

## **Online Fundraising Instructions**

### **Register - First Time Users:**

- Go to [www.stjudepeoriaruns.org](http://www.stjudepeoriaruns.org)
- Click on “Register for Online Fundraising”
- Click on the name of the Run you will be participating in and “Participate in Event”
- Click on “Get Started” and follow the instructions to set up your user name and password
  - When asked to create a personal link to your fundraising page for this event at [www.stjudepeoriaruns/\\_\\_\\_\\_\\_](http://www.stjudepeoriaruns/_____), enter in what you’d like to direct people to (ex: [www.stjudepeoriaruns/jamiesmith](http://www.stjudepeoriaruns/jamiesmith)). Save that link! You can easily direct people to your personal fundraising page by providing them with that link.
- Congratulations, you’re registered for your 2010 St. Jude Run! In the future, you can access your fundraising page by going to [www.stjudepeoriaruns.org](http://www.stjudepeoriaruns.org) and clicking on the “Participant Login” link in the top right corner of the page.

### **Register - Returning Users from 2009:**

- Go to [www.stjudepeoriaruns.org](http://www.stjudepeoriaruns.org)
- Click on “Register for Online Fundraising”
- Click on the name of the Run you will be participating in
- Click on “Get Started” tab.
- Select “Returning User” and enter your username and password from last year
  - This will allow you to transfer over your information from last year page to this years
- Click “Participate in Event”
- Congratulations, you’re registered for your 2010 St. Jude Run! In the future, you can access your fundraising page by going to [www.stjudepeoriaruns.org](http://www.stjudepeoriaruns.org) and clicking on the “Participant Login” link in the top right corner of the page.

### **Setting Up Your Personal Page:**

- Once you have registered for your event, you can customize your personal page by clicking on the “My Page” tab.
- Change the design and look of your page by selecting a design from the “Choose a Template” drop down menu
  - 2 Columns, 2 Images
  - Patient Story
  - 3 Columns, 2 Images
- Edit the title and message text on your page, if you’d like
- Upload personal photos
  - JPG, GIF, or PNG files
  - Max file size = 1 MB
  - Max height of 400px; max width of 237px
  - If your photo won’t upload, either resize your photo or use a smaller photo

### **How to Send Fundraising E-Mails:**

- Once you’re logged in to your personal fundraising page, click on the “Communication Center” tab
- Click on “Add Contacts” (individually entering each contact’s info.) or “Import Contacts” (uploading your contacts in bulk)
- Once you’ve added your contacts, click “Save”
  - Your e-mail contacts will now appear in the “Contacts” box
- To send your fundraising e-mail, select the recipients to receive the e-mail by clicking on the box to the left of their name (you can send the same letter to multiple contacts at the same time, or one at a time – whichever you prefer).
- Click “Create E-Mail for Selected Contacts”
- Pick the type of e-mail you’d like to send and click “Add/Edit Recipients”
- Review your recipients to make sure they’re correct, then click “Customize Your E-Mail”
- Type in your subject line, then edit the message (optional)
- Click “Preview Your E-Mail” then “Send E-Mail” if everything is correct

**Congratulations! You’ve completed your online fundraising! Thank you for your efforts! Should you have any questions, feel free to contact either Jeana Baumgardner or Katie Aeschliman at the St. Jude Run Office at (309) 679-4580.  
Thank You!**