

# How to add custom codes to your JustGiving data



## What are custom codes?

You can tag your charity's own database codes to any of your events, Campaign Pages or your supporters Fundraising Pages on JustGiving using custom codes.

Once you've added your codes, they'll show up in all your JustGiving reports making your reporting easier to manage.

This guide shows you how to:

1. Set up your custom codes headers
2. Assign custom codes for events
3. Assign custom codes for Campaign Pages
4. Assign custom codes for Fundraising Pages
5. Bulk upload Fundraising Page codes

# 1: Set up your custom code headers

Adding headers allows you to add multiple custom codes to your data.

You can add up to three custom code headers for events, campaigns and Fundraising Pages with 20 characters allowed for each header.

To add a header click the link under 'Event', 'Campaign' or 'Fundraising Page'.

Once a header has been added it can't be edited online. Please contact [charities@justgiving.com](mailto:charities@justgiving.com) and we'll update them for you.

### Add custom codes to your JustGiving data

You can add your own custom codes to your events, campaigns, or any of our supporters' fundraising pages. The codes will appear in your fundraising and payment reports, helping you manage your JustGiving data.

**Step 1. Set custom code headers**

Adding headers allows you to add multiple custom codes to your data. You might want to align your headers to the database systems you use.

-  **Event**  
[Add event headers](#) → [Add event codes](#)
-  **Campaign**  
[Add campaign headers](#) → [Add campaign codes](#)
-  **Fundraising page**  
[Add fundraising page headers](#) → [Add fundraising page codes](#)  
[Bulk upload fundraising page codes](#)

**Step 2. Add codes to individual pages and events**

You can add your own custom codes to your events, campaigns or any of your supporters' fundraising pages.

## 2: Set up your custom code headers

You might want to align your headers to the database systems you use. If you're using one of the systems below you might want to use these examples for Fundraising Page headers:

The Raiser's Edge	Care	DonorFlex	Donor Strategy	Progress	ThankQ	Ascent	Visual Aims
Conslid	URN	Donor Number	ContactID	PV_Key	Serial Number	ContactID	VARef
CampId	Source Code	Source Code	EventID	Fund	Source	EventID	Approach
AppealId	Nominal Code	Application code		Source	Destination		
FundId		EventRef		Expense			
ParticipantId				Cost			
TributeId							

### 3: Add event custom codes

Once you have added your events headers, you can add codes to all the events to you have on JustGiving.

Click on the 'Add event codes' button to start coding your events.

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 **Event**  
Add events headers

 **Campaign**  
Add campaign headers

 **Fundraising page**  
Add fundraising page headers

##### Step 2. Add codes to individual pages and events

You can add your own custom codes to your events, campaigns or any of your supporters' fundraising pages.

Add event codes

Add campaign codes

Add fundraising page codes

Bulk upload fundraising page codes

## 3: Add event custom codes

1. Use the calendar to search for your charity's events by month.
2. If you have added custom codes in the past they'll be listed in the **Assigned** column. Events without codes will be listed in the **Unassigned** column.
3. Click on the **Assigned** or **Unassigned** box for a specific month to see a list of events
4. Add your event codes
5. Click 'Save changes'

Once codes have been added you can review them immediately. It will take 24 hours for them to show up in other reports. These event codes will then be automatically attached to all pages created for your events

## 4: Add Campaign Page custom codes

Once you have added your Campaign Page headers, you can add codes to all the Campaign Pages you have on JustGiving.

Click on the 'Add campaign codes' button to start coding your campaigns

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Add campaign headers

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Add fundraising page headers

#### Step 2. Add codes to individual pages and events

You can add your own custom codes to your events, campaigns or any of your supporters' fundraising pages.

Add event codes

Add campaign codes

Add fundraising page codes

Bulk upload fundraising page codes

## 4: Add Campaign Page custom codes

1. Use the search box to find the Campaign Page you want to code
2. Add your own database codes underneath the appropriate header
3. Click 'Save changes'

Once codes have been added you can review them immediately. It will take 24 hours for them to show up in other reports.

## 5: Add Fundraising Page custom codes

Once you have added your Fundraising Page headers, you can add codes to all the Fundraising Pages you have on JustGiving.

Click on the 'Add fundraising page codes' button to start coding your fundraising pages

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 **Event**  
Add event headers



Add event codes

 **Campaign**  
Add campaign headers



Add campaign codes

 **Fundraising page**  
Add fundraising page headers



Add fundraising page codes

Bulk upload fundraising page codes

## 5: Add fundraising page custom codes

1. Use the calendar to search for pages created by month.
2. If you have added custom codes to a Fundraising Page in the past they'll be listed in the **Assigned** column. Fundraising Pages without codes will be listed in the **Unassigned** column.
3. Click on the **Assigned** or **Unassigned** box for a specific month to see a list of fundraising pages for that date.
4. Expand the Fundraising Page's records for more page details
5. Fill the fields with your own database codes
6. Click 'Save changes'

Once codes have been added you can review them immediately. It will take 24 hours for them to show up in other reports.

## 6: Bulk uploading fundraising page custom codes

Instead of adding codes to individual pages, you can bulk upload all your custom codes in one go!

### Step 1: Download your Fundraising Page IDs

First you need to get the Fundraising Page IDs for the Fundraising Pages you want to add custom codes to.

1. Go to the 'Reports' tab of your JustGiving account
2. Click on 'Fundraising Page reports'
3. Select a date range
4. Include fundraising pages **Created**
5. Create and download the report

## 6: Bulk uploading fundraising page custom codes

### Step 2: Bulk upload your custom codes

1. Go to the 'Reports' tab of your JustGiving account
2. Click on 'Custom codes'
3. Click on 'Bulk upload Fundraising Pages codes'
4. Click on 'Download your CSV file' (this file will already contain your charity's custom code headers)
5. Add your custom codes to the file under the correct headings – make sure you add the pages' Fundraising Page IDs
6. Save the file
7. Click on 'Choose file' and pick the saved CSV file and click 'Upload'

Once uploaded, your codes will be added to your database overnight and will be in your charity reports the next day.