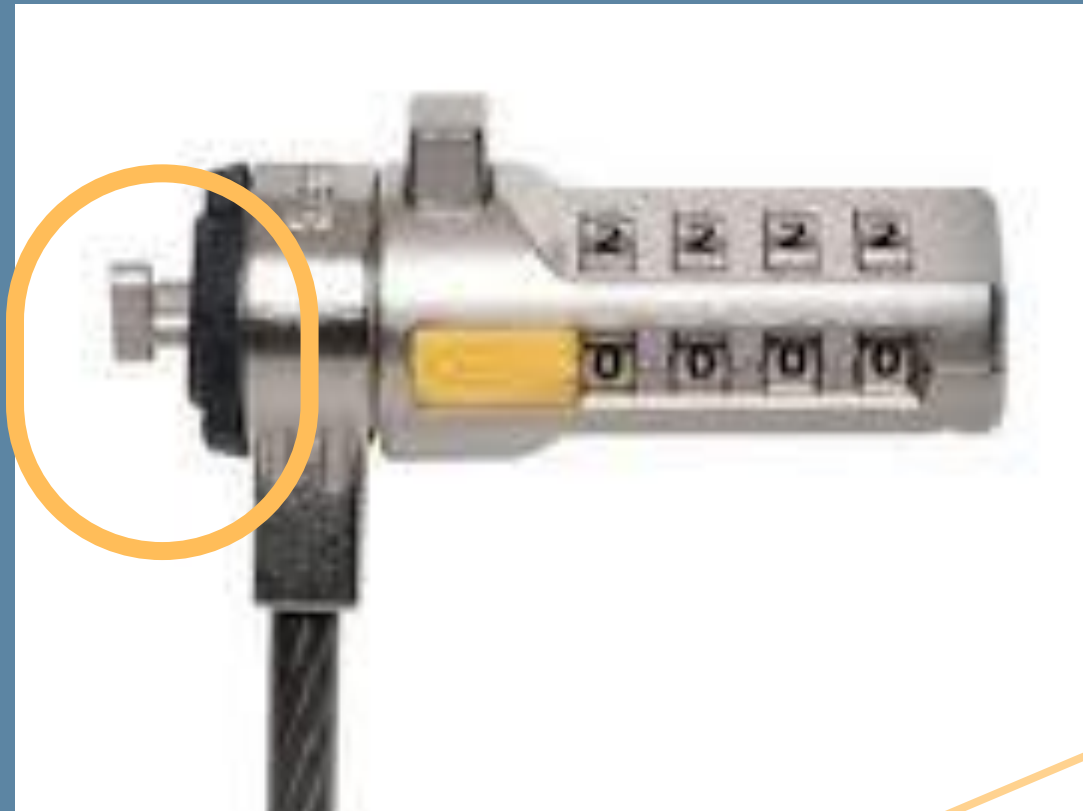
 THE CHURCH
OF ENGLAND
IN DEVON



KENSINGTON LOCK

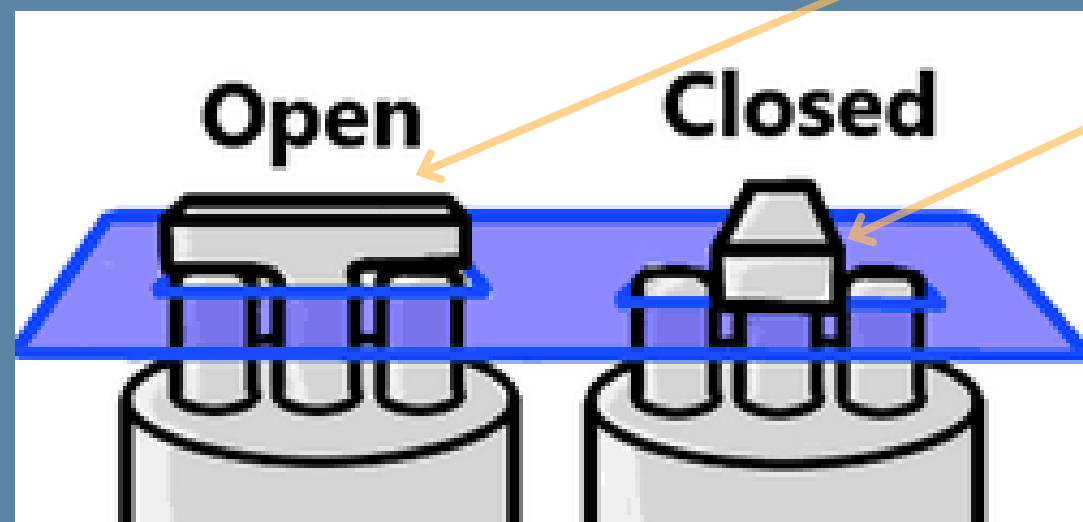


KENSINGTON LOCK



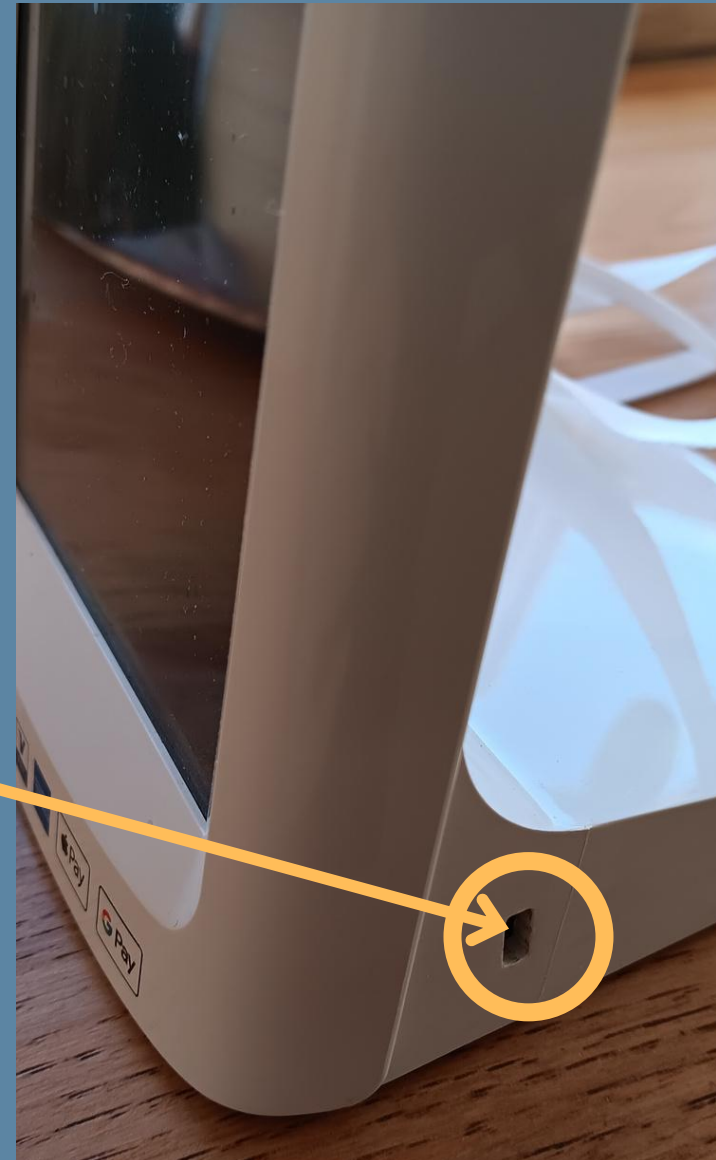
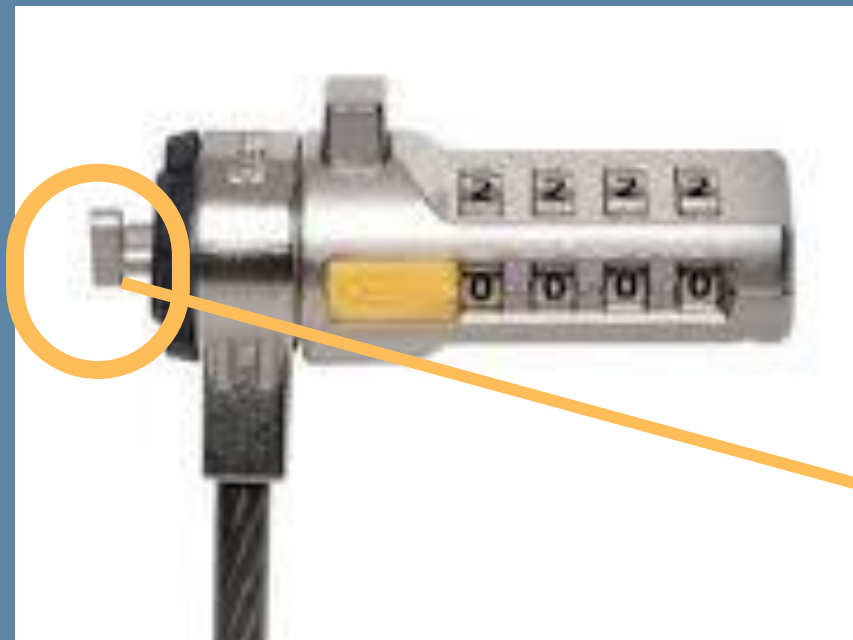
T-bar: The end of the lock head that goes into the security slot features a small, metal T-shaped bar . When the lock is in the unlocked position, this T-bar is aligned so it can slide freely into the rectangular K-slot on the device's chassis.

Rotation: Once the lock head is fully inserted into the slot, the user turns the key (or enters the combination). This action rotates the internal core of the lock mechanism, which in turn rotates the T-bar by 90 degrees.



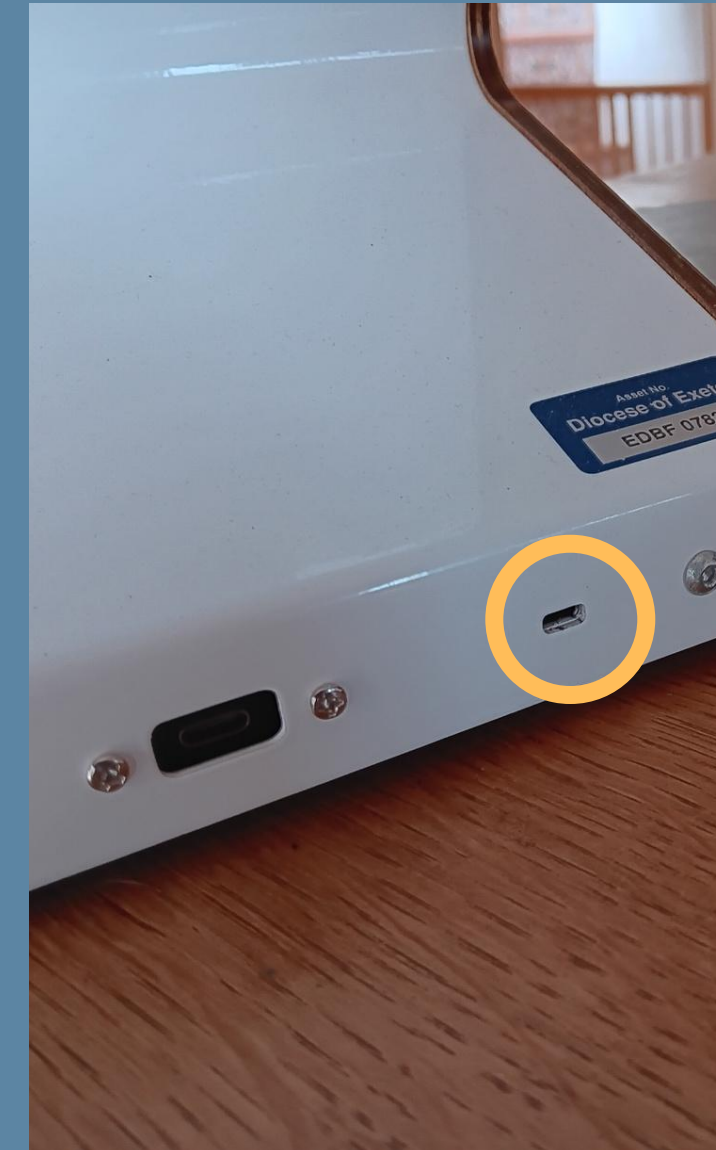
Securing mechanism: In its locked, rotated position, the "arms" of the T-bar are misaligned with the narrow opening of the slot and catch on the reinforced internal sides of the device's housing. This wedges the lock in place, preventing it from being pulled out.

LOCKING THE DEVICE



CollectTin

K slot is on the bottom right hand side of the device



Payaz GivingStation

K slot is at the back of the device at the bottom right



PayazGo

K slot is at the back of the device on the left side

ANCHOR POINTS



Choose an anchor point which is secure.

The core principle is to loop the cable around a sturdy, immovable object that cannot be easily cut or moved.

Loop it around BEFORE inserting the lock into the card-reader K-slot!

A sturdy, immobile piece of furniture

Exposed, heavy-duty metal piping (not plastic or easily dismantled) can be used, provided it is securely fixed to the building structure.

