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Online Fundraising

1. Go to www.fundraising.stjude.org/peoriatomemphis
2. Click "Register"
3. Select Register as an Individual → Next
4. Click Create an Account (if new fundraiser) or Log In if you used this site last year. ****If returning user, please put in your username/password from last year****
5. Set fundraising goal → Next
 - ★ *Goal must be equal to or greater than suggested goal*
 - ★ *If you are making a personal donation, please enter the amount at this time.*
6. Enter information → Next
7. Agree to terms → Next
8. (If you are a Rider and Passenger duo, please click "register a friend" and you can register your passenger or rider under the same account as yourself.)
9. Click Complete Registration
10. **CONGRATULATIONS! You are now registered for the St. Jude Ride!**
11. Click "access your Participant Center" to explore your fundraising page!
 - ★ *The Participant Center will soon be your new best friend ☺*

* Accessing Participant Center *

1. Go to www.fundraising.stjude.org/peoriatomemphis
2. Login

3. Click Participant Center
4. Welcome to the Participant Center!

Editing & Viewing Personal Fundraising Page

1. Access Participant Center *
2. Click "Personal Page"
 - a. Content
 - i. URL
 1. Create "Personal page URL"
 2. Select "Searchable" or "Hidden"
 3. Save
 - ii. Body
 1. The body is currently set to an automated message. Feel free to edit/change/add whatever you think is necessary!
 2. Save
 - b. Photos/Video
 - i. Upload a photo OR video to your fundraising page
 - ii. Add caption
 - iii. Save
- * **Remember:** *this is YOUR fundraising page – personalize it as much as you'd like!*

Entering an Offline Gift

1. Access Participant Center *
2. Click "Enter new gift" on the right side of the page
3. Enter required information

a. If you would like your donor to remain anonymous...

i. Click "Additional Gift Entry Fields"

ii. Type Anonymous into "Recognition Name:"

☆ **PLEASE NOTE:** Check #'s are required when entering offline gifts.

4. Click Add

Sending Fundraising Emails

1. Access Participant Center *

2. Click "Email"

3. Select Email Template – Thank You, Donation Ask, Blank Message

a. The subject and message is currently a preset email. Feel free to edit/change/add whatever you think is necessary.

b. Once message is complete, click "Next"

4. Choose "Add Contact" to individually entering each contact's information or "Import Contacts" to upload contact lists from other email services.

a. Once recipients are set, click "Next"

5. Review message and click "Send"

St. Jude Office Contact Information

If you have any questions, please contact the **St. Jude Office** located at:

4722 North Sheridan Road

Peoria, IL 61614

Katie Gibbons

Katie.Gibbons@stjude.org

309-566-3506