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Onboarding

What is Site Builder?

JustGiving Site Builder enables charities to build beautifully branded microsites for their fundraising campaigns. This new premium service from JustGiving puts you in the driver's seat. You can build unlimited microsites, your way, with simple customisable features to create the perfect layout and supporter experience. All safe in the knowledge that the engine underneath is powered by JustGiving.

Designed for charities that want a simple way to brand and customise the fundraising experience, your supporters continue to get all the same benefits they would fundraising on JustGiving – simple set-up, support seven days a week and 0% platform fee. Plus you get everything you need to give them a consistent, branded fundraising journey that makes them feel deeply connected to your cause.

Skip ahead to these sections if you already know the basics:

- Creating a site
- Site settings
- Building a site
Accessing Site Builder

There are 2 ways to access Site Builder:

**In your charity account:**

1. Navigate to [www.justgiving.com](http://www.justgiving.com)
2. Log into your charity account with your JustGiving credentials
3. Select the charity account where Site Builder has been enabled
4. Navigate to the Campaigns tab
5. Under the Site Builder section, you can either select create a site with Site Builder or view my sites to enter the Site Builder homepage

You can also access Site Builder by:

1. Navigating to [https://SiteBuilder.justgiving.com/](https://SiteBuilder.justgiving.com/)
2. You’ll be prompted to log in with your JustGiving credentials
3. Select the charity account where you have Site Builder
Overview of Site Builder

When you first enter Site Builder or click View my sites in your charity account, you’ll land on the Site Builder homepage. Here, you can do the following:

- **Filters Menu**: Advanced Filter of sites based on their status, when they were created or when they were updated
- **Search**: Search for a specific site
- **View**: View your sites in Card View (default view) or List View
- **Simple Filter**: Filter by Name, Domain, Last Updated (default view) and Status
- **Add site**: Start creating a new site

If you’re new to Site Builder, your Homepage will look like this when you first log in:
Once you start building your sites, they'll appear in your homepage to edit and preview:

Creating a site

Start by selecting **Add site** or alternatively, click **Create a site** on the Site Builder section under the **Campaigns** Tab.

**Step 1 - Let’s get started**

First, you’ll need to choose a Name for your site. The domain will be automatically created for you based on the name you choose.

If the name has already been taken, a small red cross will be shown and you’ll need to choose another one.

**Note:** You cannot change the site Name or Domain once it has been chosen, so start creating your site when your campaign name has been confirmed.

Watch the demo
Step 2: Setup your campaign

Here you can set the:

- **Category** for your campaign
- **Start Date** and **End Date** – This is the start and end date of your campaign.

**Note:** fundraising pages can only be created from the start date onwards i.e. if your site is published on 1st April but your Start Date is 1st May, fundraisers cannot create a fundraising page (sign up) until 1st May

- **Description** - This is a chance for you to give your campaign a brief description. This is used to help search engines (like Google) discover your site
- **Fundraising Target** – This is the target for your campaign and will be linked to your Totaliser (if you choose to have one on your site)
- **Create fundraising pages** – You can turn this off if you want this to be a donation-only appeal

Step 3: Pick a homepage template

To help you create your first site, we’ve added various templates to get you started.

By clicking the **Preview** buttons, you can see what each template will look like or you can choose **Blank** to start building your site from scratch.

Once you’ve selected your template, click **Complete**. Now you’re ready to start editing your site.
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General Settings

When you first create a site, you will see the screen below. There is a **Navigation and Settings menu**, this is where you can:

- Navigate to your other sites by selecting **All Sites**

- Navigate to pages within this current site – This is displayed under the name of your site, you will see **Home** and then any additional pages you add

- Control all the settings for this current site – Select tabs under the **General Settings** menu

You will start on the Page Management tab where your **Home** page will automatically be created for you. You can start managing your pages when you start building your site later.

**First navigate to the Design settings tab.**
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Design

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Before you start building your site, choose your **Design Settings** under the **General Settings** menu. This is where you can choose your fonts, colour palette and the style of your buttons.

