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## Online Fundraising

1. Go to [www.peoriaruns.stjude.org](http://www.peoriaruns.stjude.org)
2. Click “Register for an Event”.
3. Find and click your desired event.
4. Click “Register”.
5. Select Individual → Next.
6. Click “New Account”.
7. Set fundraising goal → Next Step.
  - i. Goal must be equal or greater than suggested goal.
  - ii. If you are making a personal donation, please enter the amount at this time.
8. Enter information → Next Step.
9. Agree to terms and conditions → Next Step.
10. Click “Complete Registration”.
11. Congratulations! You are now registered for the St. Jude Run.
12. Click “Proceed to Your Participant Center” to explore your fundraising page.

The Participant Center will soon be your new best friend 😊

## **Accessing the Participant Center**

1. Go to [www.peoriaruns.stjude.org](http://www.peoriaruns.stjude.org)
2. Login.
3. Click "Find Your Event".
4. Select Event.
5. Welcome to the Participant Center.

## **Editing and Viewing Personal Fundraising Page**

1. Access Participant Center (See Above).
2. Click "Personal Page".
  - i. Content
    1. URL
      - a. Create "Personal Page URL".
      - b. Select "Searchable" or "Hidden".
      - c. Save.
    2. Body
      - a. The body is currently set to an automated message.  
Feel free to edit, change, or add whatever you think is necessary.
      - b. Save.
  - ii. Photos and Video
    1. Upload a photo OR video to your fundraising page.

2. Add a caption.
3. Save.

Remember: This is YOUR fundraising page—personalize it as much as you would like!

## **Entering an Offline Gift**

1. Access the Participant Center (see above).
2. Click “Enter New Gift” on the right side of the page.
3. Enter the required information.
  - i. If you would like your donor to remain anonymous
    1. Click “Additional Gift Entry Fields”.
    2. Type Anonymous in the “Recognition Name” field.

Please note that check numbers are required when entering offline gifts.

4. Click “Add”.

## **Sending Fundraising Emails**

1. Access the Participant Center (see above).
2. Click “Email”.
3. Select the Email Template (Thank you, Ask for Donations, Blank Message).
  - i. The subject and message is currently a preset email. Feel free to edit, change, or add whatever you think is necessary.

- ii. Once the message is complete, click “Next”
4. Choose “Add Contact” to individually enter each contact’s information or “Import Contacts: to upload contact lists from other email services.  
When the recipients are set, click “Next”.
5. Review the message and click “Send”.

### **St. Jude Office Contact Information**

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

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#### **Peoria Office**

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