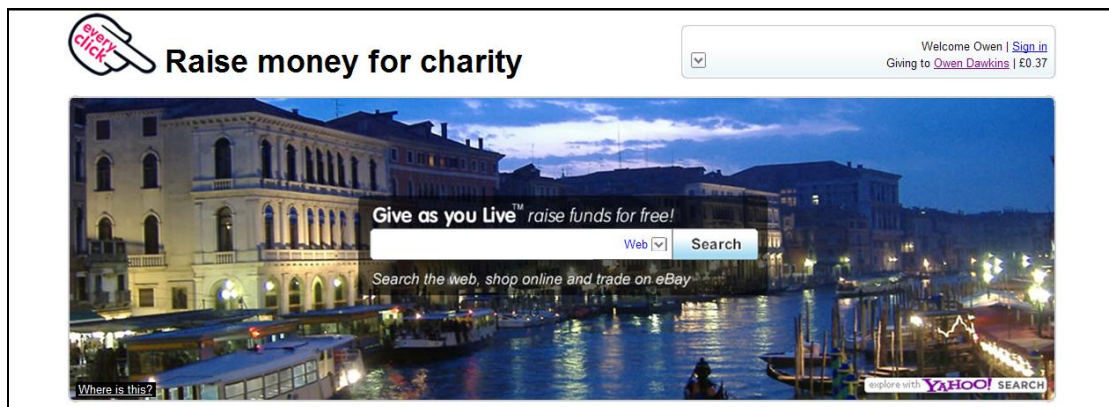




# The quick guide to setting up your EveryClick account



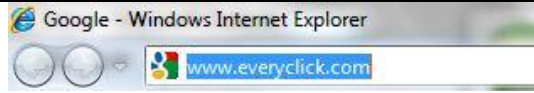
## Contents:

1. Setting up your EveryClick account
2. Choosing your charity to support
3. Setting EveryClick as your homepage



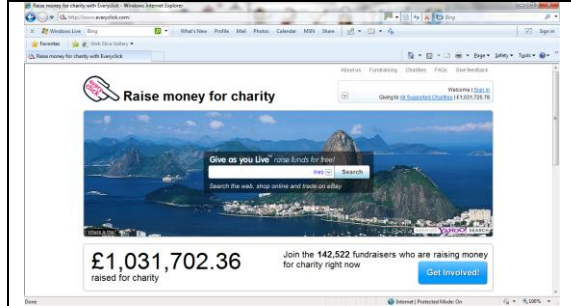
# 1. Setting up your EveryClick account

## STEP 1



in your browser (e.g. Internet Explorer) type [www.everyclick.com](http://www.everyclick.com) in the address bar.

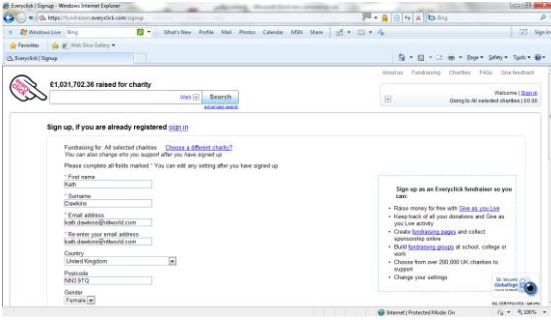
## STEP 2



Click

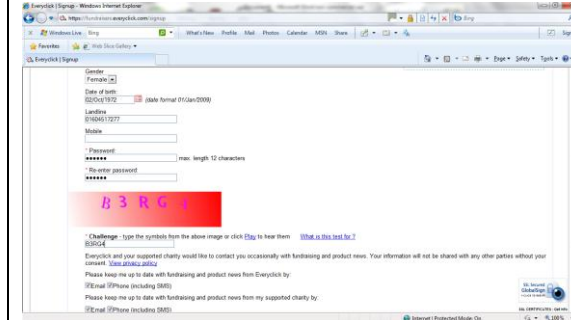


## STEP 3



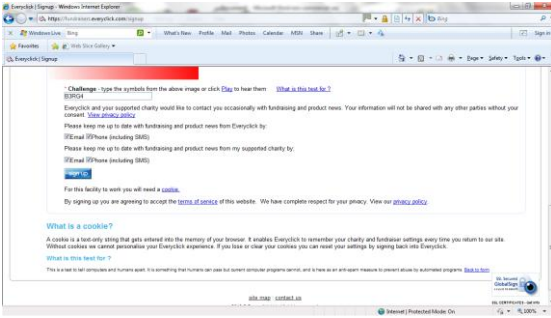
Enter your details in the fields as requested.


## STEP 4



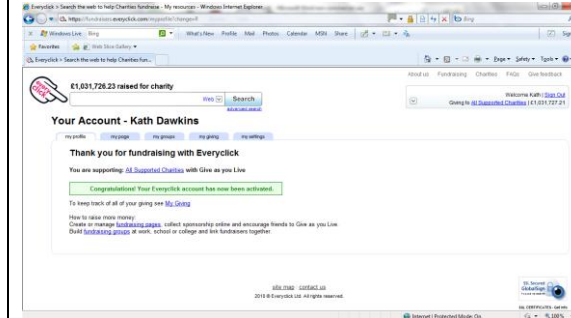
Enter the 'challenge' details just as you see it.