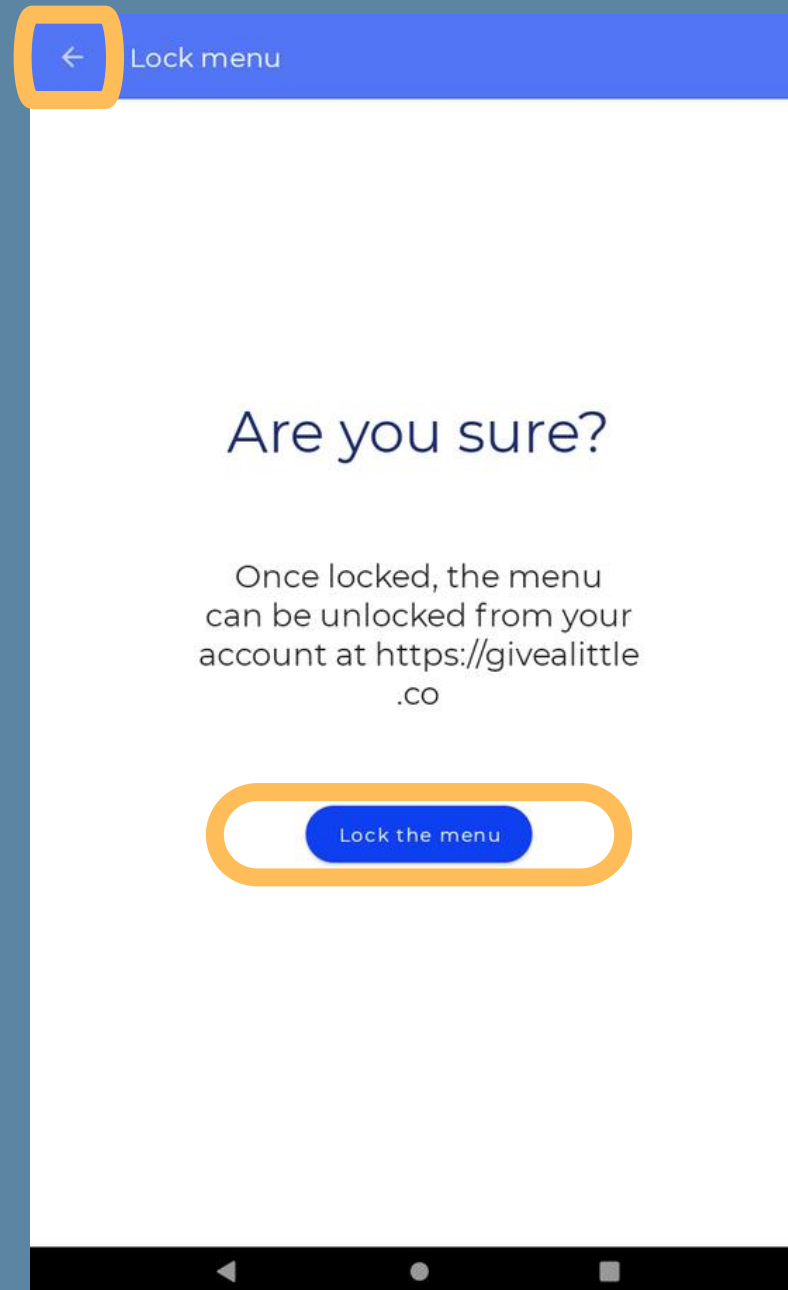
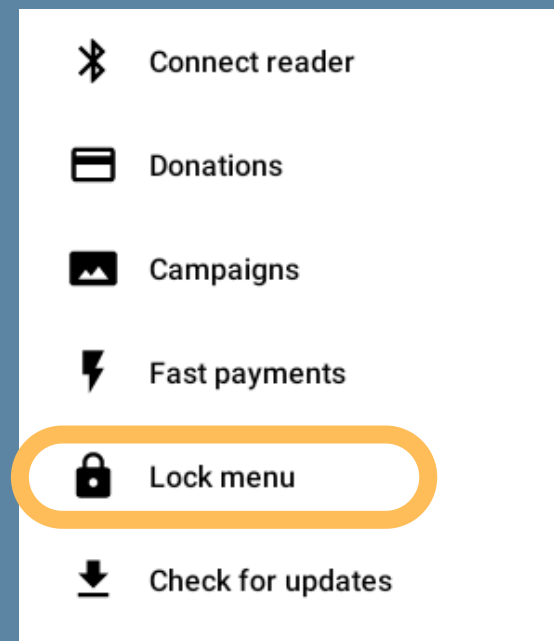
Architectural elements: Permanent features like robust, fixed railings, stone pillars/font (provided the cable cannot be slipped off), or other heavy, integrated fixtures can be suitable. The key is ensuring the feature itself is load-bearing and immovable.

Securing GIVE A LITTLE device menu

DIOCESE
OF EXETER



LOCK MENU (DEVICE)



*Reminder
from earlier
slides*

CONFIRM, OR GO BACK

Click 'Lock the menu'; or if unsure,
go back (arrow top left)

WHEN TO USE THE LOCK MENU FUNCTION

This prevents users from navigating away from the active donation page on a device.

It locks the campaign in place and hides the Give a Little menu,

By doing this, a donation point is secured, so donors or others cannot accidentally (or deliberately) access other parts of the app.

To unlock it, an administrator must use their SumUp login on the church's Give a Little portal.

UNLOCK MENU (PORTAL)

The screenshot shows the 'Devices' page in the Give A Little admin portal. The page has a blue header with the 'give a little' logo and a 'Log out' link. Below the header is a navigation bar with tabs: Overview, Reports, Campaigns, Donors, **Devices**, Supporters, and Account. The 'Devices' tab is active, and a 'Register \$700' button is visible. Below the navigation bar, there is a search bar and three buttons: 'Remove', 'Change campaign', and 'Unlock menu'. The 'Unlock menu' button is circled in orange. Below these buttons is a table of devices. The first column of the table is 'Device name', which is circled in orange. The table contains 10 rows of device information, including device IDs, campaign names, status, and menu status. The first row is circled in orange. The table has a 'Previous' button, a page number '1', and a 'Next' button. At the bottom of the page, there is a Windows taskbar with various icons and a system tray showing the date and time.

Device name	Campaign	Status	Menu	View
2dd4136903e7f04f	G2GG list	Offline	Unlocked	>
41603e6db45ba943	Keswick in Devon	Offline	Unlocked	>
49079cc4169c31f5	Shoe Boxes for CR2EE	Offline	Unlocked	>
5505638f3fb3dcf2	Menu 1	Offline	Unlocked	>
5cd2fdc243825664	Menu 1	Offline	Unlocked	>
649f6eb226d0cbd1	Menu 1	Online	Unlocked	>
a55c6102192dceb4	Parish Church Pandas	Offline	Unlocked	>
a6ac5e0b6be3ac9e		Offline	Unlocked	>
ab29b5f394039596	Menu 1	Offline	Unlocked	>
aedaacl5347bb0	Shoe Boxes for CR2EE	Offline	Unlocked	>

**FROM THE RIBBON
MENU, SELECT 'DEVICES'**

- Select the device(s) for which you wish to unlock the menu
- Click 'Unlock menu'

FULLY SINGLE APP KIOSK

DIOCESE
OF EXETER





WHAT IS FULLY SINGLE APP KIOSK?



A licensed application which enables lockdown mode for an Android device such that

- its accessible functionality is restricted to only one selected application
- prevents users from accessing other apps, the home screen, or device settings

Commonly used for unattended devices which need such functionality, to ensure the device is used for a specific, intended purpose

Facilitates donating via Give A Little, but not the

- accidental or even deliberate use of other apps
- change to the device settings
- or, worse, harmful effect to the operation of the tablet's software

We use 'kiosk mode' to lock the tablet to the chosen donations page

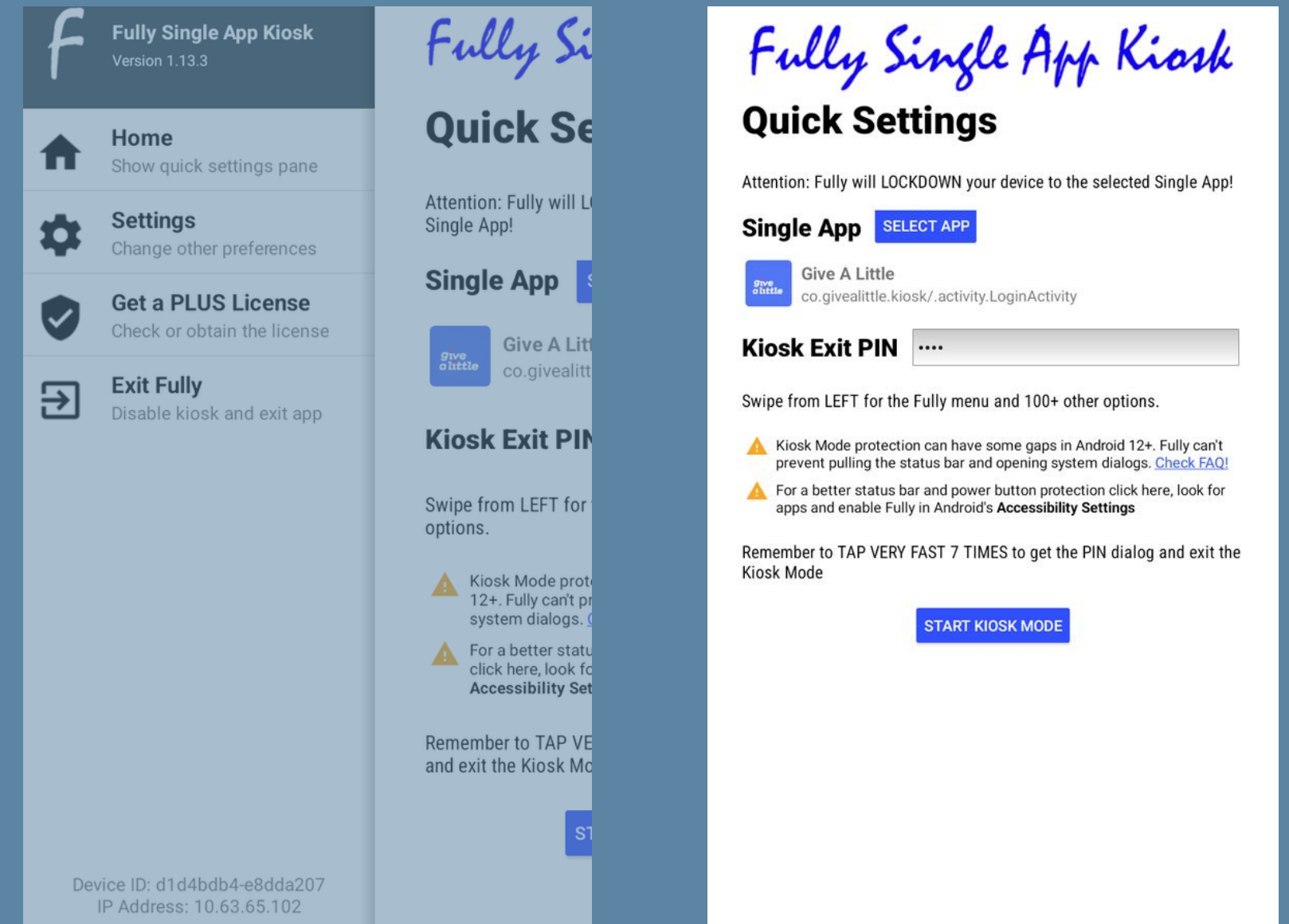
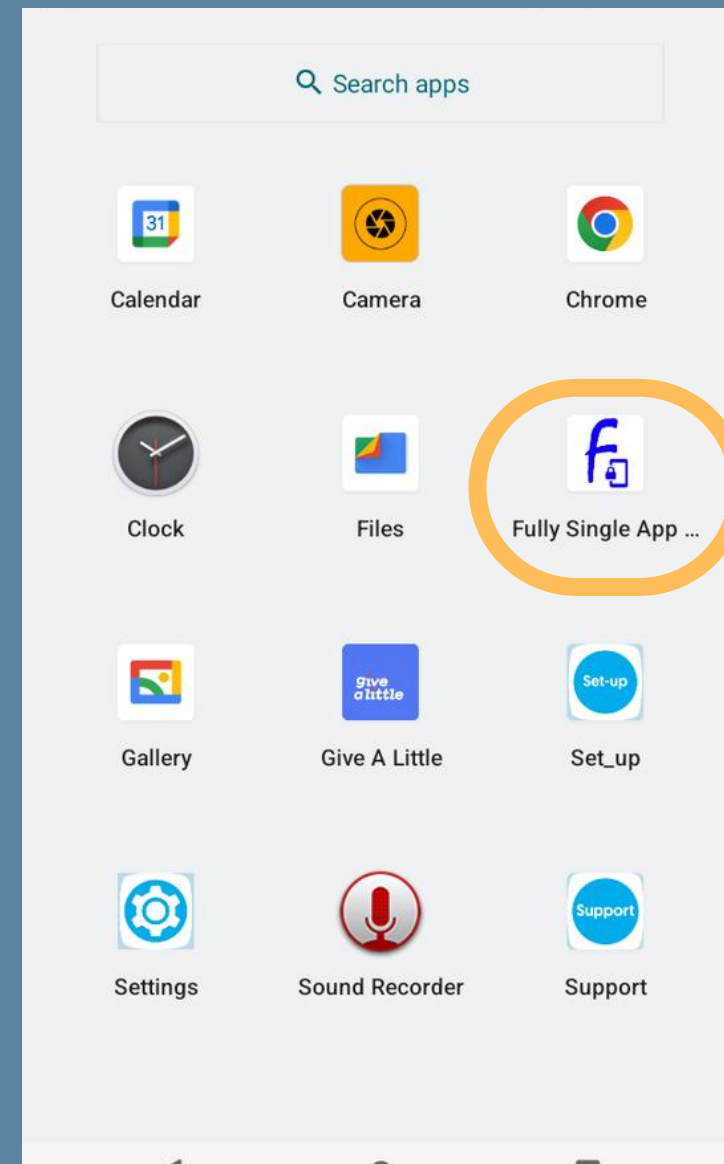
Once set, only someone with a special code can unlock it to provide unfettered access to the tablet's functions