### Typography

To choose your fonts click on the **Edit Fonts** button. By default, Site Builder sites use Roboto font for all header and body copy. To change the font:

1. Type the font name in the **Select Font** box. As long as it’s part of the Google Fonts catalogue, then it should appear.

2. Choose a variation in the **Font Weight** drop down list, you can click on the icon to see previews of font variations available.

3. Under **Text Transform** you can capitalise the font.

4. Click **Save** and wait for the settings to be updated.

5. You can see a preview of your fonts settings under the Design tab.

Typography Continued >
This screen shot shows how to edit your typography font, weight and style.

**Top Tip:** For accessibility, ensure the fonts you choose are clear and easy to read. The most accessible fonts include: Roboto, Arial, Century Gothic, Calibri, Helvetica, Tahoma and Verdana. All of these are ‘Sans Serif’ fonts and these fonts, or fonts like these, should be used for body copy as best practice.

**Colours**

To choose your colours:

1. Select the **Edit Colour** button. The primary brand colour from your JustGiving account will be pre-set automatically.
2. Set each colour either manually or enter in the Hex code.
3. Click **Save** and wait for the settings to be updated.

**Note:** You can change your colours at any stage, even when the site has been published.
These colours will go through an accessibility checker and a colour palette will be produced for you to use on your site. This includes variations that can be easily read by your users. You can change your colours at any stage, even when the site has been published.

Once you’ve started building your site, the colour palette can be found in the Edit & Style menu.

**Buttons**

To choose your button settings:

1. Click on **Edit Buttons**
2. Set your **Border Radius**
3. Set your Spacing for the buttons – this determines the button size
4. Click Save and wait for the settings to be updated

**Note:** All buttons will be uniform in shape and spacing but you can change the colour palette for each one when you begin building your site.
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Fundraising

Under the General Settings menu you'll find Fundraising settings, where you can control details related to your fundraisers and your Campaign settings.

There are six tabs under the Fundraising settings: Sign Up, Thank You, Fundraising Badges, Team Badges, Campaign and Advanced Settings.

Sign up

Here you can collect additional information from your fundraisers in their Fundraising Page sign up by setting additional questions. When setting these questions remember:

- Do not ask for any personal data or sensitive information such as contact details
- Try to ask questions that are relevant to the fundraising event or campaign e.g. t-shirt size
- Keep in mind that too many questions may deter sign ups

Sign Up Continued >
If you want to **collect the fundraiser’s address** during page creation then select the toggle button next to Collect address during page creation, this will be for example where you need to send the fundraiser merchandise.

To add a new sign up question:

1. Click on the **+ icon** to add your first additional question. The sample question will be ‘How did you hear about the event?’

2. **Report Name** – give the question a basic name such as ‘T-shirt’ or ‘Source’

3. **Question** – this will be displayed to the fundraiser in the sign up process

4. In the **Options** section you will be able to set the answers to your question – You will need to set a new option for each available answer to that question

   a. **Answer** – The text the fundraiser will see, so as an example Small, Medium or Large

   b. **Report Value** – This will be shown in your Fundraising Page Report, so for example you might choose SIZES, SIZEM or SIZEL or a product code such as ItemM1244

5. **Form Field** – choose whether the question is: dropdown, radio buttons and checkboxes
6. **Required** toggle – Make the question mandatory by selecting this toggle

7. To add more questions click on the + **icon** at the bottom, each new question will have the same prepopulated text for you to edit

8. Select **Update** to save your questions/changes

9. **Show Preview** button – Preview the sign up questions on the form; you can also click on the options to see how this will look for your fundraisers

This is an example for how these additional questions will look to a fundraiser, the first is a dropdown example and the second is a radio button example:

You can see the answers to these questions in your Fundraising Page Report.
Thank you

Donors will be shown a JustGiving thank you page by default. If you would like to direct donors to a custom thank you page after the donation, then simply click the toggle button and enter:

• The URL for an external page on your own charity website; or

• You can create a custom thank you page using Site Builder and then link to this page URL. Remember to click **Update** to save your settings.

Fundraising Badges

Fundraising badges are a great way to keep your fundraisers motivated and engaged in their fundraising activities. These badges will be displayed on their fundraising page.

