

ONLINE SUBS GUIDE

Paying Beaver/Cub/Scout subscriptions online is easy, and here is some guidance to assist.

NEW REGULAR PAYMENT: Follow sections 1, 2, 3, & 4 to setup a new regular automated payment

- 1) **REGISTRATION** – Register with BT's MyDonate website
- 2) **LOGIN** to your registered account
- 3) **FIND** our scout group donation page
- 4) **SETUP** a new regular payment (3 step process)

UPDATE REGULAR PAYMENT: Follow sections 5 and 6 only, to update an existing regular payment

- 5) **LOGIN** to your registered account
- 6) **UPDATE** an existing regular payment

EXTRA ONE-OFF PAYMENT: Follow sections 2 and 3, and then step 7 for a one-off donation

- 2) **LOGIN** to your registered account
- 3) **FIND** our scout group donation page
- 7) **SINGLE DONATION** from your registered account (e.g. to make up any missed payments)

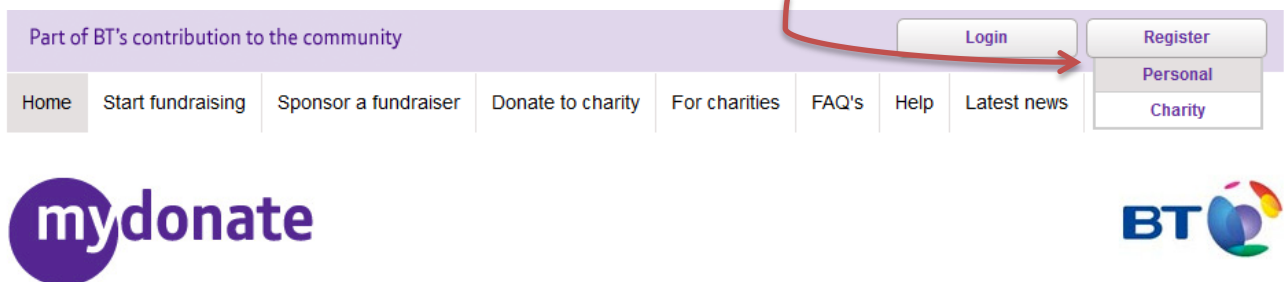
You can terminate or alter the regular payment at any time, but please help us by letting us know too.

1

REGISTRATION

(if have not registered before)

- a) Visit the 'My Donate' website at <http://www.btplc.com/mydonate>
- b) Top right of web page move mouse over **Register** button, and click the **Personal** option that pops-up



- c) Carefully complete the web registration form giving your personal details (name, address, email, phone) and setting up a new password, and finish by clicking the purple 'Create personal account' button at the bottom of the form.

A confirmation message pops up

Your personal account has been created

Thank you for registering with MyDonate, your personal account has been created and there is only 1 more step to complete the process.

To confirm your details we have sent you an email which contains a link, please click on the link to activate your account. You can then access your MyDonate account and start fundraising, sponsor a fundraiser or donate to charity.

Quick reminder:

You will need to do this within the next seven days or you will need to register again.

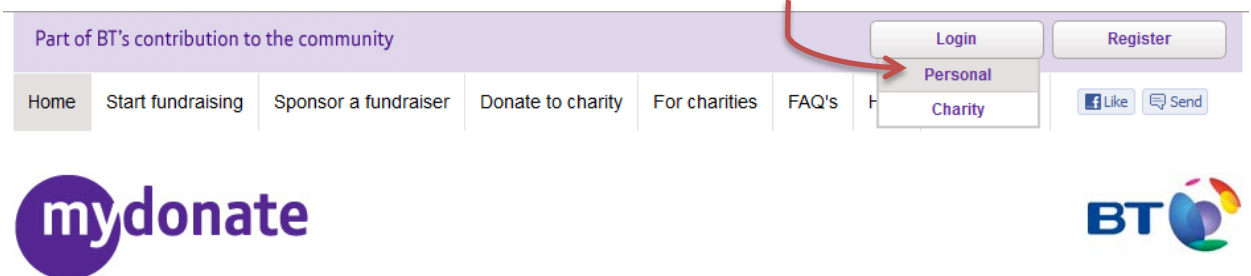
Thanks
The MyDonate team

- d) Now check your email for a New Account Confirmation email, and follow the instructions in the email to activate your account

