

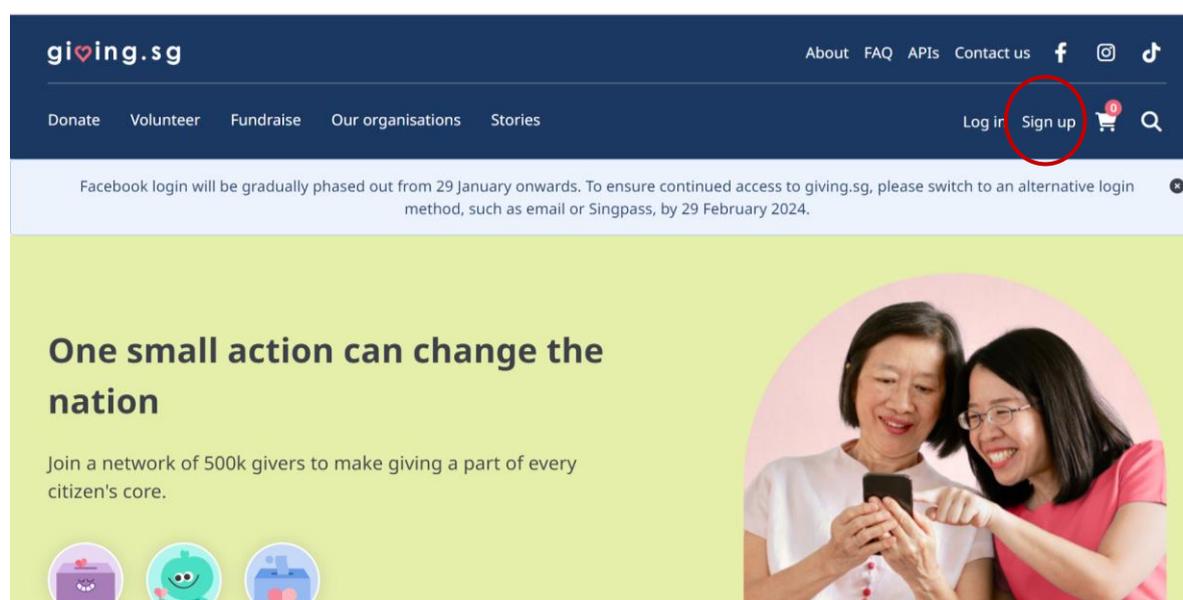
Guide to set up Donation Sub-Campaign on Giving.sg for DEWF Walkathon #Walk4MDWs2024