## STEP 5



Click  when you are happy that your information is correct.


## STEP 6



Congratulations! Your account has now been activated

## 2. Choosing your charity to support (e.g. Broadmead Baptist Church Northampton)

**STEP 7**



Click on 'create or manage fundraising pages'

**STEP 9**

CREATE A FUNDRAISING PAGE  
 CHARITY: All Supported Charities [Choose a different charity?](#)

Select Charity:

Type '**broadmead**' in the 'Select Charity:' box and click the **search** button

**STEP 8**

CREATE A FUNDRAISING PAGE  
 CHARITY: All Supported Charities [Choose a different charity?](#)

Select 'Choose a different charity?'

**STEP 10**

CREATE A FUNDRAISING PAGE  
 CHARITY: All Supported Charities [Choose](#)

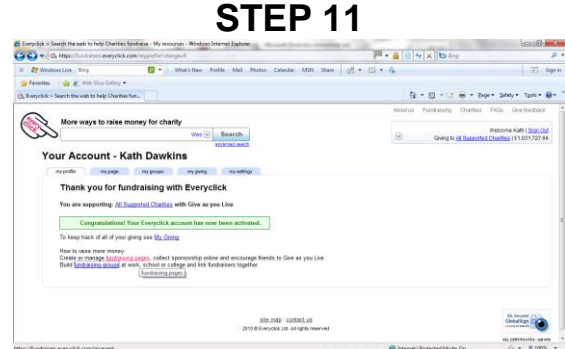
Select Charity:

- Broadmead Baptist Church Northampton
- Edward Terrill
- Bodenham's Non-Educational Charity
- Boucher And Broadmead (Milverton) Charity
- Broadmead Chapel Trust
- Broadmead's Charity
- Broadmead Trust Fund
- Benjamin Plummer
- Broadmead Baptist Building Trust Limited

9 results

Select '**Broadmead Baptist Church Northampton**' from the list

**STEP 11**



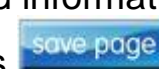
In the '**Title of your fundraising page**' box – type your name..... or you could put something else for anonymity.

NOTE: You could create your own unique web page by typing in a unique URL in the field if you wanted.... Could come in handy when setting up your browser homepage..'

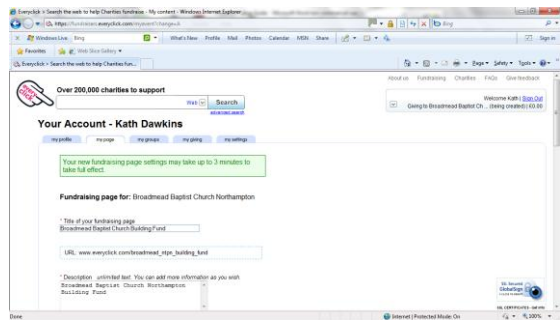
**STEP 12**

Points to note:

1. 'End Date' – Please ensure that you set this a good way off.
2. 'Target Amount' - You can type in any figure so why not make it a large one.

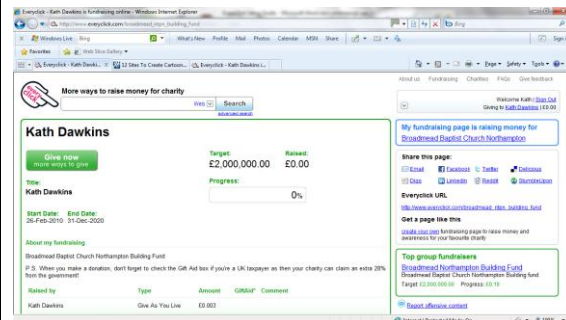
When you've completed all of the requested information fields press 

## STEP 13



Congratulations! Logout and then back in to see your new page...

## STEP 14



You now have your own fundraising page.

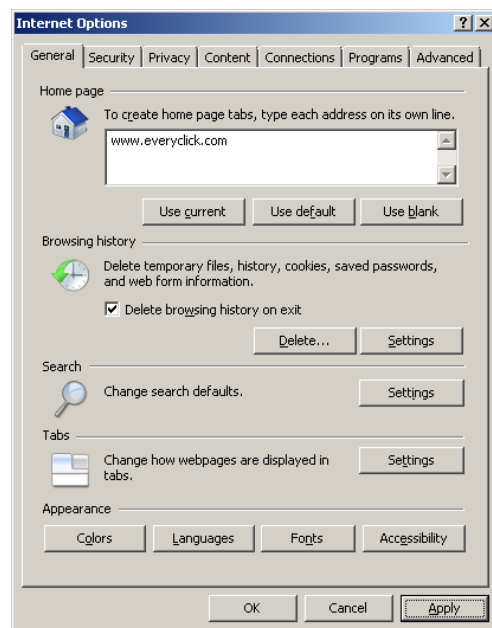
## 3. Setting EveryClick as your homepage (for Microsoft Internet Explorer users)

## STEP 15



Open your browser (e.g. Internet Explorer)  
Click **Tools** then  
Select **Internet Options**

## STEP 16



In the 'Home Page' box type [www.everyclick.com](http://www.everyclick.com) (or your URL that you chose to define in step 11) and click the **Apply** button.  
Click **OK**