2

LOGIN

- Visit the MyDonate website at <http://www.btplc.com/mydonate>
- Top right of web page move mouse over **Login** button, and click the **Personal** option that pops-up

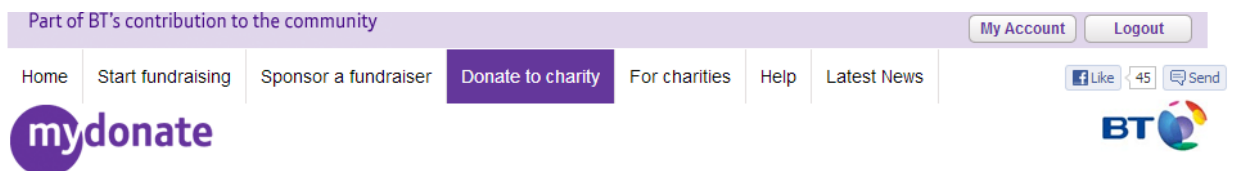


- Login to your account:** Enter your email address and password of your registered account

3

FIND

- Homepage:** Once logged in, you will be presented with "personal account homepage" with options to view and change 'My Details', 'My Donations', and much more.
- Go To Scout Group Donation Page:** Several ways to do this... one easy way described below:
 - Click the **Donate to charity** link at the top of your homepage




- Search for **17th Barrow**

Search for a charity

Search now

- Click **Donate now** button on our charity in the results:



**17TH BARROW (ST PERRAN'S)
SCOUT GROUP**

17th Barrow (St. Perran's) Scout Group provides exciting opportunities for young people in Barrow-in-Furness (Cumbria) to enjoy indoor and outdoor adventure and activities.

Charity Number: 521555

View profile & events

Donate now



17th Barrow (St Perran's) Scout Group All Sections

Head Quarters: Yarlside Road, Barrow-In-Furness, Cumbria. LA13 0EX



4

SETUP NEW REGULAR PAYMENT (3 Steps)

Your Donation:

(a) Specify the correct amount and *importantly* select **regular** donation.

I would like to make a

Single donation
 Regular donation

(b) Payment date is requested for Regular payments. Please read the note:

“When setting-up a regular donation we'll take the first payment today, but you can choose which day you'd like us to start collecting your regular donations below.”

First payment today, so pick the day of each month to deduct your 2nd and later payments.

(c) Provide your email address.

Gift Aid:

Please choose **option 1** to claim gift aid if you are eligible to donate this way (see declaration). It allows us to boost the donation by 25% of your subscription by claiming back tax from the government.

Card Owner Details:

Complete the contact details of card holder, and read/agree to the terms and conditions)

STEP1

STEP2

Provide Credit/Debit Card Details

Choose a previously added payment card, or add a new payment card (card number, expiry etc.)

STEP3

CONFIRMATION

Confirms successful setup of your regular payment, and you can print this off and Logout!

ALL DONE! 😊

Thank you for your donation.

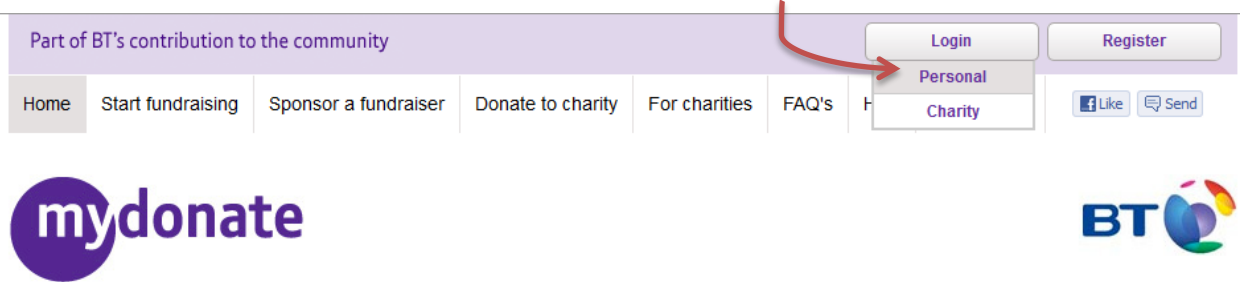
Thank you very much for your kind donation which will help to fund the many costs incurred by the Scout Group including the equipment and facilities so that we may continue to provide the Beavers, Cubs and Scouts with the experiences of scouting.

