

This is an beta website by [Inclusive Bytes CIC](#), The aim is to create one location for digital resources in Oldham.



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Making a Donate-IT Referral

Step 1 – Fill in the form

Fill in the person's details:

- **Full name and date of birth** – required
- **Email, phone, and address** – optional but helpful so we can reach them
- **Type of device** – phone, tablet, laptop, or desktop. If requesting a phone, you'll also be asked whether they need a SIM

Then open the **“Referred by”** section and complete your details:

- Your organisation (e.g. Housing 21, Jobcentre Plus, Age UK)
- Your name, phone, and email
- A brief reason for the referral

Why this matters: Referred applicants are prioritised over

self-referrals. Completing this on their behalf moves them up the waiting list.

INCLUSIVE BYTES
Digital for all

Donate-IT Request Form
Public form

Login Request form

Donate-IT Request Form

Join the waiting list. Staff will contact you when a device is available.

PERSONAL DETAILS

FULL NAME *
e.g. Jane Smith

DATE OF BIRTH *
dd/mm/yyyy

EMAIL (OPTIONAL) **PHONE NUMBER (OPTIONAL)**
name@example.com e.g. 07...

POSTAL ADDRESS (OPTIONAL)
House/Flat, Street, Town, Postcode

Referred by (optional) Click to expand

ORGANISATION (E.G. JOBCENTRE PLUS, AGE UK, GP SURGERY)
Organisation name

REFERRER NAME **REFERRER PHONE**
e.g. Jane Smith e.g. 07...

REFERRER EMAIL
name@example.com

REASON FOR REFERRAL
e.g. Client has no internet access at home and is unable to apply for jobs online. Referred by key worker following assessment.

DEVICE REQUEST

TYPE OF DEVICE *
Feature Phone

Selecting a phone allows you to also request a SIM card.

SIM REQUIRED?
-- please select --

ADDITIONAL NOTES (OPTIONAL)
Anything we should know...

Submit request

WHAT IS DONATE-IT OLDHAM?

Donate-IT Oldham provides **refurbished devices** - laptops, tablets, smartphones, and more - to Oldham residents who can't afford to get online. Devices are donated by local businesses and the public, then refurbished and redistributed **free of charge**.

HOW THE LOAN WORKS

Devices are issued on a **12-month loan basis**. After 12 months, the device becomes yours to keep.

WHO CAN APPLY?

Anyone living in Oldham who doesn't have access to a suitable device at home. However:

- **Priority is given** to residents with a referral from a support organisation (e.g. Jobcentre Plus, GP surgery, housing association, Age UK, social worker).
- If you have a referral, **ask your support worker to complete this form** on your behalf - this may move you up the waiting list.
- Self-referrals are accepted but will be placed lower in the queue.

ONE DEVICE PER PERSON

Each resident can receive **one device per 12-month period**. Duplicate requests won't move you up the list.

WHAT HAPPENS AFTER YOU APPLY?

You'll be added to the waiting list. A member of staff will contact you when a suitable device becomes available. **Wait times vary** depending on stock and demand.

NEED HELP?

Visit one of **Oldham's libraries** or the **Inclusive Bytes shop** in the Spindles Shopping Centre.

QUESTIONS?

support@inclusivebytes.org
0161 399 8505
SMS/WhatsApp 07366 089 390

⚠ We're unable to provide progress updates or estimated wait times. You'll only hear from us when a device is ready.

Please don't contact us to check your position in the queue.