INVOKING THE APP



HOME SCREEN

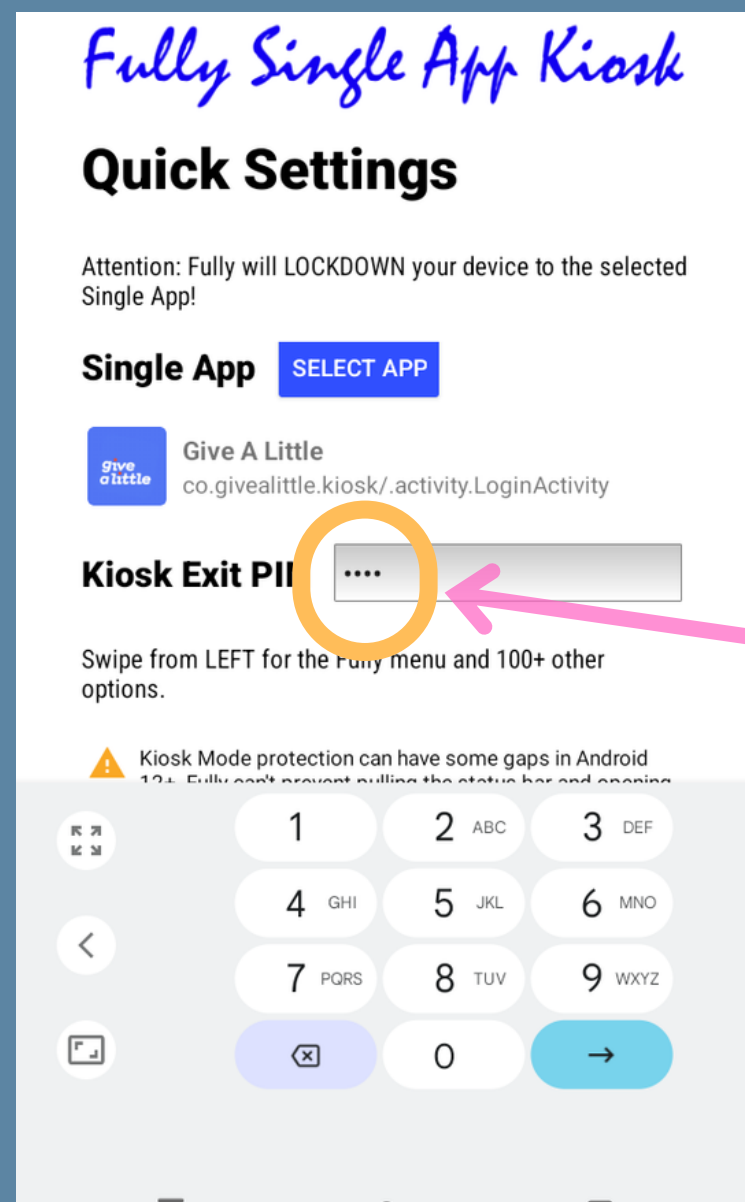
Select the fully single app kiosk app. It has a blue 'f' on a white background



QUICK SETTINGS

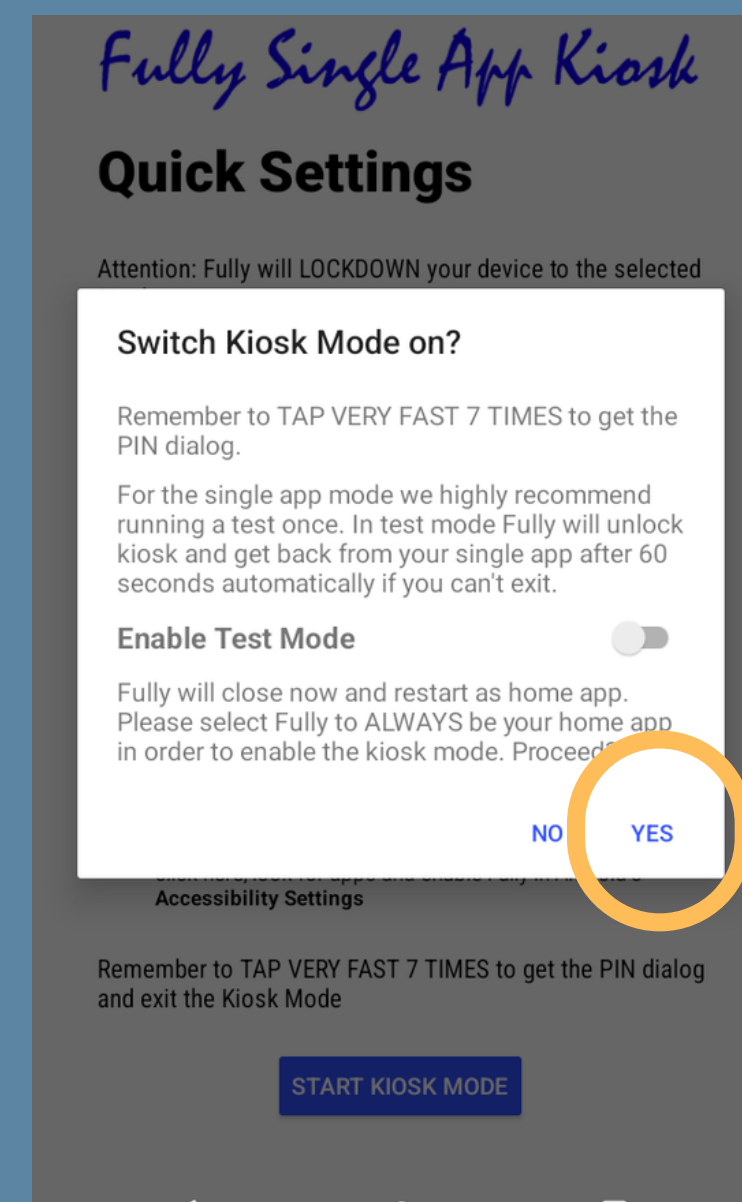
On loading, the menu will appear briefly and then change to the Quick Settings screen

SETTING THE PIN CODE



IN QUICK SETTINGS

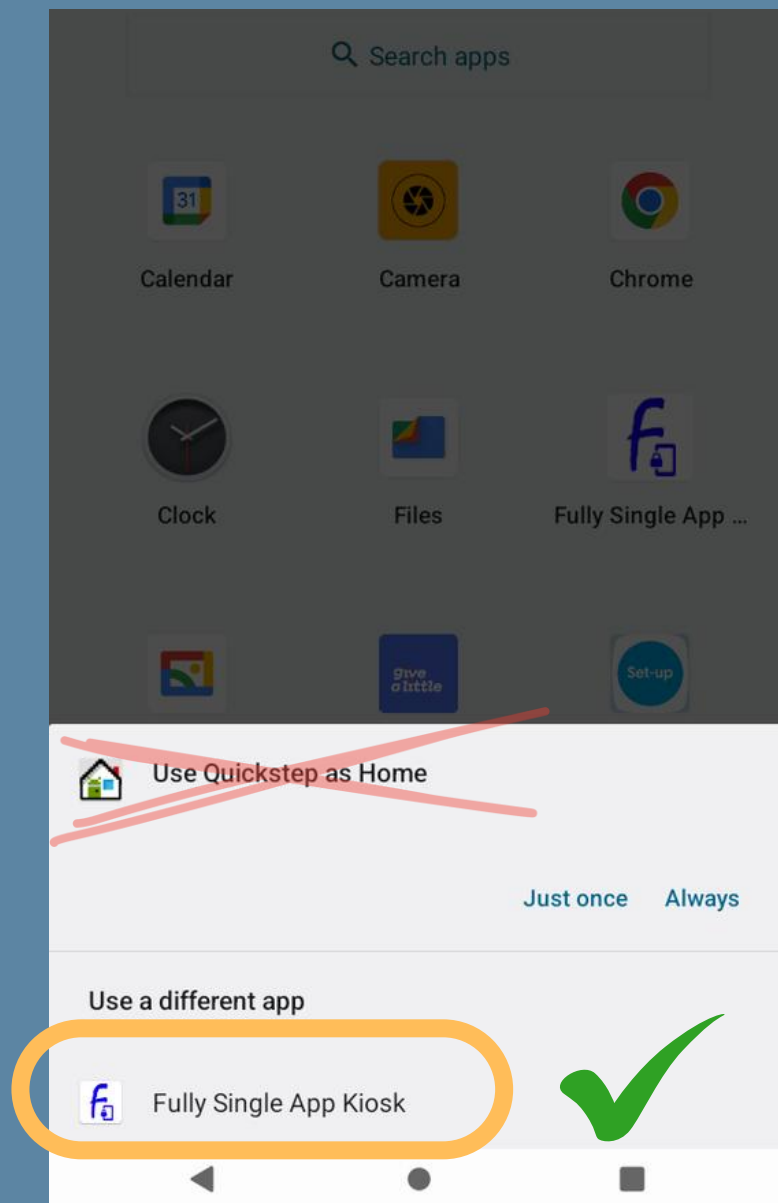
The PIN will usually be set to 1111 as the factory default. Please set it to 9876. This way we can advise what the PIN code should be if you forget



SWITCH KIOSK MODE ON?

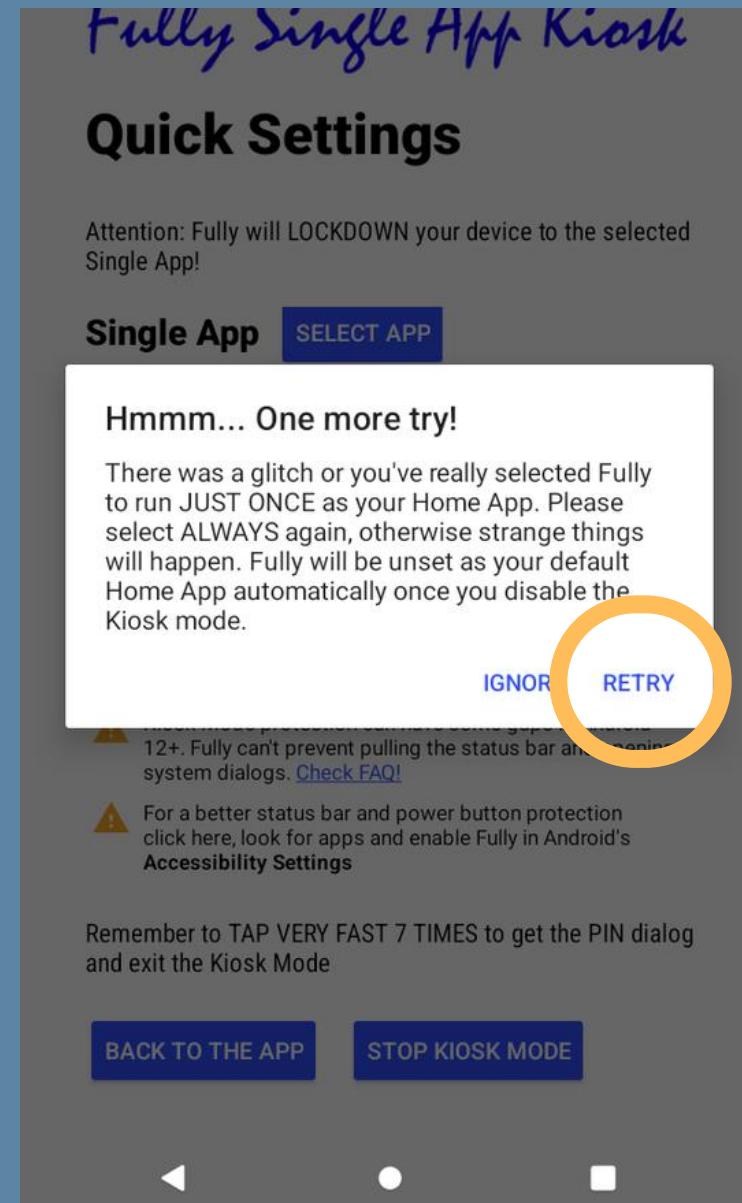
Press 'yes' once it goes blue

ENABLING 'KIOSK MODE'



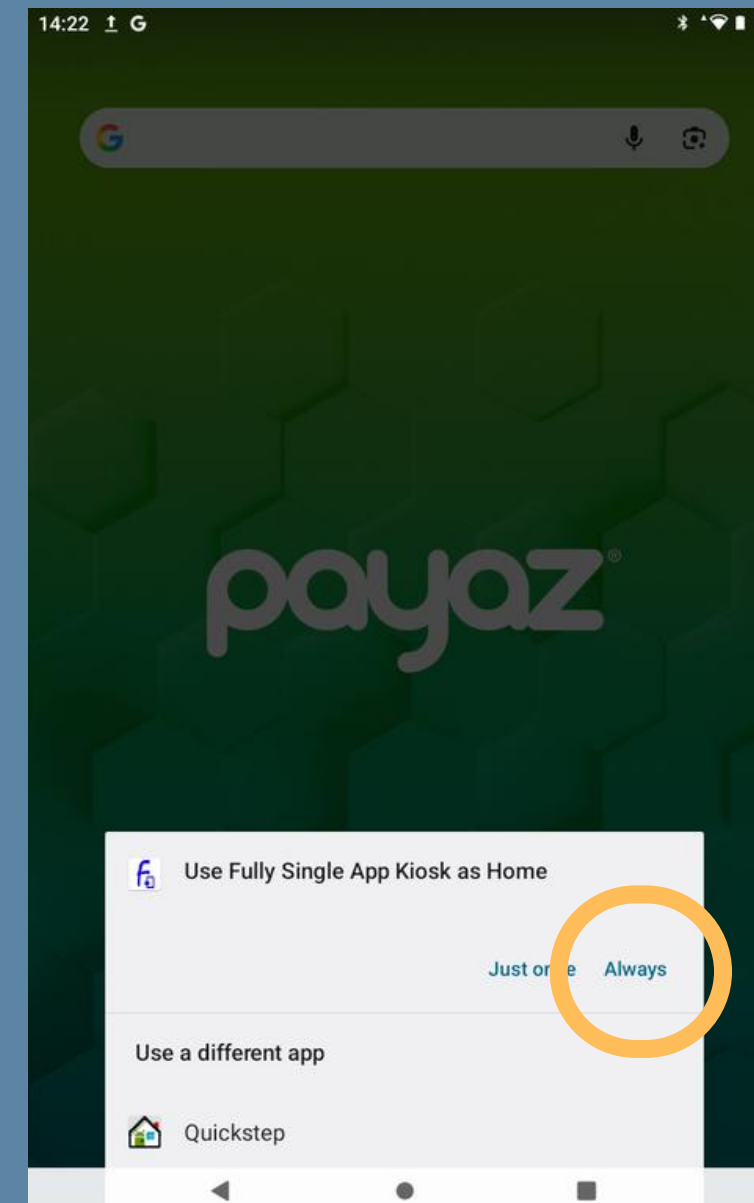
SELECT 'HOME' APP

Do NOT select Quickstep
DO select Fully Single App Kiosk



RETRY

Normally the "Hmmm...One more try" pop-up will appear very quickly. Press 'Retry'



