Aspergillosis Trust Donations

Thank you very much for making a donation via the Aspergillosis Trust Virgin Money Giving page, in exchange for Awareness items! We’ve written this leaflet to guide you through the steps involved.

1. Please look through the range of ‘Promoting Awareness’ items on the Aspergillosis Trust website at [https://aspergillosistrust.org/awareness-goods/](https://aspergillosistrust.org/awareness-goods/) (see screenshots below).

   In exchange for a donation, we will send you your choice of these eye-catching accessories.
2. When you have chosen the items you would like, please scroll down and complete the order form on the same page https://aspergillosistrust.org/awareness-goods/ (see screenshot below).

3. Please note that the donation amount on this form at https://aspergillosistrust.org/awareness-goods/ is not payment, it’s not taking any money from you, it is simply the total of your order including postage.

4. When you’ve completed the order form, please tick the GDPR agreement button. Also tick the ‘I’m not a robot button’, then the ‘Submit’ button (see screenshot below).

5. Then please click on ‘To pay, make a note of the total cost’ which takes you to this page https://aspergillosistrust.org/payments/ below. Then click on the green and white donate button, which links to the Virgin Money Giving page, alternatively see step 6.
6. After submitting your order details, donation is via [https://uk.virginmoneygiving.com/charity-web/charity/displayCharityCampaignPage.action?campaignId=5819&charityId=1002249](https://uk.virginmoneygiving.com/charity-web/charity/displayCharityCampaignPage.action?campaignId=5819&charityId=1002249). This takes you to the homepage – see screenshot below.

7. Under ‘Total raised’ in red, please click on the ‘Give now’ button.

8. This takes you to the ‘My Donation’ page – see screenshot on page 4.
9. Please either tick the amount you would like to donate, or scroll down to the ‘specify amount’ box. The minimum amount permitted is £1.00. Please include postage in the amount too.

10. Please state the Aspergillosis Trust items you would like, in the ‘Leave a message box’. You MUST include this information, despite the form stating it’s optional. This is so we know what items you want and can post them to you, without sending lots of emails back and forth to clarify matters.
11. Please leave your name (first and last names), not ‘anonymous’. You MUST NOT leave this blank, despite the form stating it’s optional. We need this information to know who is donating and which items they want. Then we can match this up with the order details from the Aspergillosis website.

12. The donation step at the bottom of the page gives two options. ‘Pay by card’ (red button at bottom left) or ‘PayPal Donate’ (yellow button at bottom right). See screenshot above on page 4.

13. Please click on your preferred method for donating.

14. This will take you to a Gift Aid page (below). If you are a taxpayer, please consider ticking the ‘yes please’ box which adds 25% to your donation, at no extra cost to you. Then click continue.

15. The next page asks for your email address, so the team at Virgin Money Giving can send you a receipt. You MUST do this for proof of donation for your records, then click on the red ‘Continue’ button.
16. The next page asks returning ‘donors’ to sign in with the password they’ve already created. Then following that it gives the option of reviewing your donation. If you scroll down to Keeping in touch (see screenshot below) please tick if you want to hear from the Fungal Infection Trust, but definitely tick to say that you’ve read the Ts & Cs.

17. Then click on the red ‘Donate now’ button.

18. Then finally you’ll get this message confirming your donation!