



How To Create A Gift

You Need

- An mp3 file of your track(s).
- An image file (jpg, png) for you or your band.
- An image file for your track(s).

Step 1. - create an account

Go to www.igivieyougive.org and click on Artist Admin
Fill in the first part and then check your emails and validate your account.

Step 2. - enter your details and image

Complete the Details section.
Use the 'Image' tab to upload your artist image.

Step 3. - create your gift

Use the three tabs 'Details, Image, Download'.

Details - all self explanatory except:-

- 'Use Data Collection Option' this forces people making donations to enter information about themselves. You should leave this unticked unless you have agreed with I Give You Give that we will collect donor information for you.
- either tick 'Select an approved charity' and choose a charity from the drop down list or tick 'My charity is not on the list so I will provide the details' and enter the information we need to set up the charity. Please note that if you are setting up a new charity then you will not be able to publish your gift until we have confirmed the charity details. Use the multi-charity options to support up-to 4 charities.
- if your gift is being sponsored by a festival, label, college, etc then tick the 'This gift has a sponsor' and either select an existing sponsor or enter the details of your sponsor.

Image - upload the image for your track.

Download

Content Name - this will form the download file name and is usually the same as the track name.

Content File - use the browse option to select your mp3 file

Click 'Save & Upload'

Step 4. - Preview & Publish

Use the Preview & Publish option to view your gift, make any changes that are needed and then Publish when you are happy.

Step 5. - Tell the World

Use our Facebook & Twitter options to create an automatic entry/feed or use your own social media channels to tell everyone you know to go to your gift page and donate in return for your download.