How to create and share an e-envelope

The e-envelope is a great tool to raise money this Christian Aid Week. The link can be shared with your personal contacts, churches, posted on your social media pages or linked to in an E-Newsletter.

You can also put the link onto your Delivery-Only envelopes to give your supporters/households an online way to give which would be credited directly to your Christian Aid group or church.

Below is a step-by-step guide to set up an e-envelope:

1) Go to www.envelope.christianaid.org.uk

2) On the top right of the page, click ‘Create an e-envelope’

3) Fill out your details on the left-hand side, being sure to keep note of your password. If you’re setting up your e-envelope for your church or Christian Aid Group, click ‘Church’.
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4) Under church/group details, insert the organisation reference number (it should start with an OR e.g. OR1234567). Alternatively, put in the postcode for the Church or group. If your group/church doesn’t come up, you may need to ask your Christian Aid Rep for the organisational reference.

5) Scroll down to ‘Personalise your page’. Here, you can give your page a title – e.g. ‘Christian Aid Week in EXAMPLE Church/Area’, plus you can also customise your webpage URL (this is the internet link/address) to make it easier to remember.

Please note – you DO NOT have to include the ‘https://christian-aid.org/envelope’ part of the URL just the end of the URL with the unique word that you have added - this is the part you can chose/name as you wish.

E.g. https://envelope.christianaid.org.uk/envelope/EXAMPLE.

*Important note:* Please do not use any special characters such as ?"!@%^ - as unfortunately this would mean the link wouldn’t work. Try to make it as simple as possible, avoiding apostrophes (e.g. St Marys not St Mary’s).

You can also set a fundraising target, edit the messaging (or use the information automatically provided) and choose a banner on the right-hand side. You may want to add extra information about your church service or other fundraising activities e.g. 300k Steps Challenge.
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6) Once you’re happy, to complete, press ‘Save and continue’

7) Your page is now complete and live! You can share the link by pressing ‘share your page’ and email it to friends, family and ask your churches or groups to put it on their social media or E-Newsletters.

The link/URL can even be shared via WhatsApp if you prefer to send it that way rather than via email to some contacts – you can see the WhatsApp sharing option when you view your e-envelope on your mobile. Alternatively, you can just copy and paste the link into WhatsApp.
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8) You can edit your page at any point by clicking on ‘Edit your envelope’ in the top right-hand corner. Make sure you log in with your email address and password if prompted.

If you have any other queries, you can email us at: hello@christian-aid.org.