

Directions to Register for Online Fundraising

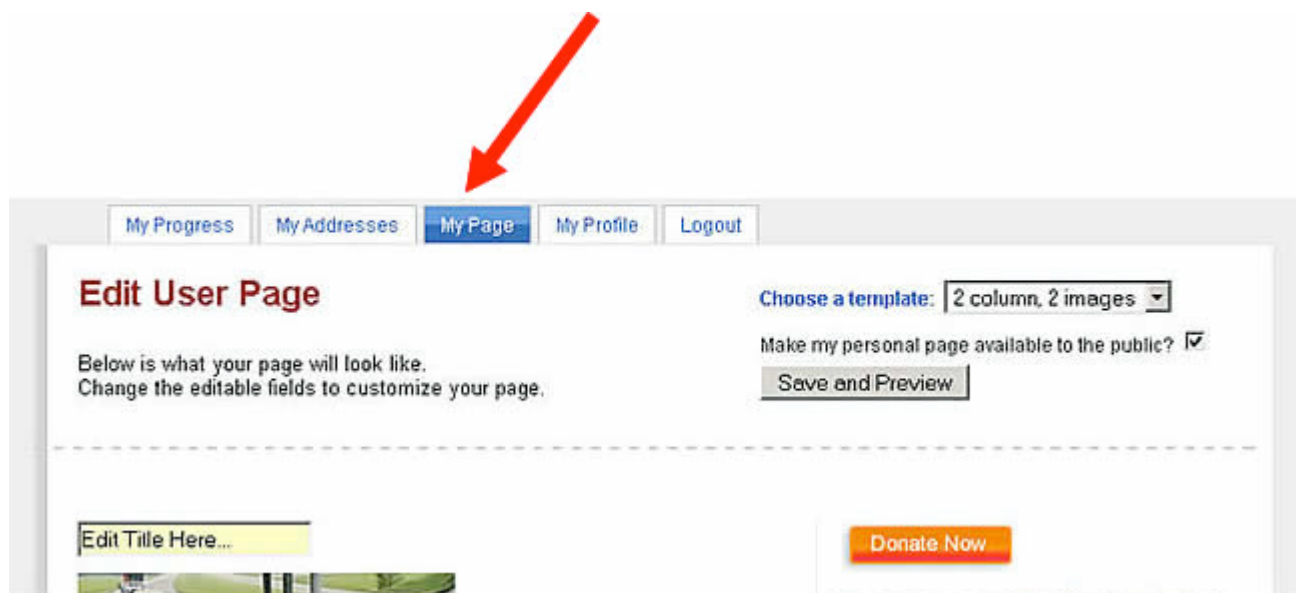
1. Go to www.stjudepeoriaruns.org (this site can also be accessed from the www.stjuderuns.org site by clicking on any of the “Donate” tabs.
2. Click on “Register for Online Fundraising.
3. Click on Name of Run you will be participating in.
4. Click on “Get Started Tab” and following the instructions to set up your User Name and Password.
5. Returning users from 2008 must re-register for 2009. When logging in you will be asked to select 2008 or 2009 which allows you to view your donations from 2008.
6. After completion of the registration process, you may access your page by clicking on the padlock in the upper right corner of the screen.

* If you need help to set up your page, see instructions on the following pages.

GOOD LUCK AND HAPPY FUNDRAISING!

Setting Up Your Personal Page

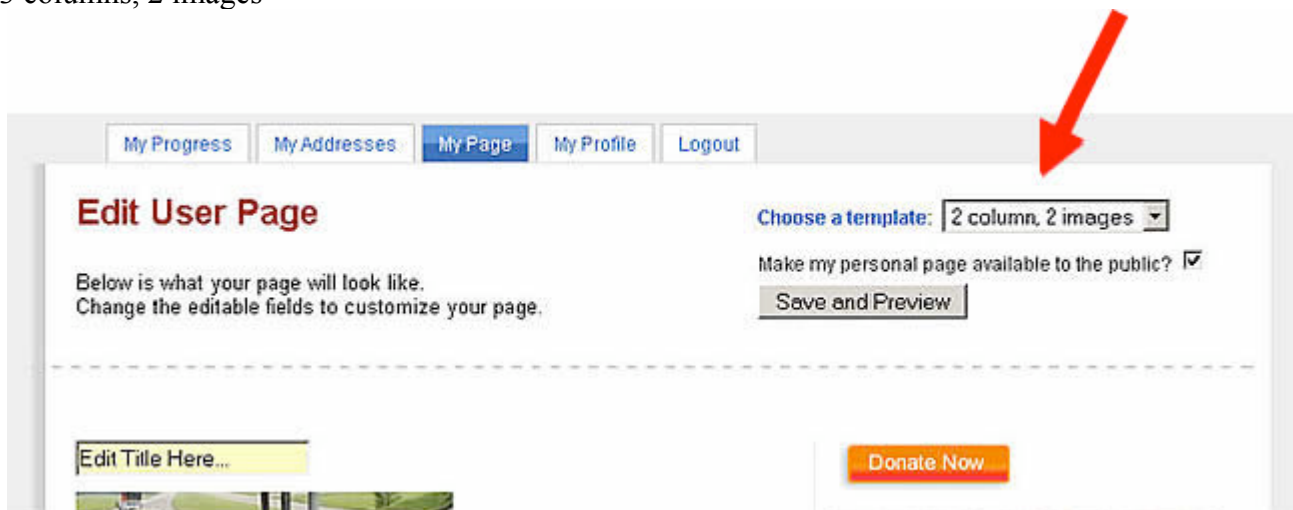
- Once you have registered for your event, click on the "My Page" tab.