CONFIRM ACTION

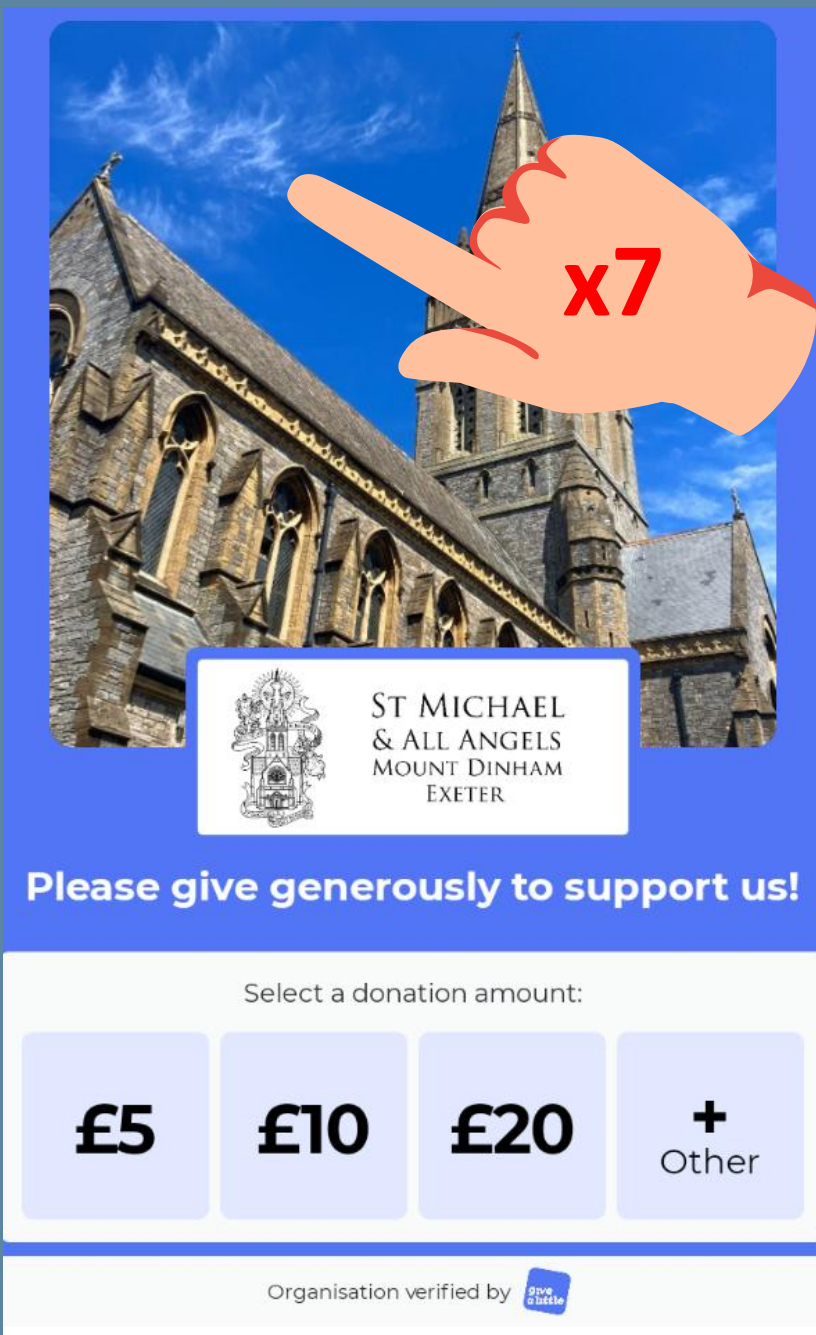
Press 'Always'



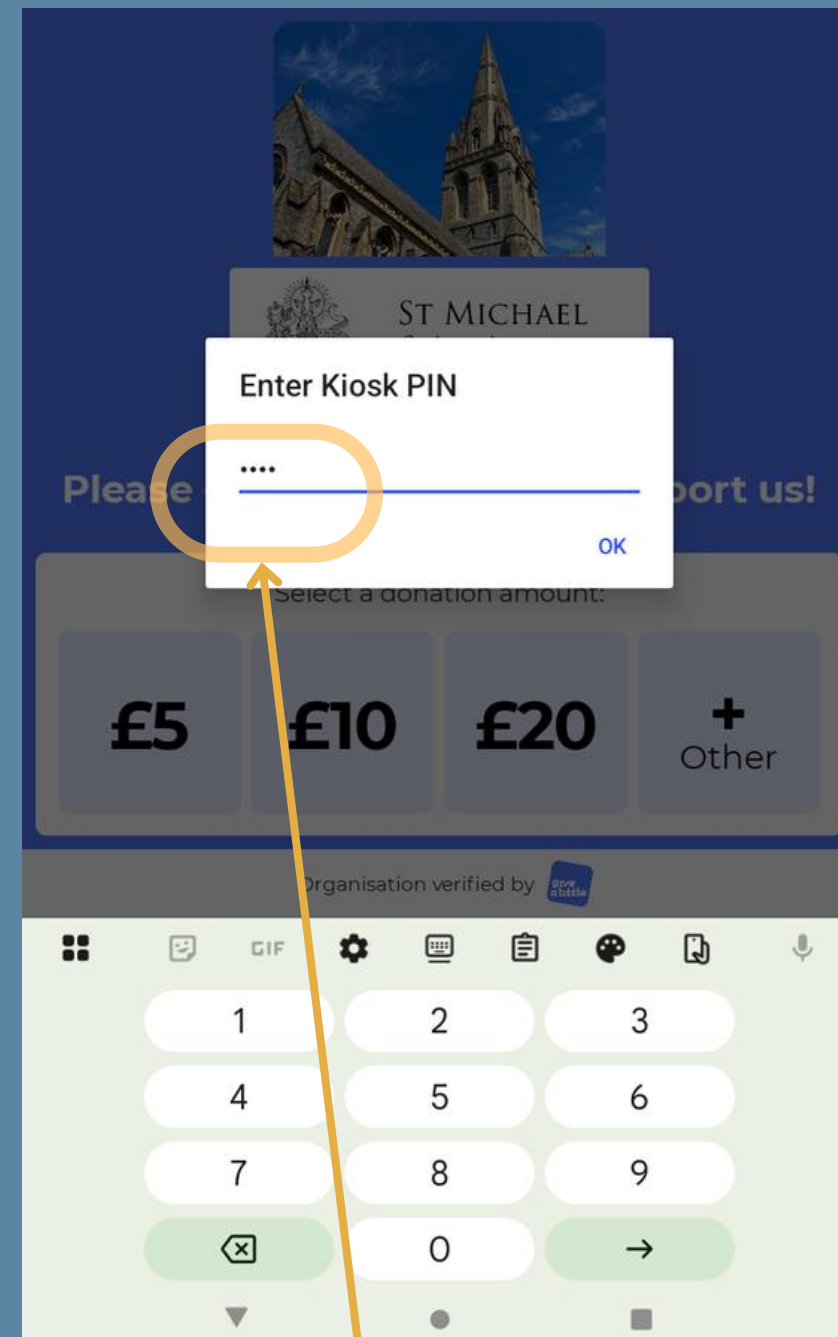
KIOSK MODE SET

Once kiosk mode is set, it will invoke Give A Little automatically, and not allow access to any other capabilities

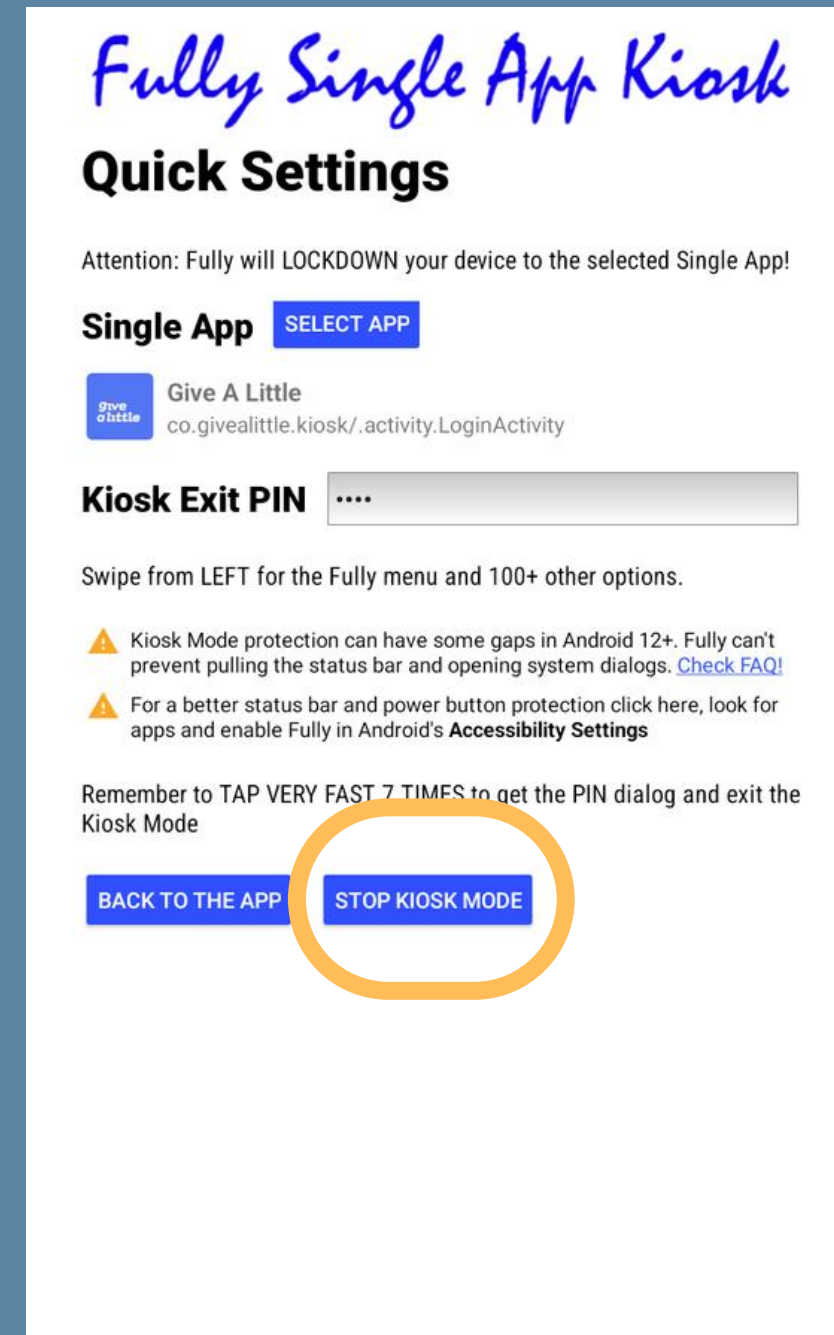
DISABLING 'KIOSK MODE'