For any assistance, please email us at dewf@cde.org.sg

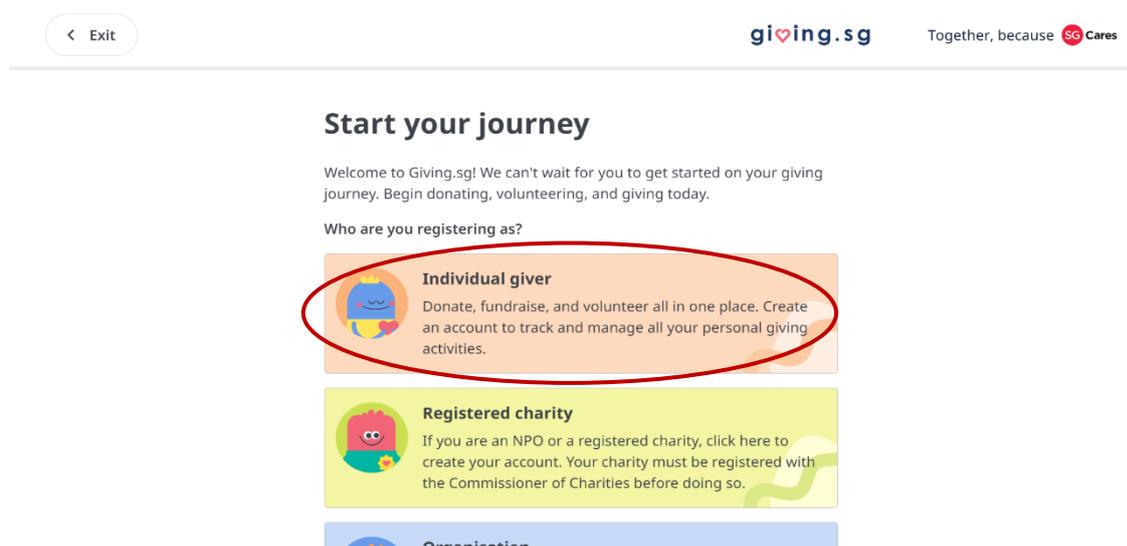
For new users of Giving.sg

1. Create a Giving.sg Account

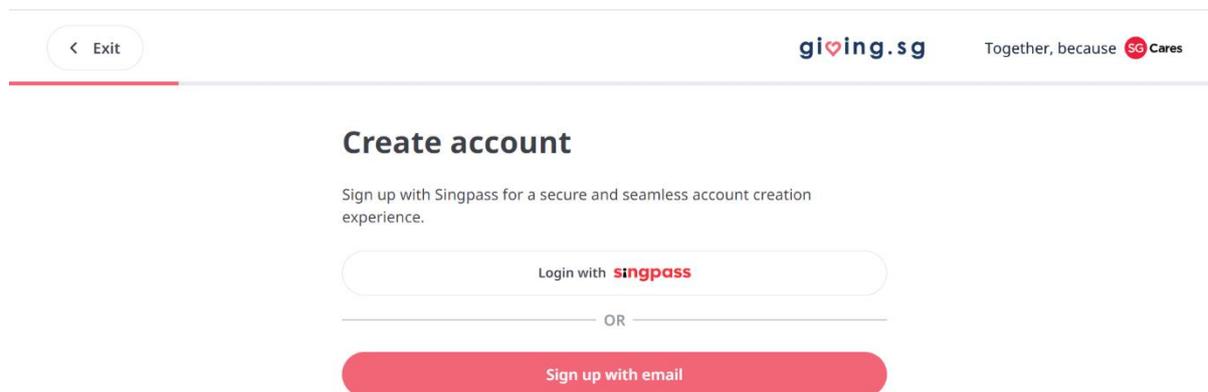
1.1 If you do not have an existing Giving.sg account, you may sign up at <https://www.giving.sg/home>



1.2 Select 'Individual Giver.'



1.3 You may choose to create an account via email or Singpass.



1.4 You will be required to fill in your particulars and create a password.

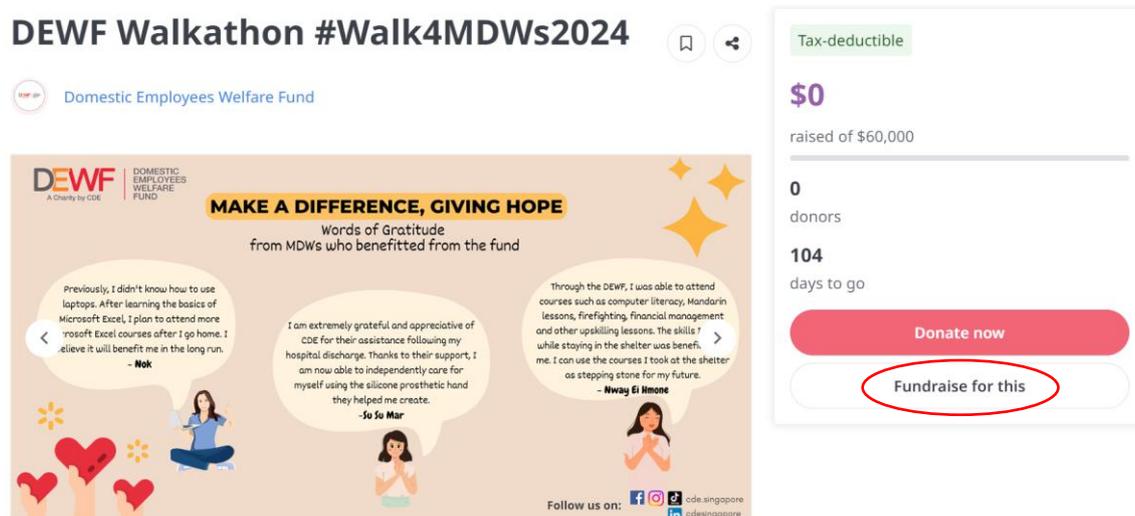
1.5 Upon successful account creation, proceed to **part 2.1**.