- On "My Page", you can customize your page to add text and upload images.

Page Setup Options

- There are 3 ways to design the look of your personal page.
 - 2 columns, 2 images
 - Patient Story
 - 3 columns, 2 images



How to Edit and Add Text to Your Personal Page

- There are three places to edit/add text onto your personal page.
 - Title
 - Caption
 - Personal Message

The image shows a screenshot of a personal page with three red boxes and arrows indicating edit locations:

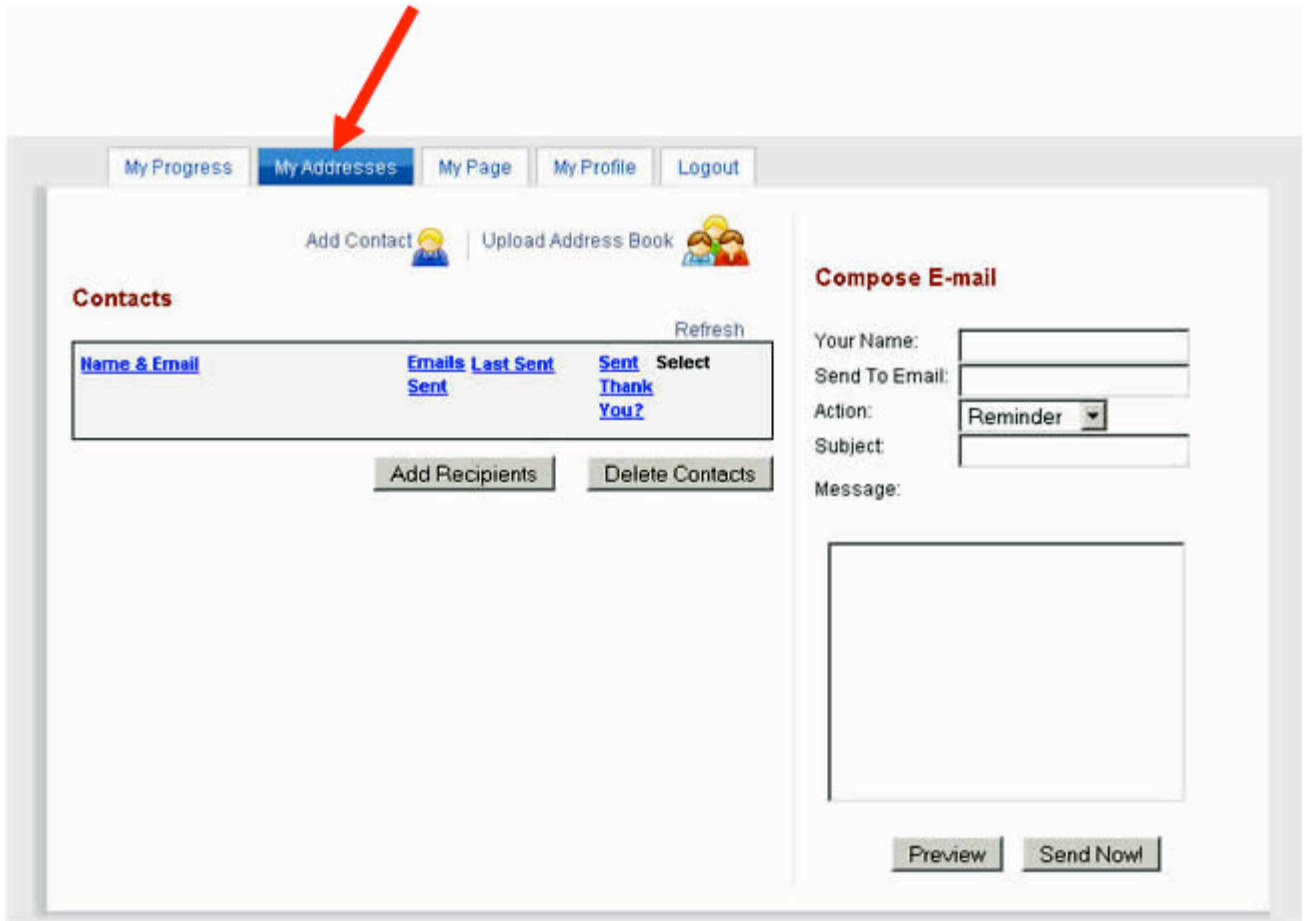
- Edit Title Here:** A red box highlights the text "Edit Title Here..." at the top left, with an arrow pointing to it from the text "Edit Title Here".
- Edit Caption Here:** A red box highlights the text "Edit Caption Here..." below a photo of two women, with an arrow pointing to it from the text "Edit Caption Here".
- Edit Message Here:** A red box highlights the text "Add your personal message here..." at the bottom left, with an arrow pointing to it from the text "Edit Message Here".