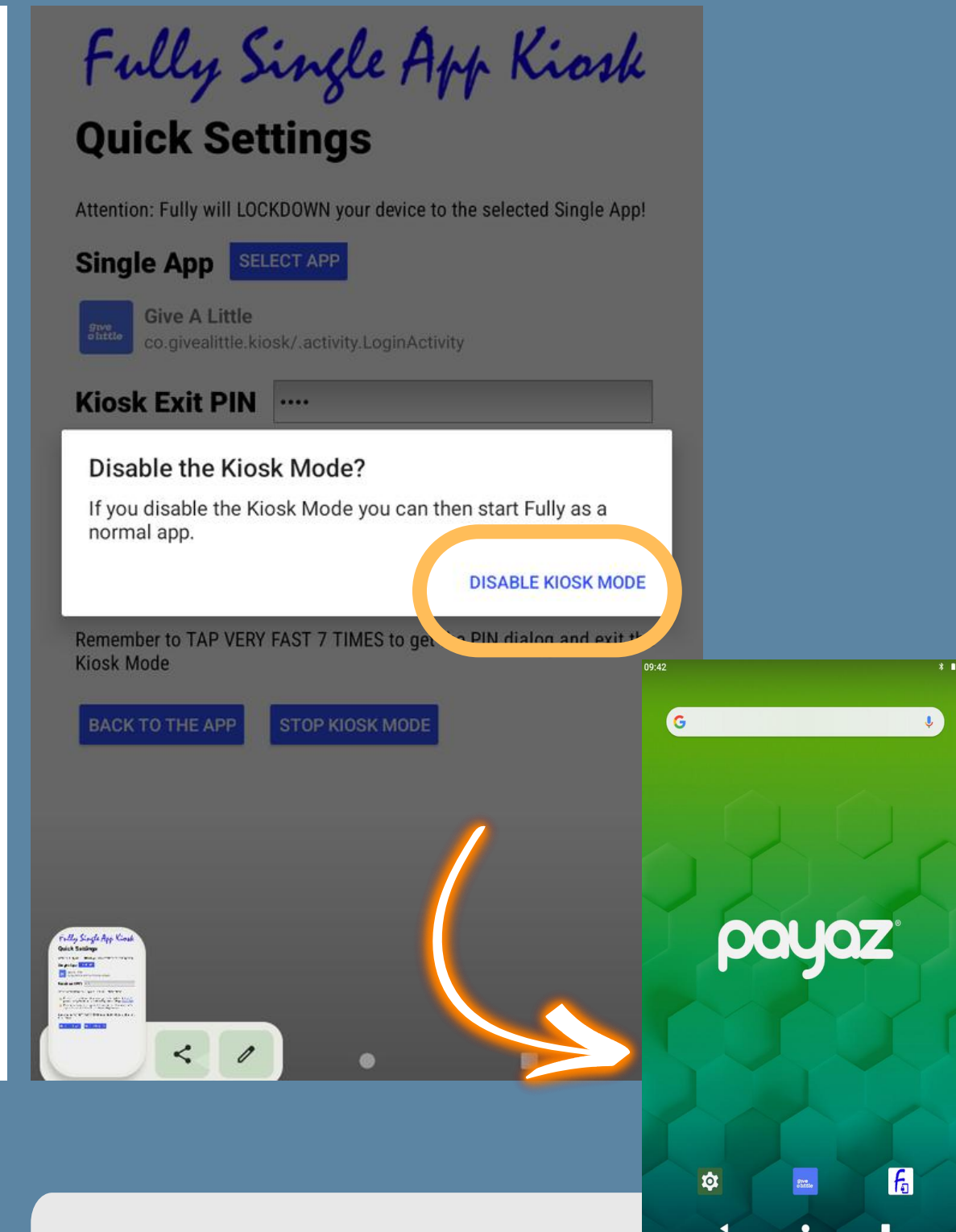
To disable kiosk mode,
tap the screen very
quickly 7 times



Enter Kiosk PIN code
(we advised to have set it as
9876)



Choose 'Stop kiosk mode'
(if you want to exit choose
'Back to the app')



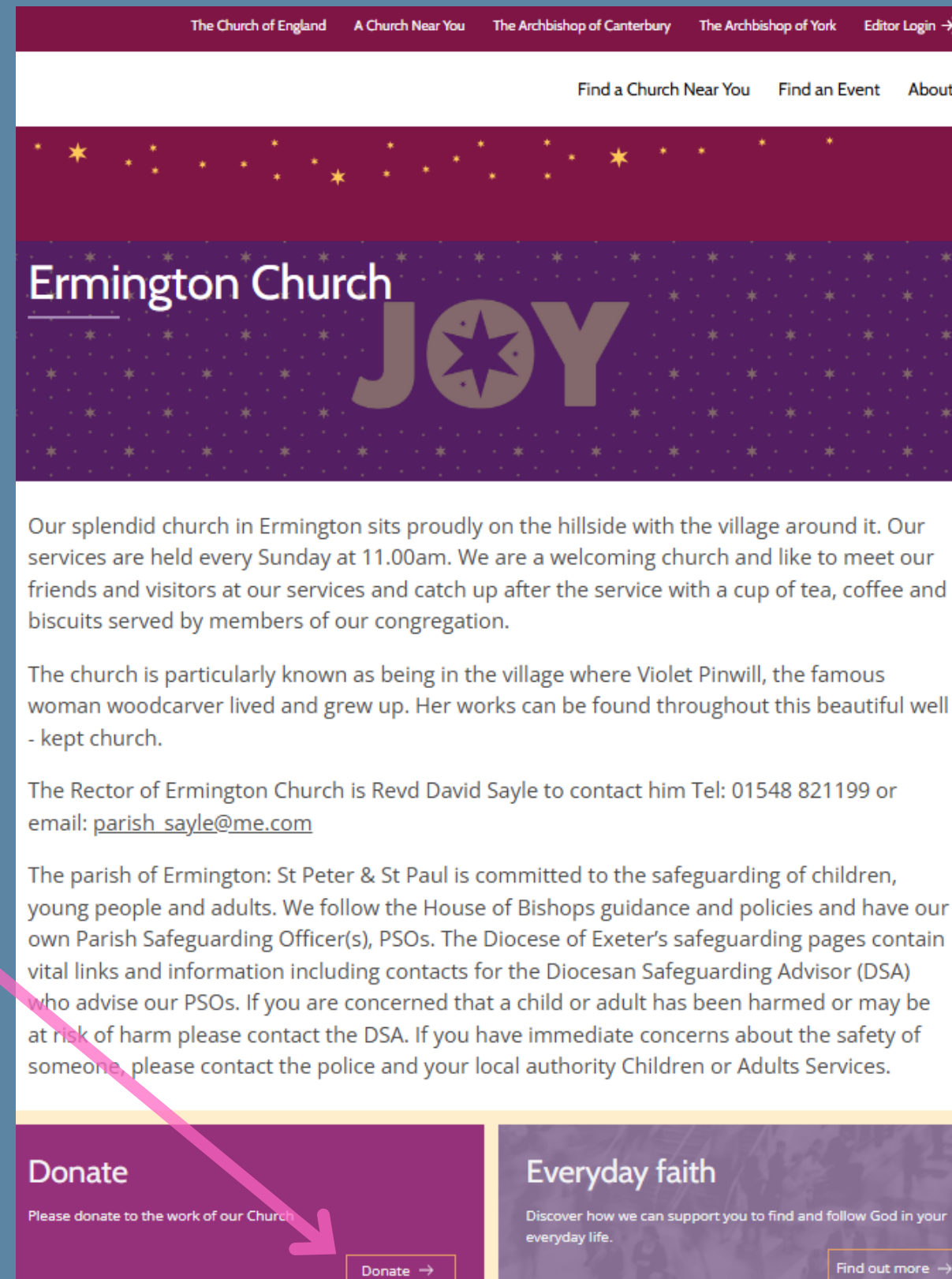
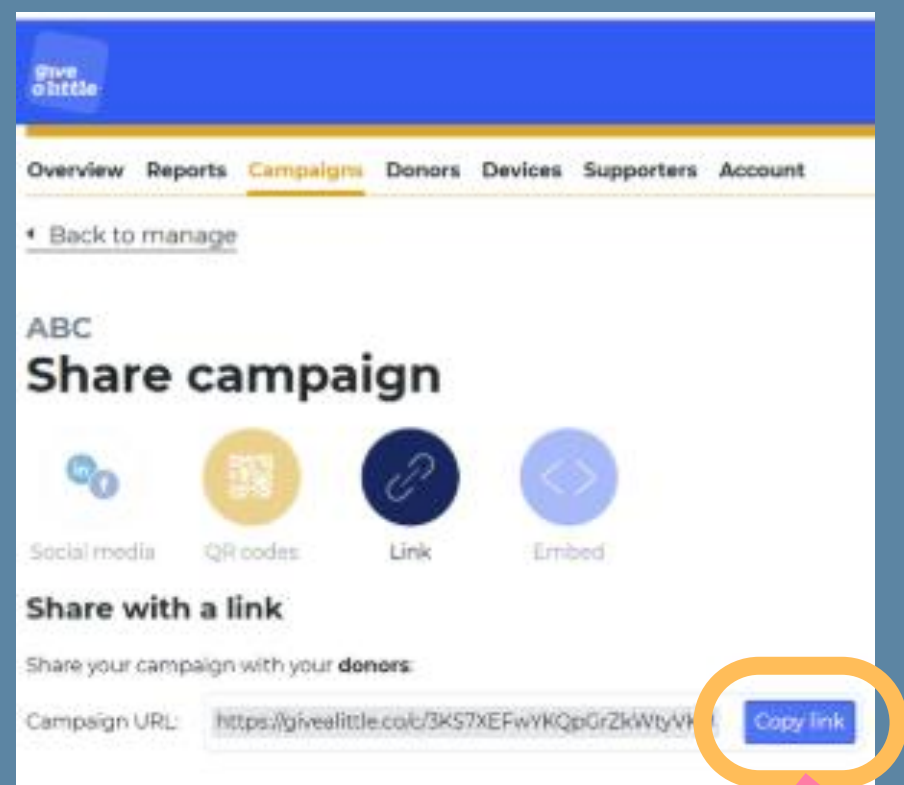
Click 'Disable kiosk mode'.
This gives access to the
Android home screen

Deploying your web campaign

DIOCESE
OF EXETER



DEPLOYING YOUR DONATION WEB PAGE - ACNY

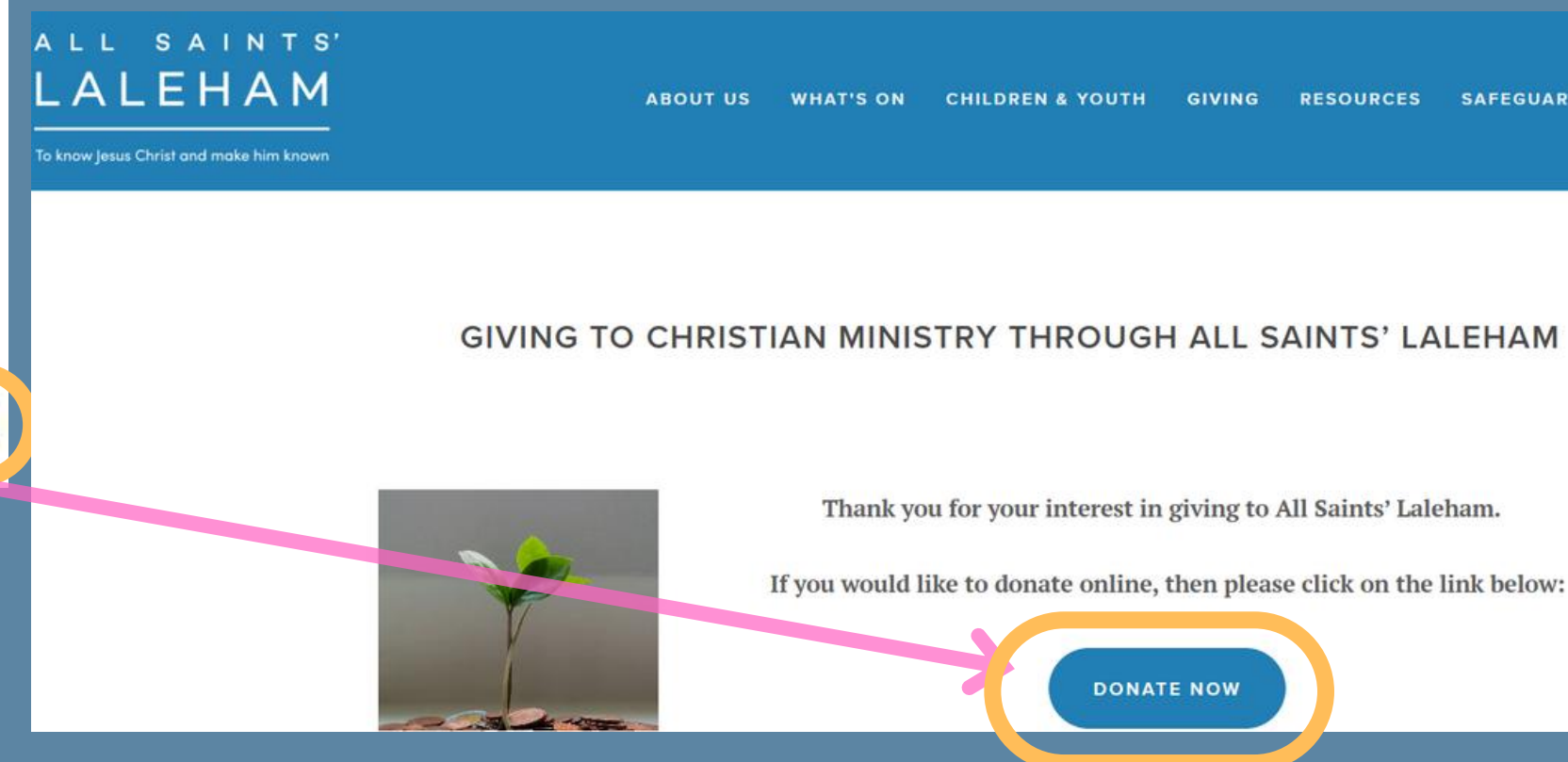
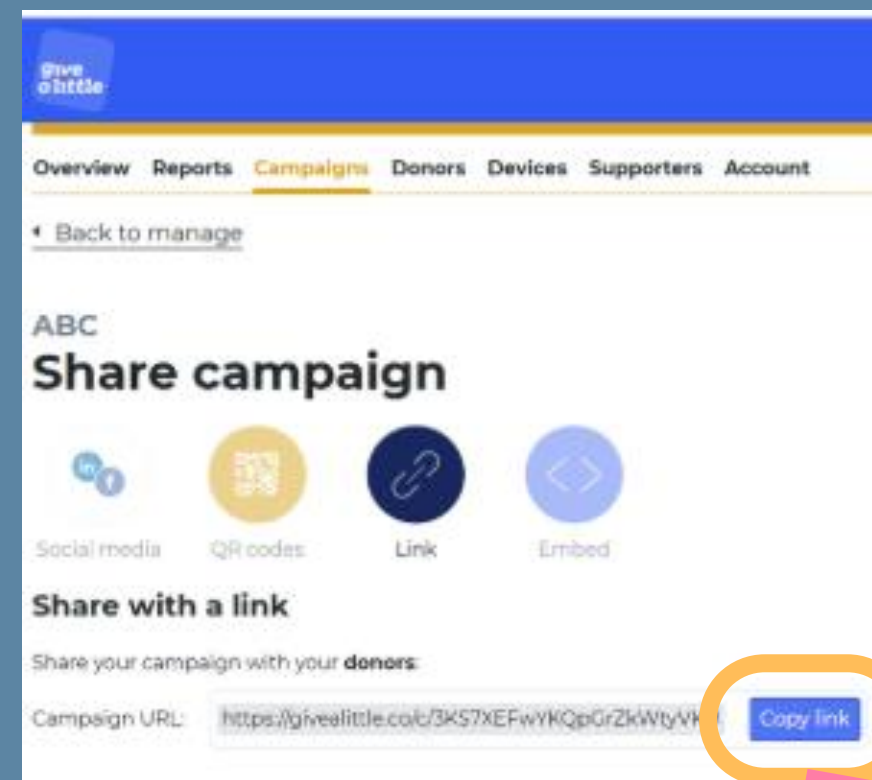


DEPLOYING YOUR DONATION WEB PAGE - QR CODE & WEB SITE



PRINT QR CODE ON PUBLICITY

Ensure it points to your Give A Little web donation page!