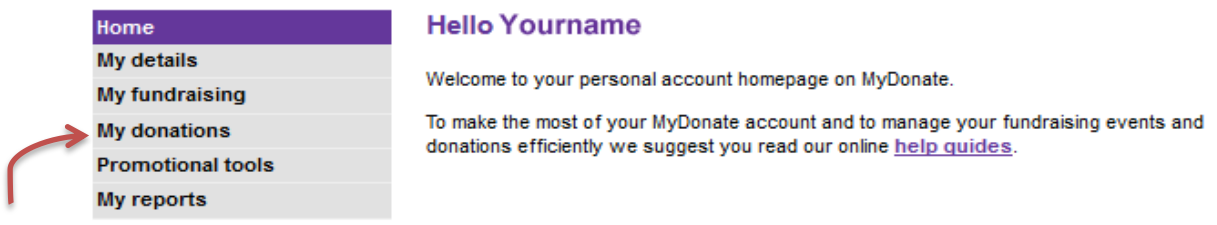
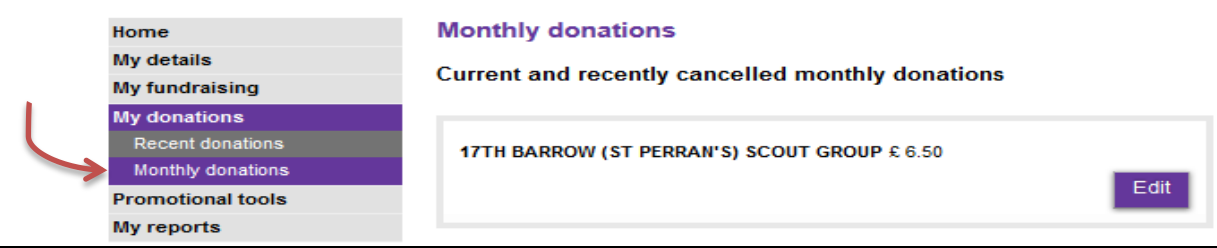

Step 3 of 3

Here's a summary of your donation:

Amount :	€6.50
Gift Aid :	€1.62
Charity :	17TH BARROW (ST PERRAN'S) SCOUT GROUP
Donation reference :	201
Occurrence :	Monthly, day 14th
Next payment date :	2012-07-14
Masked card number :	*****2012

UPDATE AN EXISTING REGULAR ONLINE PAYMENT

5	<u>LOGIN</u>
<p>a) Visit the MyDonate website at http://www.btplc.com/mydonate</p> <p>b) Top right of web page move mouse over Login button, and click the Personal option that pops-up</p>  <p>c) Login to your account: Enter your email address and password of your registered account</p>	

6	<u>UPDATE AN EXISTING REGULAR PAYMENT (6 Steps)</u>
STEP1	<p>Select – ‘My donations’ option from menu</p> <p>Your personal account homepage</p> 
STEP2	<p>Select – ‘Monthly donations’</p> 
STEP3	<p>Edit – Edit the regular donation to 17TH BARROW (ST PERRAN'S) SCOUT GROUP</p> 

