

Using TapSimple safely



The TapSimple contactless device makes cashless giving easy.

Introduction

It's important right now that all face-to-face fundraising is carried out safely to protect against the spread of Covid-19.

The good news is there are ways we can help protect both our volunteers and the wider community in line with government safety advice, while continuing to provide opportunities to give.

Your TapSimple device is one example. It can be used in a variety of ways to mitigate safety concerns, while taking advantage of the fact that more and more people are familiar with contactless payments.

Giving through contactless technology also eliminates the need for handling cash or Gift Aid documentation, and with it the need for manual banking.

Ways to use your device

1) Run a rapid donate campaign. You set a fixed donation amount and those who want to give it simply tap their card on the device. Place the device somewhere public with a poster displaying the donation amount (we have one you can use) and a volunteer nearby for support. You don't need your mobile phone to be attached to the device, but you must keep

it within range for the WiFi connection (2 metres away).

2) Set up a donation station. Those who wish to give can use the device to choose an amount and add their details for Gift Aid. For this option, you will need to attach your mobile phone to the device. Have both set up on a table for individuals to come and use, with a volunteer placed nearby for support. Use our poster to instruct donors to sanitise their hands before and after using the device. You should also wipe the device clean regularly.

3) Use a volunteer to gather donations. This method is contact free. The volunteer handles the device and takes donations verbally from donors, inputting their details for them. You may want to think about how you can achieve this in the most discreet way. Once details are input into the system, they are totally secure.

Top tips

1) Consider the variety of different activities and events where you could use the device, such as a church service or coffee morning.

2) Ask your minister or event organiser to mention that contactless giving is available to encourage people to give.

3) Have the device available before and after the service or event rather than just at the end.

4) You could use a tablet with the device instead of a mobile phone if you have one.

5) Don't forget to announce the total of your collection and thank your donors.

Safety advice

When planning your fundraising ensure you keep up to date with government guidelines on social distancing and safety for your area. Its important to understand and follow the health and safety guidelines of the venue recognising any specific risks for the location. You should take steps to consider, record and minimise any risks identified. When using TapSimple for fundraising please follow these additional guidelines:

Participants and volunteers are advised to wear face masks and, where possible, keep at least one metre apart.

If multiple people are touching the TapSimple device, they should sanitise their hands before and after use.

Wipe down the TapSimple device before and after use.

Wear face masks while fundraising.

Practical set-up examples

1) A person wearing a face mask holds the device while taking donor's details from at least one metre away.

2) The device is placed on a table for supporters to enter their own details alongside hand sanitiser and our safety poster. A volunteer is placed nearby for support wearing a face mask.

3) The device is placed on a table on a rapid donate campaign alongside hand sanitiser and our donation poster. A volunteer is placed nearby for support wearing a face mask.

Resources to support you

On our webpage at caid.org.uk/contactless you will find:

- a printable donation poster which can be personalised to say 'Tap to donate' [insert amount],
- a 'sanitise your hands' printable poster,
- supporter FAQs.



A TapSimple device set up for Christian Aid fundraising.

Contact us

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