Use the **Show Badges** toggle to switch on/off fundraising badges – it is automatically switched on so turn them off if you don’t want your fundraisers receiving these badges.
There are four badges that have already been populated for you. Simply click on each one and you can start adjusting them.

**If you want to keep these prepopulated badges, then:**

1. Change the **Value** according to your preferences
2. Amend the **Description** if required
3. Change the **Image** if you have your own assets
4. Select the **Update** button to save your changes

**If you want to change the badges, then:**

1. Select **Type** to change the option to an alternative one

2. Rename the **Title** – This is what will be viewed on the Fundraising Page
3. Add a **Value** (some options do not require a value)
4. Update the **Description**
5. Change the **Image** if you have your own assets
6. Select the **Update** button to save your changes

**To add more badges:**

1. Click the + icon
2. Select **Type** of badge
3. Add the **Title, Value** (some options do not require a value) and Description
4. Change the **Image** if you have your own assets
5. Select the **Update** button to save your changes
You can delete badges by selecting the Remove button.

**Note:** There are default badge designs available, but you can also add your own milestone badge assets. Badges are high resolution PNG / JPEG files - 600px wide by 600px high.

**Top Tips:**

We recommend that when choosing distance or fundraising milestones, that you use either:

- % of distance milestones. Eg. 50%, 100% of distance completed
- % of fundraising milestones. Eg. 50%, 100% of fundraising target.

**OR:**

- Fixed distance milestones. Eg. 10km, 50km complete.
- Fixed fundraising milestones. Eg. £50, £100 raised.

If you’re letting fundraising select their own fitness and fundraising targets, we recommend selecting ‘percentage of goal’ badges. These will trigger for any target set by the fundraiser.

Fixed target badges work best when fundraisers have their fitness and fundraising targets set for the event and they cannot edit those.
Team badges

Team Badges work in the same way as Fundraising Badges, except they will be displayed on the Team Page and celebrate the entire team, rather than an individual fundraiser.

See Fundraising Badges above for more info on how to change these settings.

Campaign

In this section you can edit the following aspects of your campaign:

- Start Date and End Date for your campaign
- Fundraising Target, Name and Description
- Campaign Image (displayed on the JustGiving website in searches)
- Turn on/off whether fundraisers can sign up to this campaign
- Click **Update** to save your settings

*Note:* By changing the Name this will just be internally and does not change the Name of the Site.
By clicking on **Edit JustGiving Campaign** you can access the following settings for your site (see Settings in your Just Giving Account for more detail):

- Update offline donations
- Link your site to an existing event
- Fundraising Pages Content
- Reporting
Settings in your JustGiving Charity Account

When you create a site using Site Builder, some settings are accessible in your standard JustGiving charity account. A mirror campaign will be created in the Campaigns tab which is visible under View existing Campaigns. Each of these sites will be highlighted with a green ‘Site Builder’ tag.

You can access this area in two ways:

1. In Site Builder under the Campaign settings (General Settings menu > Fundraising tab) you will have an Edit JustGiving campaign button that takes you straight through to the mirror campaign in your charity account; or

OR

2. Log into your charity account, navigate to the Campaigns tab, click View existing campaigns, go to Edit Campaign in the Actions menu
Offline Donations

Using the **Actions** menu for the Campaign associated with that site you can **Update offline donations**; this amount will get added to your total donations.

**Note:** Instead of using the usual **Donate deeplink** and **Page creation link** that you would use for standard campaigns, direct your fundraisers to the site by sharing the site URL, in the Header there will be clear options to Donate and Sign Up (you can customise the labelling so it could be ‘Create Fundraising Page’ or ‘Start Fundraising’ instead of ‘Sign Up’).

Linking to an Existing Event

To link your site to an existing event such as the London Marathon, navigate to the **Event Details** section under **Campaign Overview**. Select **Choose a different event** and then you will be able to search for existing events, choose the event and hit save.

**Note:** You will only be able to do this when the site is still in draft mode.
Fundraising Pages Content

You can edit the Fundraising Page default settings under Fundraising Pages Content where you can set the default page title, target, cover photo and story in the same way you can for a standard campaign.