<p>STEP4</p>	<p>Make Changes – Update the regular payment details:</p> <p style="text-align: center;">Monthly Donations</p> <p style="text-align: center;">Edit your monthly donation</p> <ol style="list-style-type: none"> 1) Amount: £7.50 2) Payment Day: Please leave this date unchanged (yours may be 7th, 14th, 21st or 28th) 3) Gift Aid: please opt for Gift Aid if you are eligible 4) Payment Card Details: Update these details if the card has expired (press edit button to change) <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p style="text-align: center;">17TH BARROW (ST PERRAN'S) SCOUT GROUP</p> <p>Amount * <input type="text" value="7.50"/> <small>The minimum donation amount is € 2.00 and maximum donation amount is € 75000.00</small></p> <p>Payment Day : <input type="text" value="7th"/></p> <p><input checked="" type="radio"/> I am a UK taxpayer - Please reclaim Gift Aid on my donation giftaid it ?</p> <p><input checked="" type="radio"/> This is my own money.</p> <p><input type="radio"/> I am donating on behalf of a group, company or someone else.</p> <p style="text-align: right; color: green;">Gift Aid amount will be £1.88</p> <p><input type="radio"/> I am not a UK taxpayer</p> <p><small>Note: By confirming that you are a UK taxpayer you confirm that you pay an amount of income and/or Capital Gains Tax equal to or greater than the amount MyDonate will reclaim on your donations in the tax year.</small></p> <hr/> <p>Payment card details</p> <p>Card type: VISA Number: *****8801 Exp. Date: April-2018 Edit</p> <p><small>If you edit your card we will confirm you have entered the correct payment information by making a test transaction straight away. No money will leave your account and this won't appear on your printed bank statement.</small></p> <p style="text-align: right; margin-top: 10px;"> Update donation Cancel donation </p> </div>
<p>STEP4</p>	<p>Update Donation – Press the ‘Update Donation’ button (goes orange when hover cursor over button)</p> <div style="text-align: center; margin-top: 10px;"> Update donation Cancel donation </div>
<p>STEP5</p>	<p>Complete! – Details have been updated</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>My donations</p> <ul style="list-style-type: none"> Home My details My fundraising <li style="background-color: #6f42c1; color: white; padding: 2px;">My donations Recent donations <li style="background-color: #6f42c1; color: white; padding: 2px;">Monthly donations Promotional tools My reports </div> <div style="width: 65%;"> <p>Monthly Donations</p> <p>Edit your monthly donation</p> <div style="border: 1px solid #000; padding: 10px; text-align: center; margin-top: 10px;"> <p style="color: #6f42c1;">Your payment details have been updated successfully</p> </div> </div> </div>
<p>STEP6</p>	<p>Logout – Click the logout button in top right of window</p>



17th Barrow (St Perran's) Scout Group All Sections

Head Quarters: Yarlside Road, Barrow-In-Furness, Cumbria. LA13 0EX



Reg Charity No. 521555

MAKE A ONE-OFF ONLINE DONATION

Start by following sections 2 and 3 above (on page 2 of this guidance)

7	<u>EXTRA SINGLE (ONE-OFF) DONATION</u> (3 Steps)								
STEP1	<p>Your Donation:</p> <p>(a) Specify the correct amount and <i>importantly</i> select Single donation.</p> <p>I would like to make a</p> <div style="display: flex; justify-content: center; gap: 20px;"> <div data-bbox="550 728 890 828" style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <input checked="" type="radio"/> Single donation </div> <div data-bbox="922 728 1262 828" style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <input type="radio"/> Regular donation </div> </div> <p>(b) Provide your email address.</p> <p>Gift Aid:</p> <p>Please choose <i>option 1</i> to claim gift aid if you are eligible to donate this way (see declaration). It allows us to boost the donation by 25% of your donation by claiming back tax from the government.</p> <p>Card Owner Details:</p> <p>Complete the contact details of card holder, and read/agree to the terms and conditions)</p>								
STEP2	<p>Provide Credit/Debit Card Details</p> <p>Choose a previously added payment card, or add a new payment card (card number, expiry etc.)</p>								
STEP3	<p>CONFIRMATION</p> <p>Confirms successful setup of your regular payment, and you can print this off and Logout!</p> <p>ALL DONE! 😊</p> <p style="text-align: center;">Thank you for your donation.</p> <p style="text-align: center;">Thank you very much for your kind donation which will help to fund the many costs incurred by the Scout Group including the equipment and facilities so that we may continue to provide the Beavers, Cubs and Scouts with the experiences of scouting.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Step 3 of 3</p> </div> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Here's a summary of your donation:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Amount :</td> <td>£2.00</td> </tr> <tr> <td>Gift Aid :</td> <td>£0.50</td> </tr> <tr> <td>Charity :</td> <td>17TH BARROW (ST PERRAN'S) SCOUT GROUP</td> </tr> <tr> <td>Donation reference :</td> <td>1435201</td> </tr> </table> </div>	Amount :	£2.00	Gift Aid :	£0.50	Charity :	17TH BARROW (ST PERRAN'S) SCOUT GROUP	Donation reference :	1435201
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