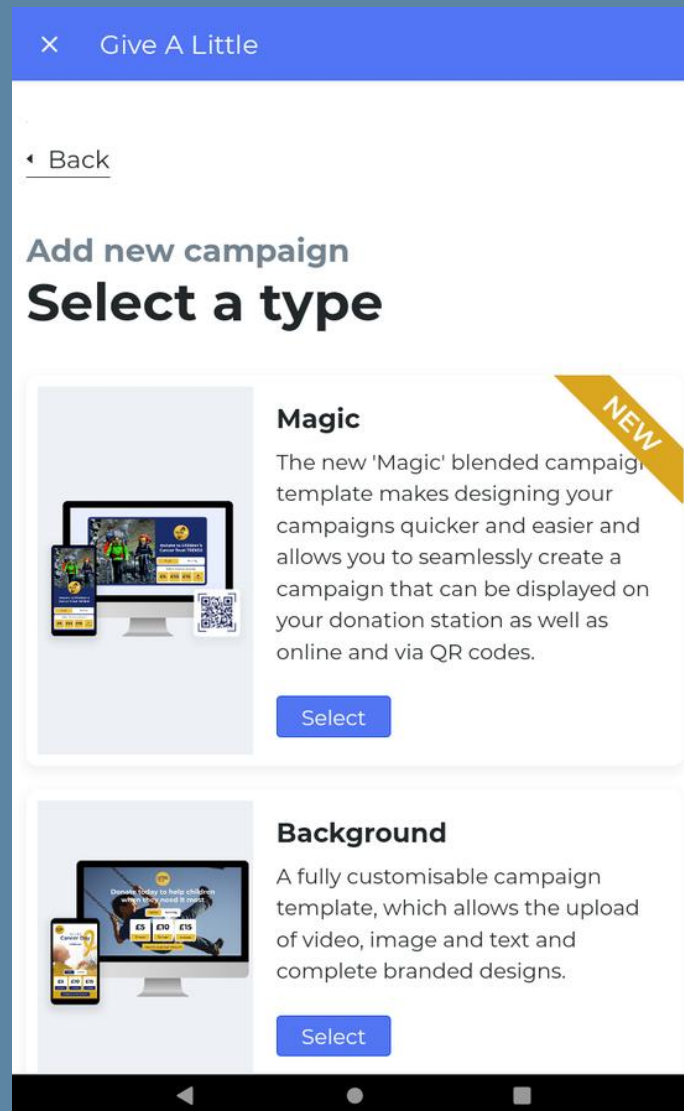


PUBLISH ON YOUR WEBSITE

...with the URL link from Give A Little

CAMPAIGNS

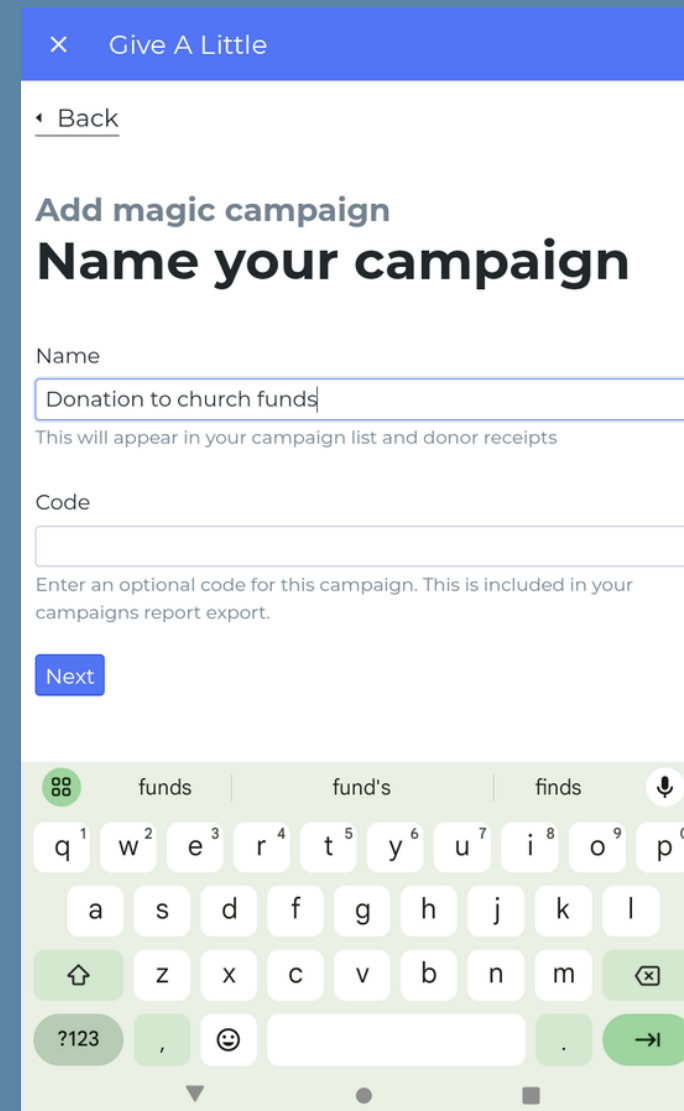
Is this correct? The image looks like message is church name and doesn't reference heading



SELECT

To create your first campaign, select XXX type of campaign

what type of campaign are we using?



PERSONALISE

Using the guidance to the right, complete the relevant sections

Name= what you want your campaign to be called e.g. Donation to church roof fund

Code= leave blank

(press 'Next')

Message= name of campaign

Heading= church name

Remember to check the preview!

CAMPAIGNS

Give A Little

Back

Add app campaign

Donor options

Donation amounts

£

Add another

Allow other donation amounts

Button position

☐ Top

☒ Middle

☐ Bottom

Next

St Jude's, Newtown
Donations to church fund

AMOUNTS

Select the amounts you would like to display to the givers. We recommend using 'other too'

Give A Little

Back

Add app campaign

Donor options

Donation amounts

£

Add another

Allow other donation amounts

Button position

☐ Top

☒ Middle

☐ Bottom

Next

St Jude's, Newtown
Donations to church fund

BUTTON POSITION

Select 'middle', then press 'Next'

Give A Little

Back

Add app campaign

Donor options

Donation amounts

£

Add another

Allow other donation amounts

Button position

☐ Top

☒ Middle

☐ Bottom

Next

St Jude's, Newtown
Donations to church fund

£5 Donate

£10 Donate

£20 Donate

Choose your own amount

PREVIEW

Your campaign donation screen will look something like this. The name and amounts here are just examples.

Give A Little

Back

Add app campaign

Thank you message

Thank you message

Thank you for your donation!

52 characters remaining

Thank you position

☐ Top

☒ Middle

☐ Bottom

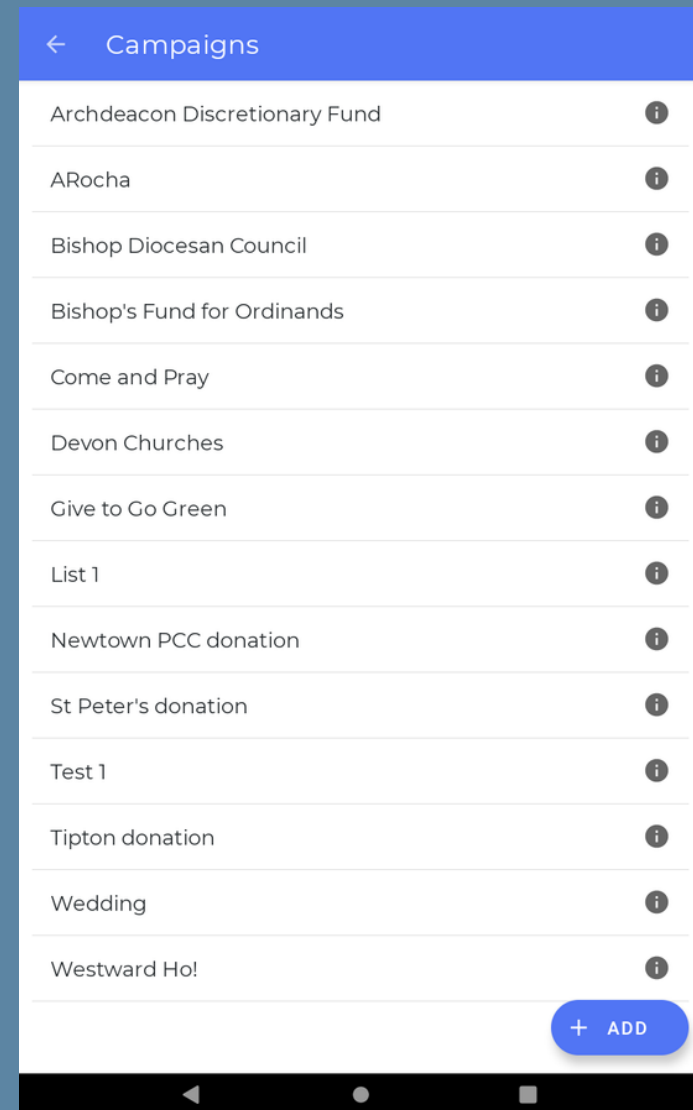
Next

Thank you for your donation!

THANK YOU

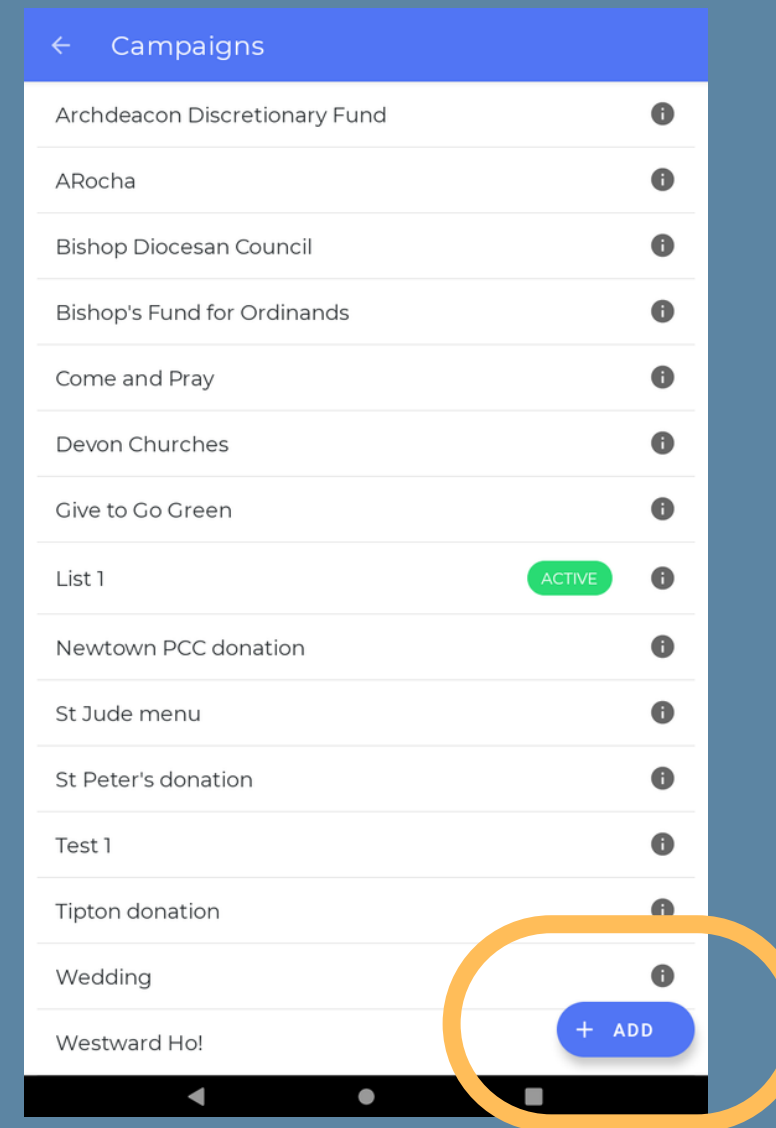
Write a thank you message e.g. 'Thank you for your donation!'. Select middle position.

CREATED CAMPAIGNS



CAMPAIGNS

Your campaign is now included in your list of campaigns. You can select a campaign to edit or use it. The above campaigns are just examples.



PREMIUM OPTIONS

To add more campaigns, press 'add' in the bottom right and follow the same process as creating your first campaign

CREATING A LIST

DIOCESE
OF EXETER



THE CHURCH
OF ENGLAND
IN DEVON



WHAT IS A GIVEALITTLE LIST?