Reporting

All your Site Builder data can be found under the Reports tab in your standard charity account. You can get the same Payment, Fundraising Page and Donation Reports as you do for your standard campaigns.

To see fundraiser data related to your site:

1. Navigate to Fundraising Page Reports
2. Create a new report
3. Enter the name of your site in the Filter by Campaign field, once you start typing the name will auto populate so you can select the right one
4. Remember you can click Save template so you don’t need to recreate the same report each time

5. Select Generate report to download your site data

Registration Questions

If you use the Sign Up settings to include additional questions in the fundraiser registration process then you can see these answers in the Fundraising Page Report:

1. Enter the name of the site in the Filter by Campaign field

2. Select Generate report

3. In your report each additional question will be in a separate column— the column name will be the question you set e.g. ‘How did you hear about this event?’
Advanced Settings

The JustGiving Privacy Policy and Terms and Conditions will be added to the website footer automatically. If you want to change your privacy policy and terms of services shown to your fundraisers when they sign up then you can do this under Advanced Settings.

Privacy Policy and Terms of Service

To add custom terms and conditions and privacy policy links when a fundraiser signs up:

1. Update the links in the Terms of Service URL and Privacy Policy URL fields
2. Select Update to save your changes

Custom Codes

Fundraising Page Custom Codes can be added to your Campaign, these will show in your JustGiving reports alongside pages created via your site.

Your existing custom code column headings will apply but do not show here, we are working on trying to pull those through for you to make coding easier.

Note: In this section you can only add Fundraising page custom codes, you are not able to add event custom codes at this level. Event custom codes need to be added via your JustGiving account:
General Settings

Fitness
Fitness

You can navigate to Fitness Settings under the General Settings menu.

If you turn on the toggle option ‘Do you want fundraisers in your campaign to track fitness’ you will see a range of settings, this controls the customisable fitness/logging options displayed on Fundraising Pages.

Tracking:

1. **What do you want to track?** You can decide between:
   - **Distance:** This is the default setting and will track distance covered
   - **Custom:** This allows you to track a custom activity

2. **Label** – This is displayed on the Fundraising Page

3. **Unit** – Change this according to which fitness metrics you want to track

For example, for Custom tracking, you might want fundraisers to track the number of books read, just change the label to ‘Books Read’ and a ‘Log books read’ button will be shown on your Fundraising Pages.

**Event Dates** is the dates when you want your fundraisers to be logging this activity.

Fitness Continued >
Fitness Providers and Activity Types:

1. **Manual logging** will automatically be selected if you choose to track fitness – This switches on a feature on the Fundraising Page where the fundraiser can manually enter their activity

2. Choose the **Activity Type** to log

3. If you choose **Strava** under Fitness Providers this displays the Strava integration widget on the Fundraising Page, this prompts them to connect their fundraising page with Strava (Fitbit integration is coming soon)

For example, if you choose Manual Logging and Run as the activity type then it will prompt fundraisers to log their running activities on their page.

**Note:** When fundraisers click on these manual logging buttons they can also add a description, image and video.
Assets

Under the General Settings tab you’ll find the Assets section of your account. Here you can upload any assets you’ll be using for the site. Then when you’re choosing images on your pages you can simply go to Media Library to access these assets easily.

To add assets to your Media Library:

1. Select **Upload asset** - choose image from your device or using external URLs of images
2. Select **Add Image**

**Note:** The recommended image formats are JPG, PNG or GIF.

Watch the demo

Assets Continued >
Below is a list of image size guidelines that we recommend you use when uploading your images to your page to ensure your website looks great!