Step 2 – Confirm your referral by email

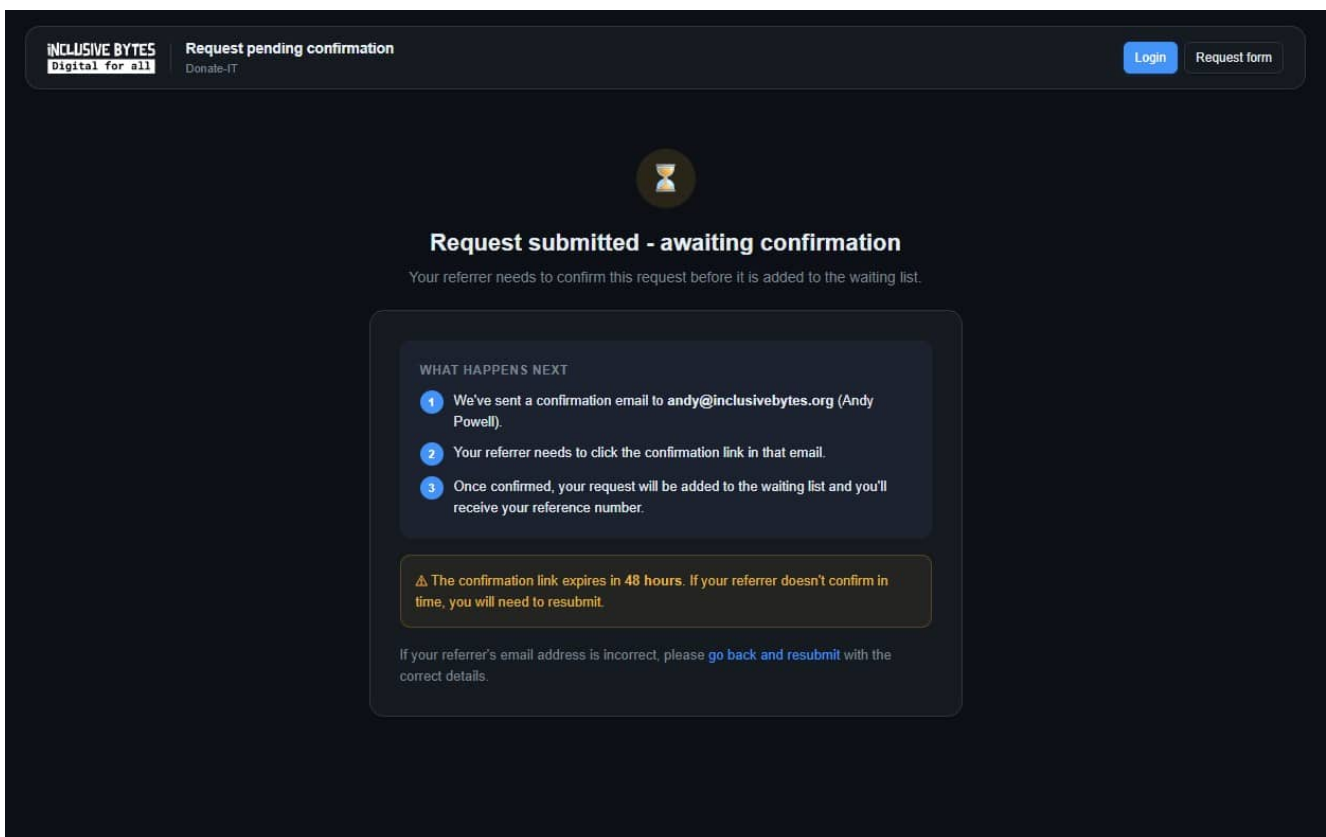
After submitting, you'll receive an email asking you to confirm the referral. You must click the link in that email to

complete the submission.

This step verifies that the referral came from you and prevents fraudulent or accidental submissions.

Check your spam folder if the email doesn't arrive within a few minutes.

The referral is not active until the link is clicked.



The screenshot shows a dark-themed web interface. At the top left, there is a logo for 'INCLUSIVE BYTES Digital for all' and the text 'Request pending confirmation' with 'Donate-IT' below it. On the top right, there are two buttons: 'Login' and 'Request form'. In the center, there is a circular icon of an hourglass. Below the icon, the text reads 'Request submitted - awaiting confirmation' followed by 'Your referrer needs to confirm this request before it is added to the waiting list.' A central box titled 'WHAT HAPPENS NEXT' contains a three-step list: 1. 'We've sent a confirmation email to andy@inclusivebytes.org (Andy Powell).', 2. 'Your referrer needs to click the confirmation link in that email.', and 3. 'Once confirmed, your request will be added to the waiting list and you'll receive your reference number.' Below this list is a warning box with a triangle icon: '⚠ The confirmation link expires in 48 hours. If your referrer doesn't confirm in time, you will need to resubmit.' At the bottom of the central box, it says 'If your referrer's email address is incorrect, please go back and resubmit with the correct details.'

Step 3 – Confirmation

Once confirmed, the applicant is added to the waiting list. You'll receive a confirmation that the referral has been logged.

Let the applicant know:

- Wait times vary – we can't give estimated timescales
- They'll only hear from us when a device is ready
- One device per person per 12-month period

- After 12 months on loan, the device is theirs to keep

INCLUSIVE BYTES
Digital for all

Request submitted
Donate-IT

Login Request form

✓

Request submitted

You've been added to the Donate-IT waiting list.

YOUR REFERENCE NUMBER

250326-9682

Please keep this safe - you may be asked for it when we contact you.

Name **andy**

Device requested **Smart Phone**

Status **WAITING**

Notifications SMS & email sent to confirm

WHAT HAPPENS NEXT

- 1 We'll review your request and match you with a suitable device when one becomes available.
- 2 When a device is ready, we'll contact you to arrange collection.
- 3 You'll need to visit us at **The Spindles Town Square Shopping Centre** (next to Pandora, opposite BeaverBrooks) to collect your device.

Need help? Contact us and quote your reference number 250326-9682.

Submit another request

Questions? Email support@inclusivebytes.org or call 0161 399 8505

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