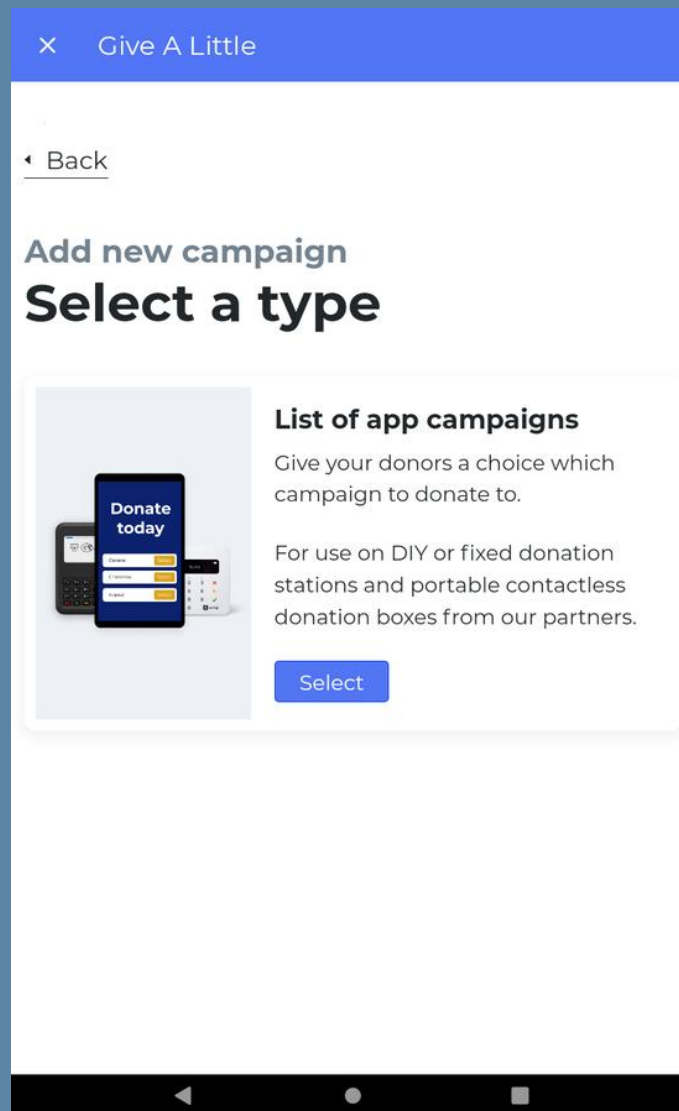


A Give A Little list is when you configure and display multiple campaigns on the card reader so donors can choose which fund to give to; choosing to display a single campaign means you configure the reader to present only that campaign instead, so no selectable list appears.

You will therefore need to create multiple campaigns before you can create a list.

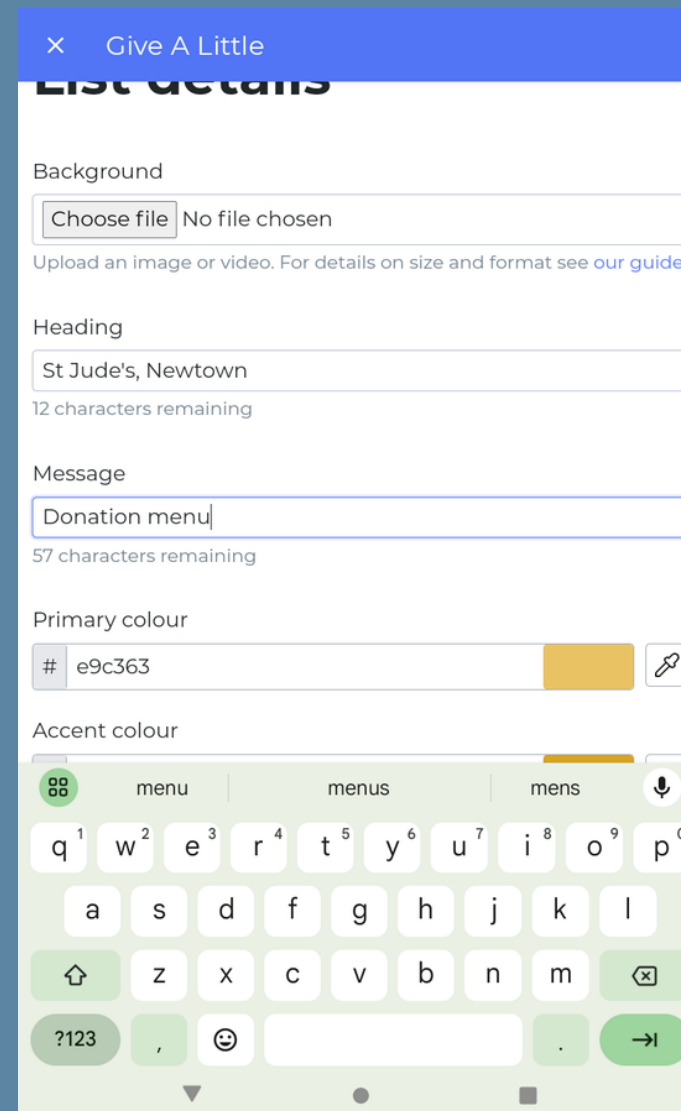


CREATE A LIST



CAMPAIGNS PAGE

press add (bottom right) then press back (top left)



PERSONALISE

Complete the sections to create your list screen as you'd like it to look

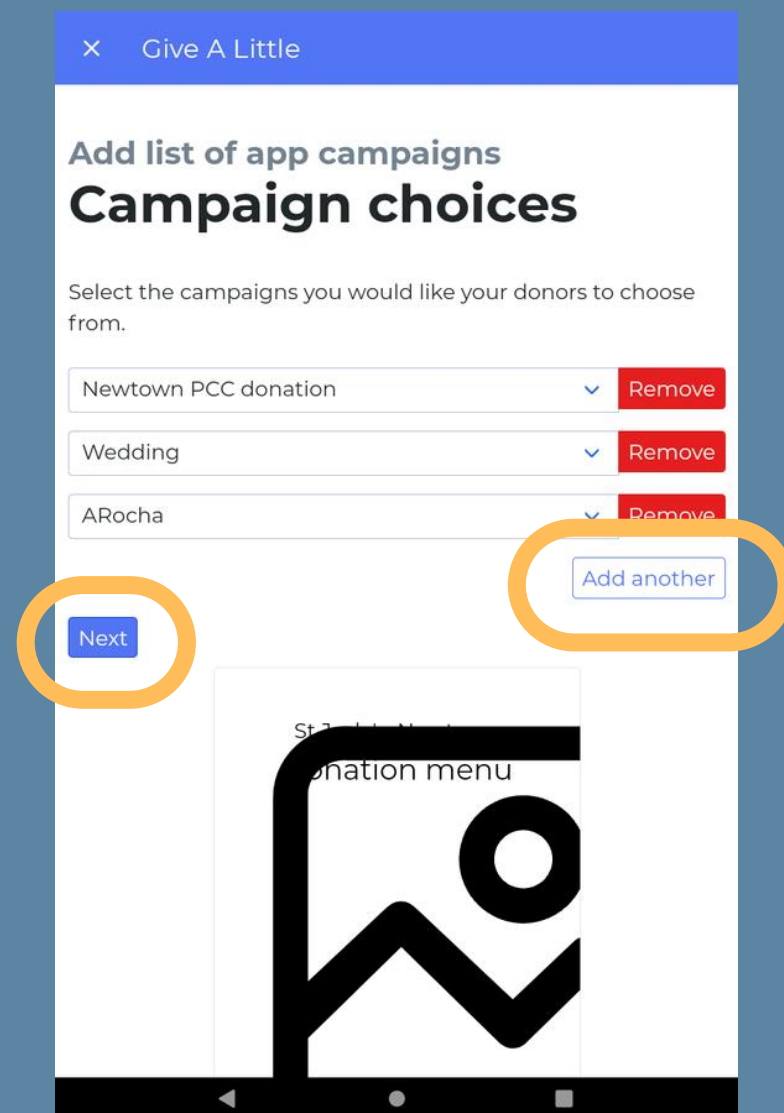
Background= a background image if you would like (optional)

Heading= Your church name

Primary colour= Background colour if you didn't chose an image above

PW- what comes first, the background etc or choosing the campaigns for the list?

