

SETTING UP YOUR ONLINE FUNDRAISING PAGE



The following will guide you through setting up your own fundraising page for the 14th Annual Dick Hiley/St. Jude Bass Classic.

1. Visit www.mystjudeevent.org
click on: 'Register' > 'MN' > '14th Annual Dick Hiley Bass Classic'
2. This will bring you to our main event page. To create your own account click on: 'Sign Up to Fundraise'
3. Type in a username and password (this will be your participant login information from now on) and click 'participate in this event'
4. This brings you to the registration form. Fill out all information and click 'Register!'
5. You have now created your page! Below is information on each tab.

My Progress:

This page has multiple features that allow you to donate online and view your fundraising progress.

- The 'Click Here' hyperlink above the 'Fundraising Progress' area and the orange 'Donate Now' button allows you to donate in your own name.
- The 'Fundraising Progress' area displays how much you have raised towards your goal.
- The 'Print out Progress Report' link allows you to print out a report of your campaign efforts.

Donate Now:

When you select the 'Donate Now' button, the donation form will appear.

- This form allows for you or others to make a single (one time) or monthly (reoccurring) donation
- If you or others prefer to donate by cash or check, rather than online with a credit card, simply click the 'Print This Form' link and mail the completed form along with their cash or check.
- When payment is made, a confirmation screen with receipt will appear.

Mail Center:

This is where you can upload contacts to send a donation request email to people.

- You can manually add email contacts by selecting the 'Add Contacts' button. Once you have finished adding contacts, click 'Save'.
- You can also import your contacts from your email provider. To do this select 'Import Contacts' and follow the directions.
- Once you have added and imported your contacts, you can select all supporters by clicking the 'Select All' option. Once you have selected your supports, click the 'Add Recipients' button and the recipients will be entered into the 'Send to Email' field of the 'Compose Email' form to the right.
- To compose an email, enter all applicable information in the 'Compose E-mail' section. When you are satisfied with your email select the 'Send Now!' button and your email will be sent.

My Page:

This page allows you to customize your Web page. You can edit your page, choose a template, edit image captions, upload an image, and add your own personal message.

If you have any questions regarding the online fundraising, please feel free to contact **Amanda Cahow** at **952-893-0442**. On behalf of our patients and families, a heartfelt thank you goes to everyone who promotes St. Jude through fundraising.