The page content includes:

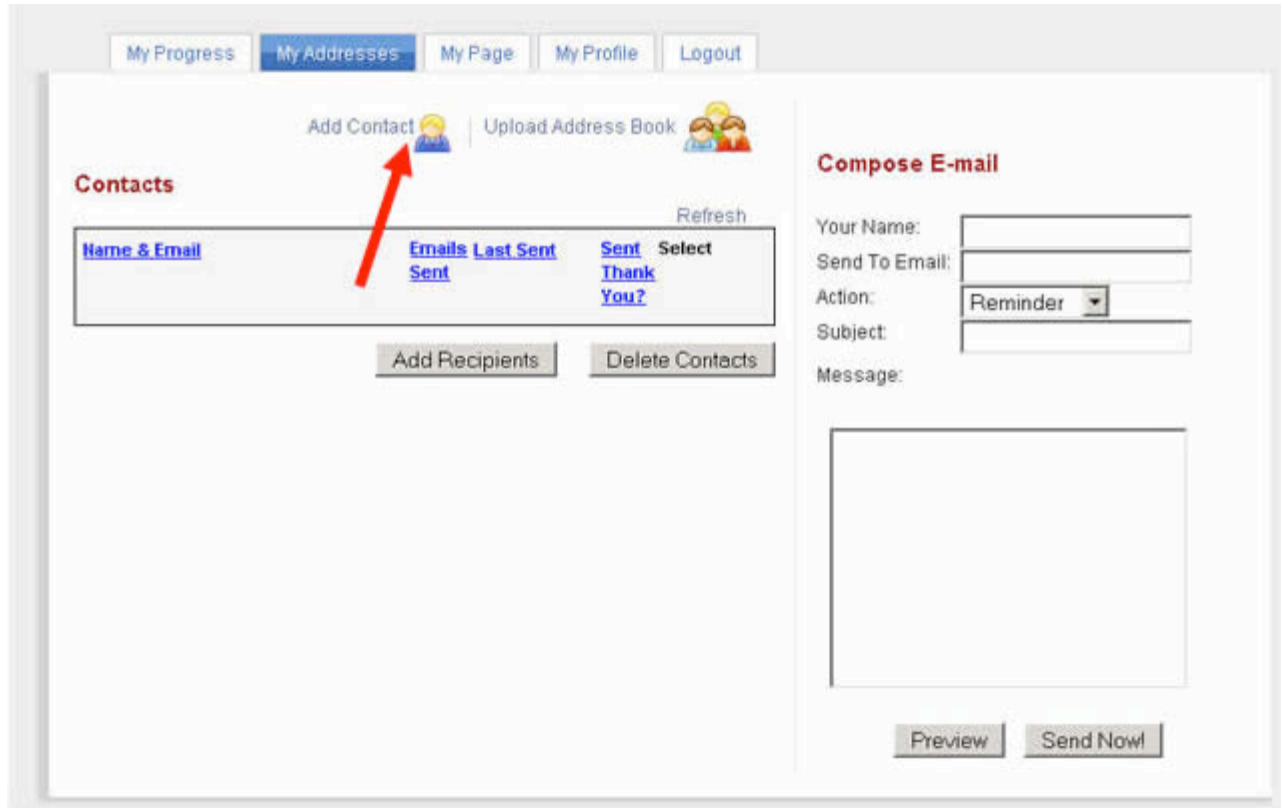
- A "Donate Now" button.
- A photo of two women.
- Navigation links: [previous](#), [Change Image](#), [next](#), and [Upload an Image](#).
- A fundraising progress section with a goal of \$0000.00 and a thermometer showing the amount raised.
- A "Top Sponsors" section with a table header:

Sponsor Name	Amount
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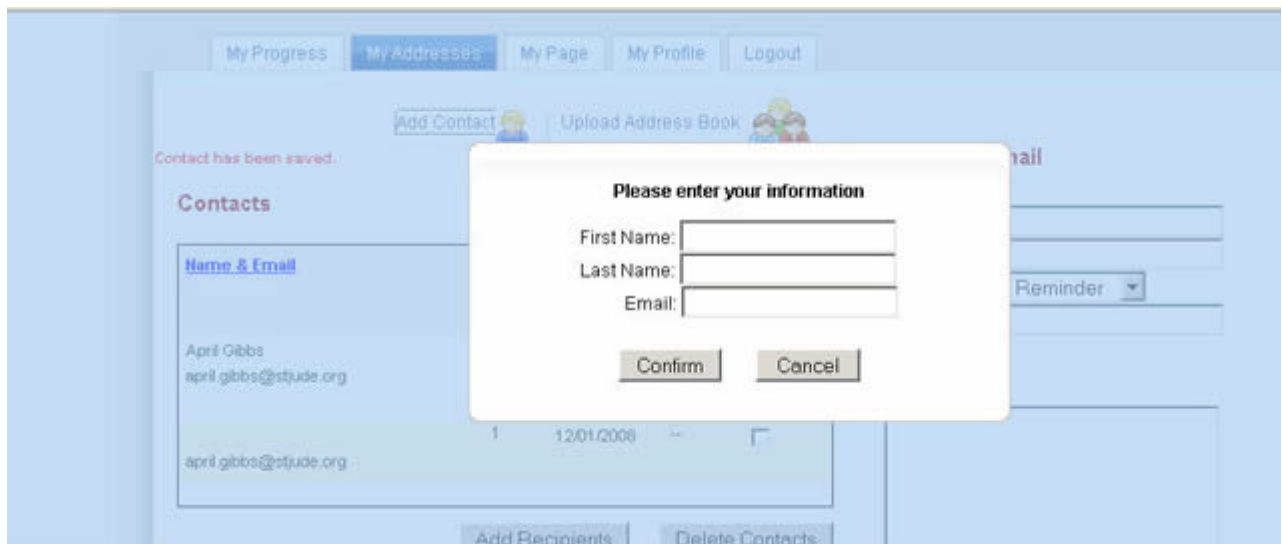
- **How to Set Up the "My Addresses" Page**
 - Click on the My Addresses Tab



- **Add Contacts to Your Email List**
 - Click on the "Add Contact Icon"