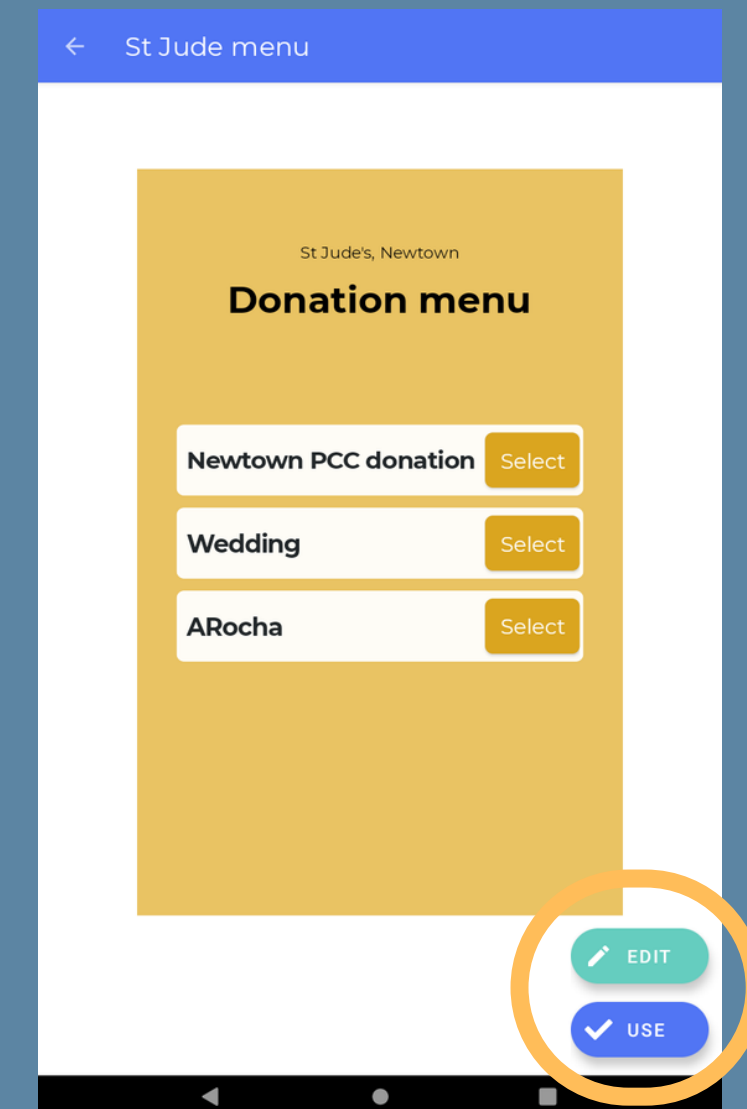
CREATE A LIST



Dropdown menu appears

Select a campaign to add to the list then select add another > press next

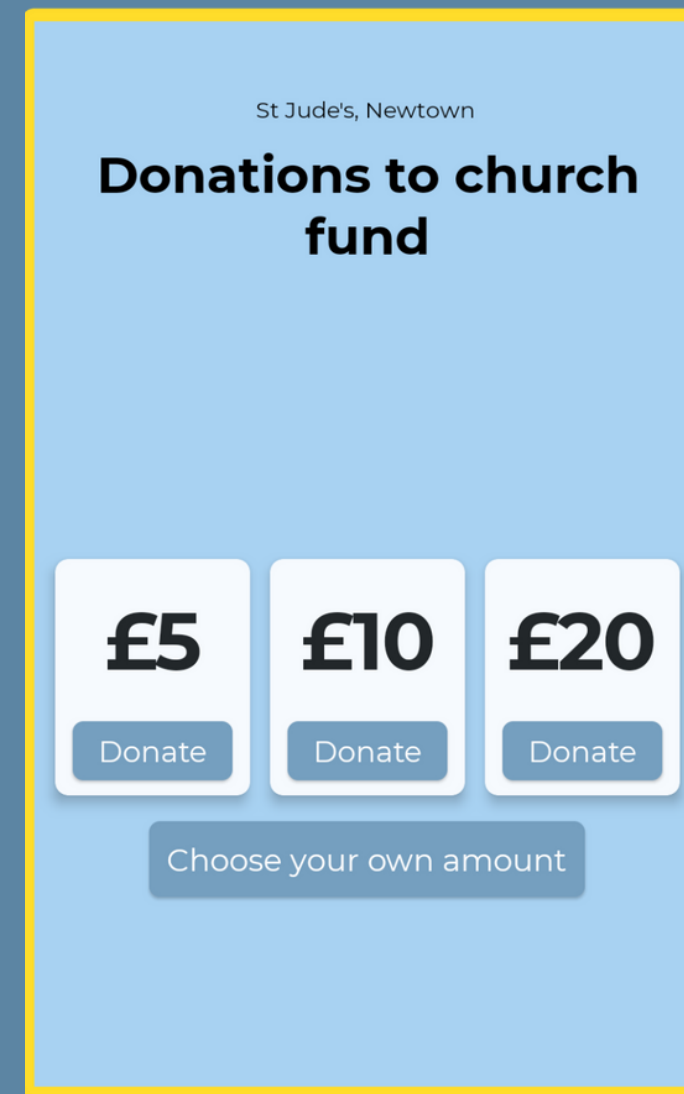
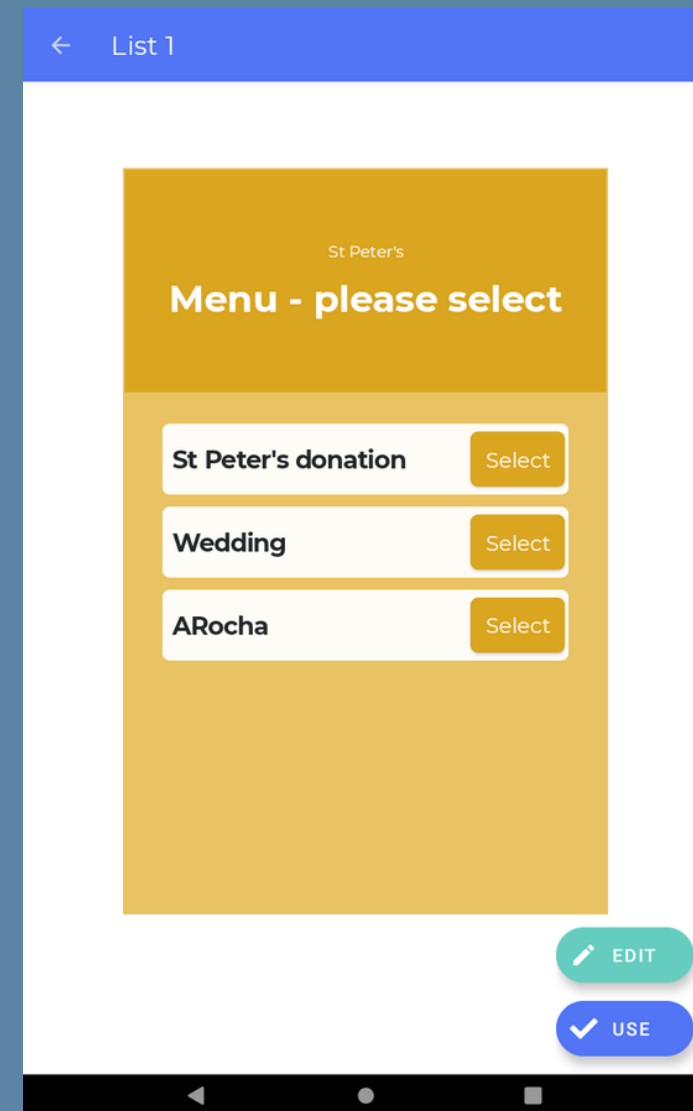
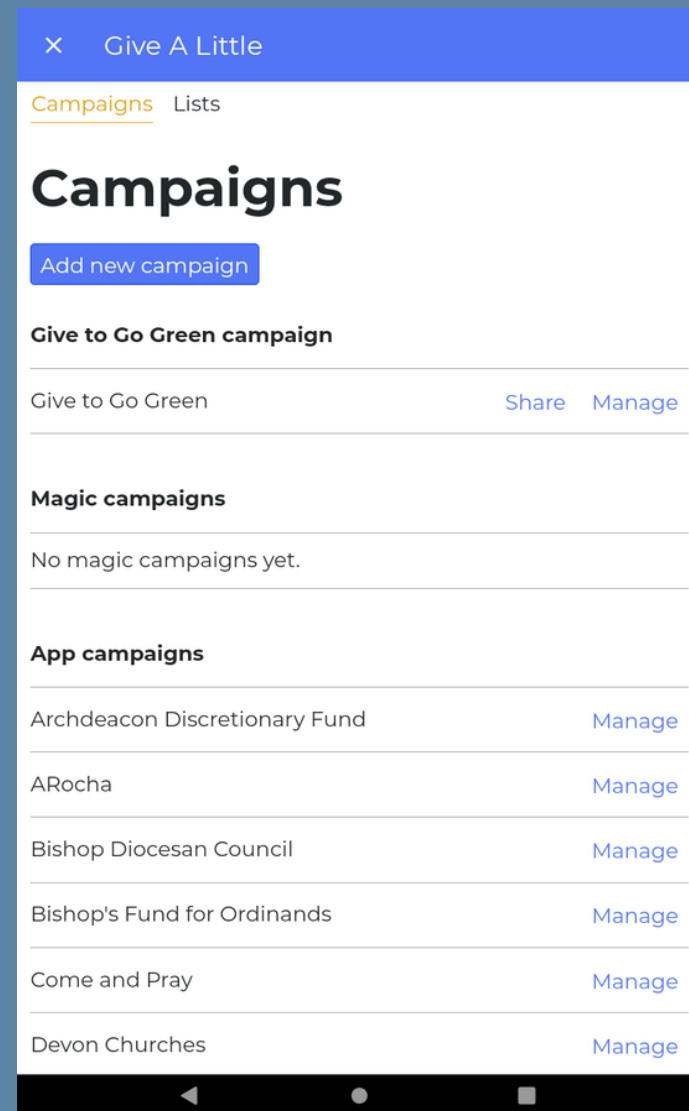
The list will then appear on your list of campaigns



PREVIEW

Your list should look something like our example above. Press 'edit' if you wish to change anything and once you are happy, press 'use'

CREATE A LIST



Your campaign should look similar to this

DIOCESE
OF EXETER
THE CHURCH
OF ENGLAND
IN DEVON



mission.resources@exeter.anglican.org



Here to Support You!

Exeter Diocese Digital Giving
Support Desk

<https://edbfld.freshdesk.com/support/home>

Team email

mission.resources@exeter.anglican.org

Diocese of Exeter Website

(Digital Giving, PGS, Cornerstone,
Generosity Campaigns, Grants)

<https://exeter.anglican.org/resources/generous-giving/>

**DIOCESE
OF EXETER**

 **THE CHURCH
OF ENGLAND
IN DEVON**



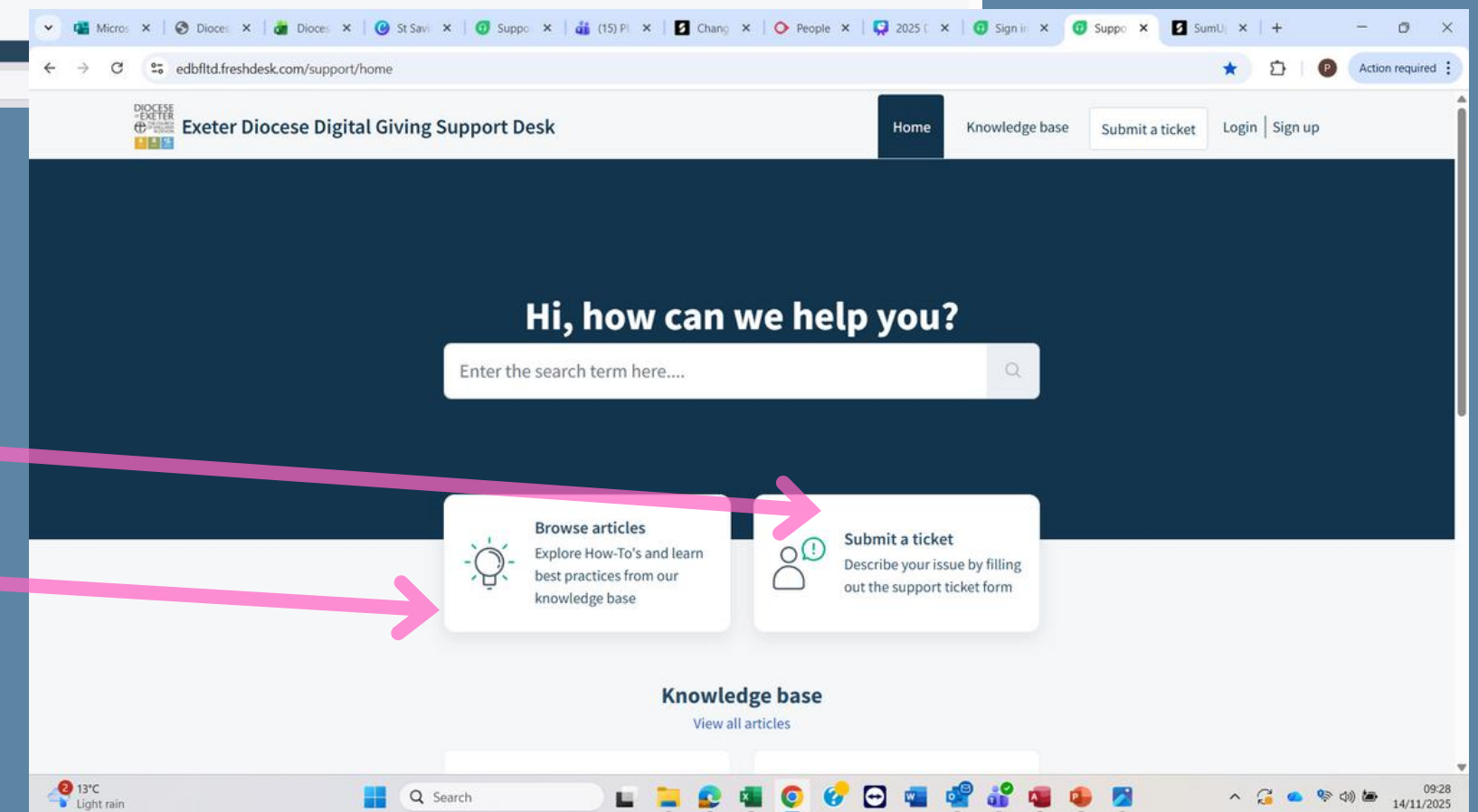
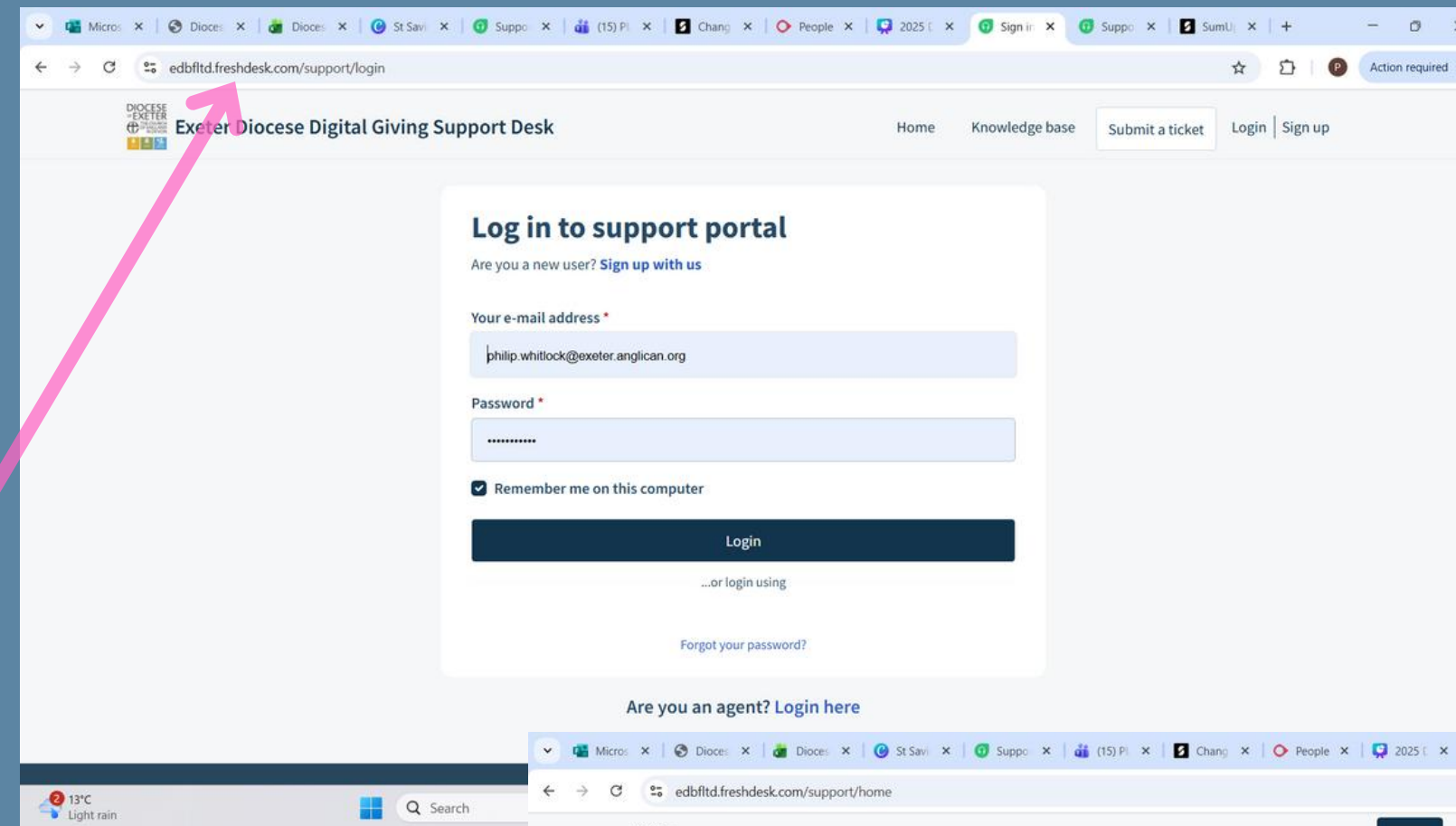
EXETER DIGITAL GIVING SUPPORT DESK

At least one of your church should already be registered as a condition of the grant

Log in via
edbftd.freshdesk.com/support/login

Access to the basic functions of

- submitting/updating a ticket
- browsing articles/guides in the Knowledge Base



SUPPORT MODEL

We will normally conduct support communications with you via the Support Desk system

You will therefore receive emails from support@edbfltd.freshdesk.com

You can respond directly to such emails without logging into the system

You can also reach us via mission.resources@exeter.anglican.org

I am reachable on my mobile
07415 774318

We endeavour to respond rapidly, and normally do! But we are a small team of 1.6 FTEs, but working as flexibly as we can

Where necessary, we may refer your query or issue to the CoE National Giving Team, or one of our suppliers

Where necessary, and subject to my judgement, I will arrange to visit on-site