<table>
<thead>
<tr>
<th>Image Type</th>
<th>Ratio</th>
<th>Pixels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hero / section background</td>
<td>4:3 ratio</td>
<td>Min 2000px x 1500px</td>
</tr>
<tr>
<td>Two columns with image and text</td>
<td>4:3 ratio</td>
<td>Min 1000px x 750px</td>
</tr>
<tr>
<td>Banner</td>
<td>2:1 ratio</td>
<td>Min 2000px x 1000px</td>
</tr>
<tr>
<td>Carousel</td>
<td>4:3 ratio</td>
<td>Min 2000px x 1500px</td>
</tr>
<tr>
<td>Gallery</td>
<td>Any</td>
<td>Thumbnails are automatically cropped to 453px x 236px</td>
</tr>
<tr>
<td>Metrics</td>
<td>4:3 ratio</td>
<td>Min 800px x 600px</td>
</tr>
<tr>
<td>Resources</td>
<td>2:1 ratio</td>
<td>Cropped to 453px x 236px</td>
</tr>
<tr>
<td>Sponsors</td>
<td>2:1 ratio</td>
<td>Min 400px x 200px</td>
</tr>
</tbody>
</table>
General Settings

Domain
Domain

In the General Settings menu you can also set a custom domain under the Domain tab.

To connect your customer domain:

1. Navigate to the Domain tab in your account and click the purple Connect Domain button

2. Input your custom domain in the Domain field and click Continue, then Complete

3. We will generate the CNAMEs values for you

4. Set up or contact your domain provider to set up the CNAMEs
General Settings

Meta Tags
Meta Tags

Under the General Settings menu, you can set your Meta Tags. Use this section to store information associated with your site. This will help search engines find your pages.

Here’s how to update your Meta Tags:

1. **Title** – Usually this will be the same as your site/campaign name

2. **Description** – Add a short description that will tell search engines what this site is about

3. **Favicon** – Choose an image, this will be displayed in various places such as browser tabs, browser history, toolbar apps, bookmark dropdowns and the search bar

4. Click **Update** to save

---

Watch the demo
General Settings

Tracking
Getting started with Site Builder V1.0

Head to **General Settings > Tracking** to track visitor information across your site, by adding your Google Analytics account number and property ID. Click **Update** to save your changes.

Watch the demo
Building a site

We usually recommend going through all your General Settings before building your site but if you want to get stuck in then just ensure your Design settings have been chosen.

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Page Management

In the Page Management section of General Settings, you can:

- Add multiple pages to your site so it becomes a multipage site
- Control whether pages are live or draft, as well as editing, previewing and deleting them

Your homepage will automatically be created for you when you first create your site, if you want a one page site you can move straight onto the the Site Builder Tools section.

Adding new pages

To add additional pages to your site:

1. Navigate to Page Management in your General Settings menu
2. Select the Add Page button
3. Choose the Name of the page
4. Pick a template for this page, we have some helpful templates to get you started, or choose Blank to start from scratch

5. Select **Complete**

6. Return to the **Page Management** tab to continue adding additional pages OR navigate to your pages to start editing them, see Site Builder Tools

7. When you start building your site you will need to link to internal pages on your Homepage, see Links

---

**Top Tips:**

We highly recommend including an FAQ page to your site to provide your fundraisers with extra support! These are some examples of how other charities have created additional pages:

- FAQs: London to Paris FAQs Page
- Leaderboards: Crisis Step Forward Leaderboard Page
- Resources: End Youth Homelessness Resources Page

---

**Deleting a Page**

Under **Page Management** you can delete any pages by clicking on the three dots next to each page and selecting Delete.

**Note:** To delete a page it must be in draft mode.
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Site Builder Tools

Check you have set your fonts, colours and buttons in the Design section under the **Navigation & Settings** menu before you start building your site. You can change this at any time but it helps to set this first to see what your site will look like as you are building it.

To start building your site navigate to the page you want to start editing, you can navigate to pages in your **Navigation & Settings** menu under **Navigation** – below the name of your site you will see pages for this site.

In this example the Home page has the Default page template, the sections will already have some colours chosen for you with some prepopulated content.
There are some important tools to know about Site Builder to help you create and edit your site:

**Mobile and Desktop View**
You can toggle between desktop and mobile view to see how your site will look on different devices. Remember to check this before publishing your site!

**Live and Placeholder Data**
You can either choose to see placeholder or live data on the site – the Live Data icon will pulse yellow when it is selected.

