

## **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 2011 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 2010:**

- 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 2011 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 Katie Aeschliman at the St. Jude Run Office at (309) 679-4580. Thank You!**