



1. Go to <https://givepenny.com/login> and login using the details sent to you.



2. Click on the **Profile** tab at the top of the page.



3. Check the basic details are correct. Click **Save & Continue**



4. **Description** - enter a charity headline & a brief description of your charity. You can also enter a **YouTube Video** link.



5. **Address** - Update your address details. Click **Save & Continue**



6. **Social** - Update your social information. Click **Save & Continue**



images

7. **Main logo** - Shown when supporters search for your charity. It should be a **Square Image**, no smaller than 300 x 300 pixels, a black or white background works best if you don't already have a background colour (just never transparent).

Profile Banner - The picture at the top of your charity profile (if you don't have a video) that shows what you're about. It should be 1920 x 1080 pixels OR 16:9 aspect ratio, try not to have the main focus of the picture in the middle of the banner, as it will be covered by your banner logo, and will get moved to the side depending on your device.

Banner Logo - It should be a **Square Image**, no smaller than 300 x 300 pixels, on a transparent background as it sits over your profile banner.

Banner Video - Any **Short Video Clip** that would be suitable as a **silent** background for your profile. It should be **.mp4 format**, and will show when someone sees your profile on a PC/laptop. The video defaults to the Banner Image on mobile devices (because the large file would slow the device down). When complete click **Save & Continue**



8. **Payment** - Not as scary as it sounds, it's how **YOU get payment!** If you haven't already, sign up to and link a **Stripe Account**. It enables donors to pay using things like debit card, Apple Pay, Google Pay, etc, it's **free**, **super secure** and means **you get GivePenny donations instantly**. If donors pay by PayPal, the donations land with GivePenny in your very own corner of GP land, and we send them to you at the end of the following month. Click **Finish**

9. **Click on your shiny new profile!** Play with the window size to see what it looks like on mobile devices.