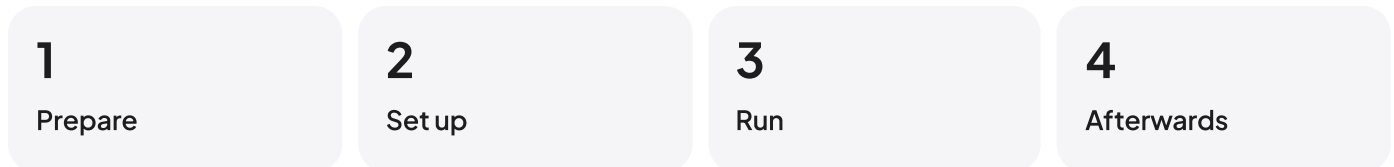


Collecting without cash

Organising in-person fundraising

For a large prayer gathering, a dinner, a fête or an open day: the checklist for collecting donations through your visitors' phones.

The key steps



1 Prepare (a week before)

- ☐ Create a QR code just for the event, with a goal
- ☐ Print A4 or A3 posters and A6 flyers with the poster editor
- ☐ Install the Donoor app on the phones of the volunteers who will take payments
- ☐ Give them the Tap to Pay permission in Settings › Team
- ☐ Test a €1 Tap to Pay payment

2 Set up (on the day)

- ☐ One poster at the entrance, one near the exit, flyers on the tables
- ☐ The screen or TV showing the TV display, in full screen
- ☐ A working internet connection (Wi-Fi or 4G)
- ☐ A designated volunteer to help people who have never scanned a QR code

3 Run

- Announce the goal over the microphone and show the gauge on screen.
- Announce the milestones: “we've just passed €2,000!”.
- Offer Tap to Pay to those who prefer to give in person.
- Remind people that the tax receipt arrives by email (if the organisation issues them).

4 Afterwards

- View the event's donations in Fundraising › Donations (source QR codes or Tap to Pay).
- Say thank you with the final amount and a photo.
- Keep the posters: the same QR code keeps receiving donations.

Key takeaways

- ✓ Donors don't install anything: they scan with their phone's camera.
- ✓ A gauge that rises live makes people want to join in.
- ✓ One QR code per place or event, so you know what works.

Find the full course, with videos and step-by-step instructions, at donoor.org/en/ formations/qr-codes