For existing users of Giving.sg

2. Create a Donation Sub-Campaign

2.1 After logging in to your account on Giving.sg, visit DEWF #Walk4MDWs2024 campaign page at: <https://www.giving.sg/donate/campaign/dewf-walk4mdws2024>

2.2 Click 'Fundraise for this' and you will be directed to the 'Describe your campaign' page.



2.3 In the ‘Describe your campaign’ page, you will see that ‘I am fundraising for’ on the right, the main campaign name and charity name is shown.

1 Describe your campaign

2 Tag your campaign

3 Set up the schedule

4 Settings

Describe your campaign

Campaign name*

Campaign goal

– \$ **60,000** +

Description*

Describe your campaign and the giving you do. (2,000 characters)

Our very 1st DEWF virtual walkathon is here! Let's lace up our sneakers, step out and make a difference together for distressed migrant domestic workers and to raise awareness about the challenges they face in Singapore.

To support:

- Design your own #Walk4MDWs 2024 donation sub-campaign, giving you the opportunity to lead your individual fundraising

Campaign URL*

Your campaign URL can only contain lowercase letters, numbers and dashes. It must contain at least one letter. It may not start or end with a dash.

giving.sg/donate/campaign

Photos of campaign

Upload up to 5 pictures or include a YouTube link for donors to learn more.

Cover photo



I am fundraising for

DEWF Walkathon
#Walk4MDWs2024

Domestic Employees Welfare Fund

Tell your audience how your impactful campaign can be and why they should donate. Use emotive and genuine language.

2.4 Complete the campaign details on ‘Describe your campaign’ page.

- You may choose a campaign name that is relevant to you. For example, Support our Migrant Domestic Worker, Making a Difference for Migrant Domestic Worker. You are encouraged to use our MAIN campaign name.
- The donation sub-campaign goal (donation target amount in \$\$) should be less than the main campaign goal.
- The campaign URL is default populated based on the campaign name that you have added.
- Images are pre-filled from the main campaign. You may upload your own images by clicking ‘Select File.’ Uploaded images can be re-arranged by holding and dragging the images with the order being actively changed. Please ensure the main poster of the campaign to be the 1st photo.

- 1 Describe your campaign
- 2 Tag your campaign
- 3 Set up the schedule
- 4 Settings

Describe your campaign

Campaign name*

Add campaign name

Campaign goal

-\$ 60,000 +

Set campaign goal

Description*

Describe your campaign and the giving you do. (2,000 characters)

Our very 1st DEWF virtual walkathon is here! Let's lace up our sneakers, step out and make a difference together for distressed migrant domestic workers and to raise awareness about the challenges they face in Singapore.

To support:

1. Design your own #Walk4MDWs 2024 donation sub-campaign, giving you the opportunity to lead your individual fundraising.

Tell your audience how your impactful campaign can be and why they should donate. Use emotive and genuine language.

Campaign URL*

Your campaign URL can only contain lowercase letters, numbers and dashes. It must contain at least one letter. It may not start or end with a dash.

giving.sg/donate/campaign

Campaign description will be filled up automatically. You may choose to edit accordingly.

Photos of campaign

Upload up to 5 pictures or include a YouTube link for donors to learn more.



Select file to upload image

Recommended size: 1440 x 810 | JPG, PNG, GIF. Max size: 5MB

Or

YouTube URL ⓘ

Save draft

Next

2.5 You may click 'NEXT' at the bottom of the page.

2.6 Tag your campaign.

- Giving.sg has automatically chosen the causes that the campaign is supporting. Proceed to click 'NEXT.'

The screenshot shows the 'Tag your campaign' step in the Giving.sg campaign setup process. On the left, a progress indicator shows four steps: 1. Describe your campaign (checked), 2. Tag your campaign (active), 3. Set up the schedule, and 4. Settings. The main content area is titled 'Tag your campaign' and includes the text 'Causes supported by the NPO' and 'Select which causes your campaign is supporting.' Below this, there are five buttons representing causes: 'Adults', 'Foreign workers', 'Low-income groups', 'Local community', and 'Social service and welfare'. At the bottom of this section are 'Back', 'Save draft', and 'Next' buttons, with the 'Next' button circled in red. On the right, there is a section titled 'I am fundraising for' which displays the campaign name 'DEWF Walkathon #Walk4MDWs2024' and the beneficiary 'Domestic Employees Welfare Fund'. Below this is a tip box with a lightbulb icon that says 'Tag relevant causes and target groups that your campaign benefits. Let your audience know who they are and what their giving is for!'.

