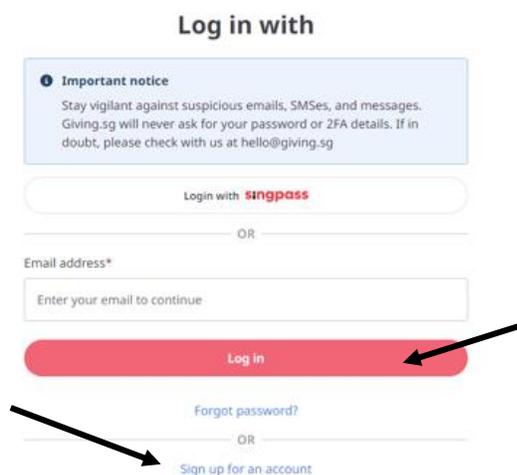


Guide to set up a sub campaign on Giving.sg for Futuremakers Ekiden Challenge

1. Go to <https://www.giving.sg/donate/campaign/standard-chartered-singapore-marathon-2024-x-futuremakers-ekiden-challenge>
2. Click **Fundraise for this**. You will be redirected to log in or create an account with Giving.sg.



3. Click **Sign up for an account** if you do not have an account with Giving.sg. For existing Giving.sg users, click **Log in** and proceed directly to Step 6.



4. Select **Individual giver**.

Start your journey

Welcome to Giving.sg! We can't wait for you to get started on your giving journey. Begin donating, volunteering, and giving today.

Who are you registering as?

- Individual giver**
Donate, fundraise, and volunteer all in one place. Create an account to track and manage all your personal giving activities. 
- Registered charity**
If you are an NPO or a registered charity, click here to create your account. Your charity must be registered with the Commissioner of Charities before doing so.
- Organisation**
Bond your workforce together and help the community by organising corporate giving activities, right here on Giving.sg.
- Groundup**
If you are registering as a self-starter group or a Groundup registered with Groundup Central, create an account here.

5. Create an account with either Singpass or email. Follow the steps to fill in your particulars and create a password.

Create account

Sign up with Singpass for a secure and seamless account creation experience.

Login with **singpass**

OR

Sign up with email

General information

Full name*

Email*

Date of birth*

Password*

Confirm password*

By signing up, I have read and agree to NVP's [Terms and Conditions](#) and [Privacy Policy](#).

Back Continue

6. After you have set up your account or logged in, go to the same main campaign page. Click **Fundraise for this**.



7. **[IMPORTANT]** Complete the campaign details on **Describe your campaign** page:

- For **Campaign name**, input **Team <Your Company Name>** (e.g. Team Standard Chartered). Your Company Name **must** be included so that we can track your fundraising efforts.
- The **Campaign goal** is set as \$100,000 by default as it follows the main campaign goal. Adjust your goal accordingly – it must be less than the main campaign goal.
- For **Description** (pre-filled from main campaign), **include the name of all team members** who are taking part in the Futuremakers Ekiden Challenge. You may personalise your content to make it more engaging to your donors.
- The **Campaign URL** will be auto-populated based on the campaign name you have created.

- Under **Photos of campaign**, the image is pre-filled from the main campaign. You may upload your own images (e.g. team photo) for a more personal touch. Click **Next**.

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

- Under **Tag your campaign**, the causes are pre-filled from main campaign. Click **Next**.

 Describe your campaign

2 **Tag your campaign**

3 Set up the schedule

4 Settings

Tag your campaign

Causes supported by the NPO*

Select which causes your campaign is supporting.

Social service and welfare

Youth

Back Save draft Next

I am fundraising for

Standard Chartered Singapore Marathon 2024 x Futuremakers Ekiden Challenge

 Community Chest

 Tag relevant causes and target groups that your campaign benefits. Let your audience know who they are and what their giving is for!

9. Set up the schedule

- Your campaign start date should be the date you submit your sub campaign to Giving.sg. End date is pre-filled as '01-12-2024'.
- The start date must not be set later than '23-09-2024' to be eligible to join the Futuremakers Ekiden Challenge.
- Click **Next**.

 Describe your campaign

 Tag your campaign

3 **Set up the schedule**

4 Settings

Set up the schedule

Start date*

End date*

01-12-2024

Back Save draft Next

I am fundraising for

Standard Chartered Singapore Marathon 2024 x Futuremakers Ekiden Challenge

 Community Chest

 Consider the timing and schedule of your campaign. Launching it near or during special celebrations or festivals could encourage giving.

10. Save and preview your campaign settings

- Click **Save & Preview** to review the campaign.
- Click **Submit for approval** after you have verified the details.

Describe your campaign
Tag your campaign
Set up the schedule
Settings

Settings

Fundraising type*

Local
Giving for local communities and citizens.

I am fundraising for
Standard Chartered Singapore Marathon 2024 x Futuremakers Ekiden Challenge
Community Chest

Tax deduction set by the NPO
The minimum amount claimable for tax deduction is set at **\$10** 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**

11. Confirm your submission

- Click **Confirm**

Settings

Fundraising type*

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

Cancel **Confirm**

The minimum amount claimable for tax deduction is set at

12. Submit your campaign and wait for approval

- Your page will undergo a review by Community Chest. **Note: Customising your own messages and images may require a longer approval time.**
- Once approved, you will receive a notification from Giving.sg.
- Your page will go Live on the Start Date that you have set. Public will only be able to view your campaign when it goes Live.
- You can still edit your sub campaign details, but not able to delete the page.
- Tax Deduction Receipt will only be issued to Donors for donations of SGD 10 & above.
- Should you have any questions about the Giving.sg portal, please contact hello@giving.sg.

13. **[IMPORTANT]** Complete your registration for Futuremakers Ekiden Challenge

- Retrieve the link of your sub campaign.
- Visit the Challenge's page on the SCSM website to register your team's interest: <https://www.singaporemarathon.com/community/ekiden-challenge/>