**Edit & Style Menu**
When you click on any of the sections or components of your site your Edit & Style menu will adjust according to what can be edited in that section/component.

When you first click on a section you will see the:

- Name of the section at the top
- Components that make up that section
- Design settings for the section

**Note:** Where the section has separate components you will need to click on these individually to change the design settings for each component.
After editing settings in the Edit and Style menu click Apply at the bottom of the menu and it will show you an overview of the sections again. Alternatively, you can click out of that section and the changes will be saved. (See below for clean screenshot)
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Sections

Sections make up each page of the site, when you choose one of the page templates a few sections will already be chosen for you.

If you choose a blank page, then you will have just the header and footer of the site but you can start adding your desired sections.

Edit sections

When you select the section you would like to edit, the Edit & Style menu will show you the elements you can change. Click on any of the components within a section to make changes to those individually, each component will have different settings to edit.

You can also select the edit icon (pencil) from the purple button strip. You will now see a variety of edit options relevant to the item selected in the Edit & Style menu.

The options in the menu vary according to the section/component but the main options will be:

- **Colours** – The color and text combinations from the colour palette are determined in the Design section of your settings (Note: you cannot change colours in your Edit & Style menu, navigate back to the Design tab under General Settings)

- **Text Alignment** – Text alignment within the section

- **Width** – Width of the content in the section (click on the three dots to get a sliding scale)

- **Spacing** – Spacing below and above the content in the section (click on the three dots to get a sliding scale)

- **Text Styling** – if there is text in the section highlight the text to apply the styling

- **Text Size** – if there is text in the section highlight the text to apply the sizing

Once you have finished editing the section select **Apply** at the bottom of the menu or click on to another section.
Add new sections

To add a new section you simply click on the + icon where you want to add a section.

The Sections pop up will appear and you can start building new sections of your site. Under the first Sections tab you will find basic content sections, under the second Fundraising Data tab you can start adding sections with actual data metrics (see Fundraising Data).
Hero Section

The first 3 templates are Hero sections, these are the only sections where you can have text on a background image.

In the Default, Metrics and Fitness templates your first section will be a Hero section, you can select the section to change the Background Image in the Edit & Style menu.

You can add additional Hero sections to your site by clicking on the + icon where you want to add the section and selecting one of the first 3 Hero sections.

Note: If you use one of the templates to create your site, then the stock image in the Hero section will be based on the Category you selected in the setup e.g. for the streaming category your Hero section image will be based on streaming.
If you would like your social feed configured and pulled onto your site, then:

1. Click the + icon between 2 sections where you want your feed

2. Select the **Social Feed** section under the Sections tab

3. Choose which provider best suits your need: Juicer or Curator - both have their benefits and you should find that your requirements are met using their free account options

4. Create a feed with your chosen provider

5. In the **Edit & Style** menu you should enter the **Feed ID** generated when you publish your feed and we can then pull it through onto the site

You can see an example of a Curator social feed here and an example of a Juicer social feed here.
Move and delete sections

Select the section that you want to move, use the **move up / move down arrows** on the purple button strip to move the section. Here you can also click on the **delete icon** (bin) to delete a section.
Building a site

Components

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Components

Each section is made up of components. When you select a component the Edit & Style menu will change according to what is editable for that specific component.

As an example below you can see this section is made up of 3 components, when you select the first one you will be able to edit the image for this component in the Edit & Style menu. You can edit the text by selecting the text directly.

Once you have finished editing click Apply to bring you back to the Sections menu.

Add Components

To add a new component:

1. Click on the + icon next to an existing component where you want to add a new one

2. In most sections the components pop up will appear and you can start adding a variety of new components

Note: In some sections such as Metrics and How to you will only be able to add specified components.
Move and Delete Components

Select the component that you want to move, use the move left / move right arrows on the purple button strip to move the component. Here you can also click on the delete icon (bin) to delete a component.