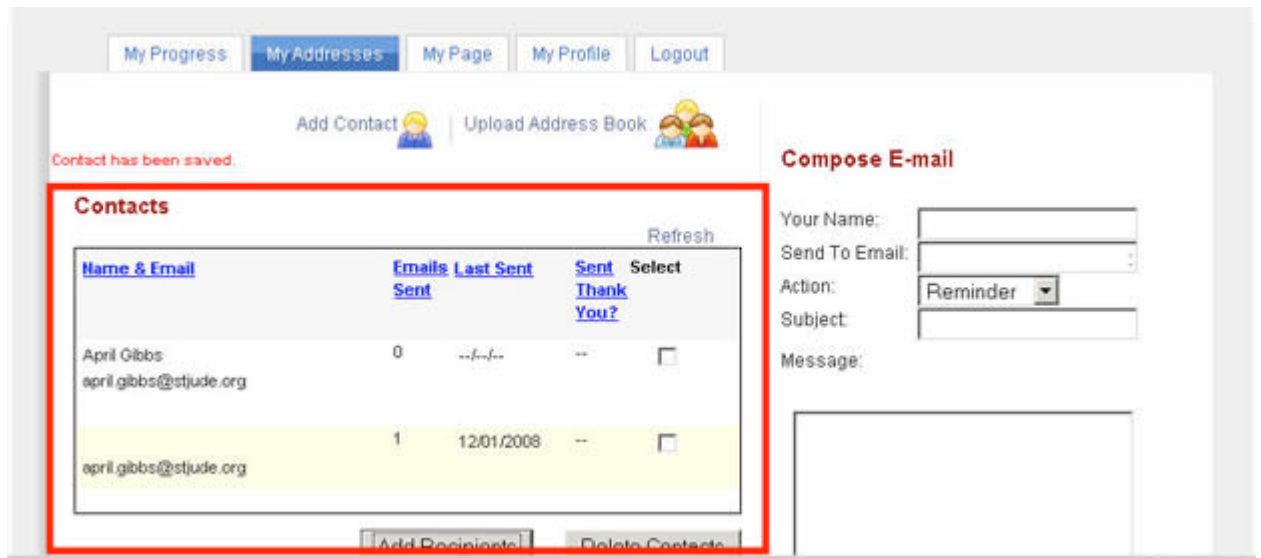


- A form will pop up and you will key in your email contact's first name, last name and email address.

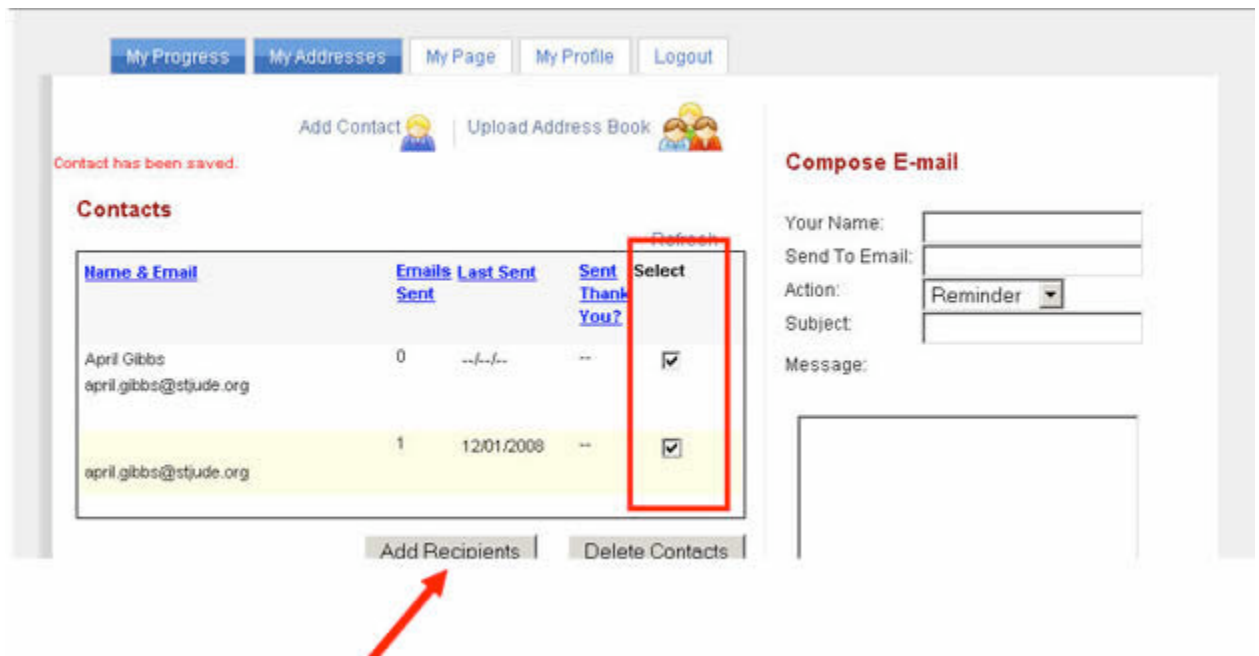


- Click "Confirm" to continue

- Once you have confirmed your email contact, your email contact first and last name and email address will appear in the "Contacts" box.



- Also, in the Contacts box, you can view the number of emails sent to each contact and the dates the emails were sent.
- How to Add Multiple Receipts in the "Compose Email" Form
 - Check the checkboxes in the Contacts box to select all email contacts for your emails.



- Click on Add Recipients, and all checked contacts will appear in the "Compose Email" Form

My Progress My Addresses My Page My Profile Logout

Add Contact Upload Address Book

Contacts

Refresh

Name & Email	Emails Last Sent	Sent	Select
	Sent	Thank	You?

Compose E-mail

Your Name:

Send To Email:

Action:

Subject:

Message:

- Key in your name in the "Your Name" field and subject in the "Subject" field.
- Key in your message in the "Message" field.
- Click "Preview" to view your message.
- Click "Send Now" to sent your message.