2.7 You may set-up the schedule of your campaign

- Your campaign date should be the date you submit your sub-campaign to Giving.sg.
- Do note that the campaign date cannot be changed once your campaign has gone live.
- Your campaign end date should not be later than 30 November 2024 to benefit from matching grants.
- Proceed to click 'NEXT.'

The screenshot shows the 'Set up the schedule' step in the Giving.sg campaign setup process. On the left, a progress indicator shows four steps: 1. Describe your campaign (checked), 2. Tag your campaign (checked), 3. Set up the schedule (active), and 4. Settings. The main content area is titled 'Set up the schedule' and includes two date input fields: 'Start date*' with the value '27-05-2024' and 'End date*' with the value '08-09-2024'. Below these fields is a summary box with a calendar icon that says 'Your campaign will run for 105 days'. At the bottom of this section are 'Back', 'Save draft', and 'Next' buttons, with the 'Next' button circled in red. On the right, there is a section titled 'I am fundraising for' which displays the campaign name 'DEWF Walkathon #Walk4MDWs2024' and the beneficiary 'Domestic Employees Welfare Fund'. Below this is a tip box with a lightbulb icon that says 'Consider the timing and schedule of your campaign. Launching it near or during special celebrations or festivals could encourage giving.'.

2.8 Save and preview your campaign settings.

- Click 'Save & Preview' to preview the campaign. Users are redirected to the preview of the campaign details page.
- Click 'Submit for approval' when submitting the campaign.

giving.sg Together, because Cares

Exit

Describe your campaign
Tag your campaign
Set up the schedule
4 Settings

Settings

Fundraising type

Local
Giving for local communities and citizens

I am fundraising for
DEWF Walkathon #Walk4MDWs2024
Domestic Employees Welfare Fund

Tax deduction set by the NPO
The minimum amount claimable for tax deduction is currently set at **\$20** currently. Donors will be eligible for TDR when they donate this amount and above.

By submitting, I declare that this campaign is to raise funds for local charitable purpose only, and that I am aware of, and abide the requirements under the Charities Act of Singapore (Chapter 37), include the Charities (Fund-raising appeals for Local & Foreign Charitable Purpose) Regulation.

Back Save & preview Submit for approval

2.9 User is redirected to the 'Submitted for approval' page.

giving.sg Together, because Cares

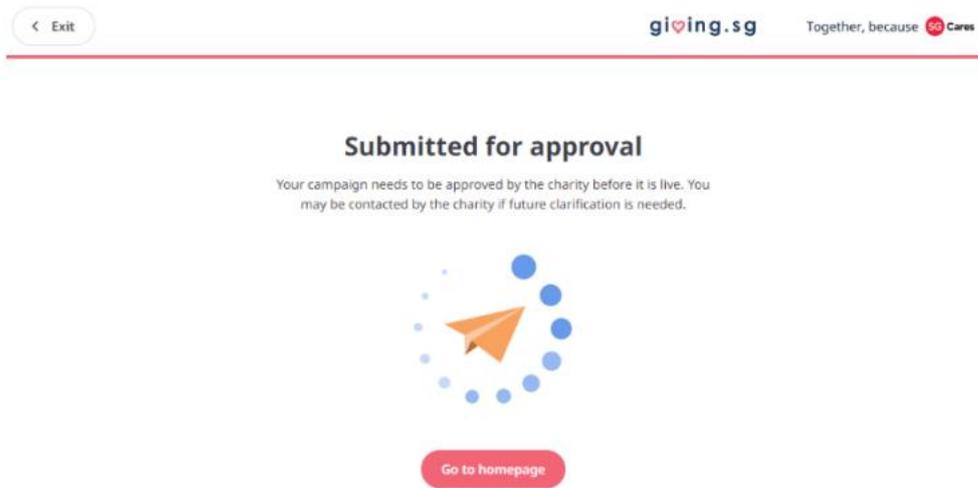
LOCAL
Giving for local communities and citizens

Confirm to submit for approval?
You may still withdraw your creation if you need to make changes.

Cancel Confirm

Back Save & preview Submit for approval

- 2.10 DEWF will be notified of your pending campaign. You will receive an email notification from Giving.sg once your campaign is live and you can share it with your network. You can still edit your donation sub-campaign details after submission except for the campaign start date.



Thank you for partnering with us to create a donation sub-campaign. Please share the link with your family and friends to inspire them to contribute to a cause that means a lot to you!