Buttons

You can click on existing buttons in a template and edit the following in the Edit & Style menu, the:

1. Label, which is what will be displayed on the button
2. Link (see Links for more information on how you set the links for your button – see step 2 onwards)
3. Colours

To change the shape/size of buttons go to your Design settings. You can also add new buttons as a component in most sections on your site.
Building a site

Fundraising Data Sections

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Fundraising Data Sections

To add Fundraising Data to your site:

1. Select the + icon between two sections
2. Navigate to the Fundraising Data tab next to the Sections tab
3. Choose a Fundraising Data Section

**Note:** The Edit & Style menu will vary according to the section as each one is made up of different components.
Leaderboards

The **Fundraising Leaderboard** and **Distance Leaderboard** sections are made up of 2 leaderboard components, these are preselected so one will be for individuals and one will be for teams. If you want just one Leaderboard you can remove one of them.

When you select the leaderboard component, in the **Edit & Style** menu you will be able to edit:

- **Show** – Leaderboard can display: Fundraising Pages, Teams or All pages
- **Sort by** – Leaderboards can be sorted by: Funds Raised, Donations or Distance
- **Results per page** – Number of results shown at one time, this is pre-set at 5
- **Total results** – Choose how many of the top individuals/teams are shown in total

You can also change the **colours** and add a **background image** for each leaderboard components.
Lists and Cards

If you want to display your Fundraising Pages and Team Pages, then you will want to use one of the following Fundraising Data sections:

- **Pages List** and **Teams List** (Tiles)
- **Pages Cards** and **Teams Cards**

When you select these sections, in the Edit & Style menu you will be able to edit:

- **Layout** – You can toggle between Cards and Tiles layouts; the Cards will give you more information about the Page/Team as well as a totaliser
- **Type** – Display: Fundraising Pages, Teams or All pages
- **Sort by** – Choose sorting by: Funds Raised, Number of Donations, Total Distance, Alphabetical or Newest
- **Show search** – You can toggle to show the search bar so people can search for fundraisers/teams
- **Results per page** – How many results will be shown at one time, this is pre-set at 12
- **Total results** – You can choose how many individuals/teams are shown in total
If you want to display metrics on your site, then you will want to use one of the following Fundraising Data sections:

- **Metrics** – This is prepopulated with the following components: Funds Raised, Number of Donations and Total Pages (fundraising pages)

- **Fitness Metrics** – This is prepopulated with the following fitness metric components: Total distance, Total Elevation and Total Duration of all fitness activities.

**Note:** You cannot add metrics as components to any other sections so you will need to use one of these two sections to do so.

When you select one of the metric components you will be able to edit:

- **Type** – You can choose between: Funds Raised, Donations, Total Pages, Total Teams, Distance, Elevation and Duration

- **Label** – This is displayed on the site with this metric component

- **Icon** – Icons are not pre-set but you can choose your own icons here for each metric component

- **Multiplier** – This is primarily for Gift matching and is usually used to represent gift matching on corporate landing pages or giving days

- **Offset** – looks like this is offline donations?
Donations

To include recent donations on your site you can use the following Fundraising Data sections: **Donations Ticker** or **Donations List**. For both sections you can edit:

- **Label** – This is what will be displayed on the site with this section
- **Layout** – You can choose between a List or a Ticker, both can be seen below
- **Sort By** – You can sort donations by: Newest, Amount or Alphabetical
- **Show search** – You can toggle to hide/show the search bar for people to search for donations
- **Hide anonymous donations** – You can toggle to hide/show anonymous donations
- **Hide amount withheld donations** –

![Donations Ticker Example](image)

**Fundraiser Search**

This section allows you to Filter the search by fundraisers, teams or both. You can change the Input Placeholder text as well as how many Results per page are shown.
Getting started with Site Builder V1.0

**Note:** Remember to change the ‘Find a fundraiser’ text if for example you change the Filter to Teams.

### Progress

You can select the **Type** of progress bar you want displayed: Funds Raised, Donations, Total Pages, Total Teams, Distance, Elevation and Duration.

The **Target Amount** will get pulled from the target amount you chose when setting up your Campaign but this will be the Target Amount for Funds Raised so you will need to change this if you change the **Type** of progress bar.

