

Customize Your Share Cards

1. **Make sure you have created a fundraising page through JustGiving.** (If you haven't done this yet, instructions are [online here](#))
2. **Open the [Share Cards.docx](#) file in Microsoft Word.** There are two pages, so you have two options here. You can delete one page, make the changes below, then copy and paste a new second page. Or, you can make all the changes below to both pages.
3. **Find the web address (URL) for your JustGiving fundraising page.** It should begin with [www.justgiving.com/fundraising/...](http://www.justgiving.com/fundraising/) Take the last part of your page's web address and type it here.
4. Go back to your fundraising page in your browser.
In the address bar, add "/qrcode" to the end of your fundraising page's web address and hit enter.
5. On that JustGiving QR Code page, **copy or download your unique QR code.**
6. Delete this picture in the Microsoft Word document and **paste or insert your unique QR code image.**
7. **Save and share!** These cards are designed to print two to a page and be cut in half. (Remember to make these changes to both pages, or to copy the entire page and paste it as a second page)