**Note:** You can also change the width of the totaliser bar in the **Design** settings.
Building a site

Header

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Header

Whilst editing your site you’re able to customise elements of the header including the logo, links and colours. Changes here will be applied across your site; you will want to take the following steps in the Edit & Style menu:

1. Start by uploading your logo by selecting the JustGiving logo (see Logo)
2. You can customise the header Colour, the colour palette is set from the colours defined in your design settings
3. Add Links to other pages within your site here (see Links)
4. You can customise the Labels and Colours on the donate and sign up buttons.

Note: The sign up button will only show when your campaign is active

Logo

Your logo will sit in the top left corner of the website and will show on every page on your site.

1. Click on the JustGiving logo to change this to your logo
2. You can add a new image, an external image or one from your Media Library, click Add Image to update to your site

Note: We recommend a PNG / JPEG file on a transparent background - any width x 120px
When creating your site you can add links to internal pages, external links, hosted files along with templated links for donation sign up and login, this can either be through links in your header or through buttons.

The **Login** link will already be pre-set in your header, this is a smart link that will take the user to the login form to access their existing JustGiving account and fundraising page. If the user is already logged in, this will show a logout link instead.

To add a new link in the header or edit a link for a button (for buttons see step 2 onwards):

1. In the Edit & Style menu under Links click the **+ Icon**

2. Add the **Label** name – this will be displayed in the Header

3. Click on **Link** to set where this link will take users

   - **Custom** – This should be used for external URLs e.g. a page on your charity website
   - **Page** – This should be used to link to an internal page on your site by selecting a page from the dropdown
   - **File** – This allows you to link to a file such as an image or PDF
   - **Donate, Sign Up** and **Login** – These are smart links that will take users to specific JustGiving related flows to donate to the campaign, start their fundraising page and log into their JustGiving account
Buttons in the header cannot be changed, these will always link to Donate and Sign Up. Other buttons on the site can link to various places like the links in the header, you will see the same Link pop up.
You can edit the following elements of your footer:

1. **Show Links** – Control whether links in the header are also displayed

2. **Links** – Edit links in your footer

3. **Buttons** – These Donate and Sign Up buttons cannot be removed from the footer but you can change the label and colours

4. **Show Social Links** – Control whether social links are displayed

5. Social Links – You can have social links to Facebook, Twitter, Instagram, LinkedIn and YouTube, just select the + icon to add additional social links and the red remove button to remove them. Remember to change the URL for each social link to your charity’s social media pages

6. **Colours** – Footer colour combination

7. **Width** – Small, default or large width

**Note:** About us and address information are controlled from your Just Giving account.
Privacy Policy and Terms of Service can be customised please get in touch with us.
Building a site

Preview and Publish

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Preview

There are 3 ways you can preview your pages/site:

1. Through Site Builder you can preview how your pages will look before publishing the site. When you first enter Site Builder on the homepage you can select the Preview button next to the relevant site to launch preview mode.

2. Alternatively you can preview pages whilst editing your site by selecting the green Preview button at the top right of your screen.

Watch the demo
3. Navigating to the **Page Management** tab in your **General Settings** menu and selecting the **Preview** option by clicking on the three dots next to the page.

![Page Management Tab](image)

### Publishing your site

When logged into Site Builder navigate to the site that you wish to publish, then:

1. First publish the individual pages you wish to publish. You can check the page status by navigating to the Page Management tab in your General Settings menu and toggling between draft and live.

   **Note:** check you have included links in your Header for any pages you want fundraisers to be able to navigate to.

2. In the left-hand bar under your site name select the **toggle** to change this from Draft to Live.

![Toggle Draft to Live](image)

3. Confirm the publishing of your site. Your site is now live and is accessible via the URL **https://[insert-site-name].justgiving-sites.com**. If you have set a custom domain then this will be your URL.
Unpublishing your site

Navigate to the site that you wish to unpublish:

1. In the left side bar under your site name select the **toggle** to change this from Live to Draft mode

2. Confirm the unpublishing of your site. Your site is now in draft mode and is no longer accessible externally
Thank you for choosing Site Builder™.

Additional support
For additional help and support with your Site Builder microsite, visit the Site Builder FAQ's page, using the button below.

Go to Site Builder FAQ's