About this document
This training document will go through the front-end of the UTD site and corresponding Participant Center. The UTD peer-to-peer fundraising site can be accessed via http://utd.stjude.org.

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How to Navigate the UTD Site

- Primary navigation (located at top of page): Home, Find a School, How To Participate, Sponsor a Student
- Primary navigation is also echoed in the footer area (located at bottom of page)
How to Donate

Select “Sponsor a Student” within the primary navigation.

You have the option of searching by student, team or event name:
Here is an example of the results after a search performed:

![Search for a Student](image)

**Tips & Tricks:** Enter ‘%%%’ in any of the fields and you will get all available results.

**Note:** Most donations to fundraising programs come via emails that participants send to potential donors. Most donors will click a link that will direct them to a participant’s page, rather than navigate through the site to find a donor’s page.
When you select a name within the results, you will be directed to their personal fundraising page:

Note: From this page you can donate to the participant, join their team or go directly to their team page, where you can also donate to their team.
When you select donate, you begin the donation process. Here is the first step:

- **Step 1: Gift information**

![Image of donation form]

- Select a gift amount:
  - $30.00
  - $50.00
  - $75.00
  - $100.00
  - Other amount

- Make this an anonymous donation

- Recognition name

- Display donation amount with recognition name?
  - Display the amount of my donation along with my recognition name.

- Personal note

Next
- Step 2: Billing information
• Step 3: Payment information
- Donation Confirmation

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**Receipt Information**

- **Transaction date**: 7/16/13

**Gift Information**

- **Amount**: $30.00
- **Recognition name**: 
- **Personal note**: 

**Billing Information**

- **First name**: Taco
- **Last name**: Test
- **Street 1**: 501 St. Jude Place
- **City**: Memphis
- **State**: TN
- **ZIP**: 38105
- **Country**: United States
- **Email address**: memphismet@gmail.com
- **Email opt-in**: Yes

**Payment Information**

- **Payment type**: Credit Card
- **Card number**: ************1111
- **Credit card number**: ************1111
- **Gift Amount**: $30.00
- **Tax-deductible amount**: $30.00
- **Tracking code**: 814-5440-3-23386-74047
How to Register (Start or Join a Team)

To register, you must locate a specific school. You can do this via the “How to Participate” page, or the “Find a School” page. Provide a school name, city or state, and then click the Search button. If no results are returned based upon a search, one can click on the ‘bring St. Jude Up til Dawn or another collegiate event to your campus’ link (located near to Search button).
How to Participate

On this page you can do couple things:
- Find a school and register
- Contact a local representative

Participating in St. Jude Up ‘til Dawn is easy.

1. Find a school and register.
2. Join or start a team.
3. Set up your personal website to ask for donations
4. Earn prizes for your fundraising efforts
5. Stay up for good at the all-night challenge.

Or sponsor a student and help them raise funds for St. Jude

Get Questions? Contact Us or see our FAQs.
If you select ‘Contact Us’ you would see the following form:
To register, all paths ultimately lead to the “Find a School” page. As previously mentioned, this page lets you select a school by name, city, or state. Enter school name, city, or state to located your School.

Search results will appear below search button on the current page.
Here is an example of a school page, from here you can:

- Register as a participant
- Find a participant to support or a team to join
Completing Registration Process

1) There are three ways to register:
   a. Start a new team (as a captain)
   b. Join an existing team
   c. Register as an Individual (join a team later)
2) If you select “Start a new team,” you will see this screen:

3) If you select “Join an existing team,” you will see this screen:
After you perform a search, you can register to a team by clicking the ‘Join’ button. You will then be taken to the “participant options” page, which will take you through the registration process.
4) If you select “Register as an Individual (join a team later),” you will see this screen:

You will then be taken to the “participant options” page, which will take you through the registration process.
5) Whichever path you take you will come to the “Contact Information” step of the registration process. Complete the following registration form:

![Registration Form](image.png)
6) Agree to registration terms, click Next Step
- You will see the following 'Review' page:
• Complete billing information
- Transaction Summary and proceed to Participant Center
Log in to your Participant Center

There are three ways to log in.
1) The ‘proceed to participant center’ button in the final step of the registration process (see previous page)

2) Link in header of main UTD website:

3) Link contained in the participant confirmation email (see next page)
Thank you, Bart, for registering to participate in St. Jude Up 'til Dawn! Let's get started fundraising.

**Step 1:** Log in to your [participant center](http://stj2dev.convio.net/site/TR/UTD/UTD?fr_id=18723&pg=center).
- Log in with the following information:
  - simpson
  - Forgot password?

**Step 2:** Make your [page personal](http://stj2dev.convio.net/site/TR/UTD/UTD?fr_id=18723&pg=center).
- Add a story
- Include a photo or video
- Post to Facebook and Twitter

Our stats show that the more you personalize your page — the more you put you in your fundraising — the better you'll do.

If you have any questions, please email us at uptildawn@stjude.org.

Thank you for staying up for good,
The St. Jude Up 'til Dawn Team

**Username:** simpson
**Forgot password?**

http://stj2dev.convio.net/site/TR/UTD/UTD?fr_id=18723&pg=center

**University of Awesome event page:** [http://stj2dev.convio.net/site/TR/UTD/UTD?fr_id=18723&pg=entry](http://stj2dev.convio.net/site/TR/UTD/UTD?fr_id=18723&pg=entry)

**Contact Information:**

**Name:** Bart Simpson  
**Address:** 1 Main  
Springfield IL 62705 United States  
**Email:** mat.keathley@stjude.org

**Transaction Summary:**  
**Total Amount Paid:** $100.00  
**Tracking code:** 954-6542-20-23463-75023

**Registration Information:**

**Event:** University of Awesome  
**Participation Type:** Up 'til Dawn fundraising participant  
**Registration Fee Paid:** $0.00  
**Final Gift Amount:** $100.00

**Access your participant center**
UTD Participant Center Functions

Overview

- Primary navigation (upper)
- Secondary navigation (right side)
Resources

This page has a lot of informational content; you can use the sub navigation to jump to various sections of the page.
Email

- Compose a message
- Drafts
- Sent messages
- Add contacts
• Pick a template and the email automatically populates with content:

You can save an existing message as a Draft by clicking the ‘Save as draft’ link next to the Send button. This is what the Drafts functionality looks like:

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You can also view email messages that have been sent by clicking the Sent link located in the right-side navigation. This is what the Sent functionality looks like:

Importing / adding contacts for outbound UTD email is easy. Click on Contacts from right-side navigation and click on either the ‘Import contacts’ or ‘Add single contact’ buttons.
When you select ‘Import contacts’, the following screen will appear:

Select the appropriate email client or choose to import a file, and then follow the step by step instructions.
When you select ‘Add single contact’, the following contact tool will appear in the right-side navigational area:

Enter the required information, and then click the ‘Add’ button to add a single contact.

**Click on Progress to track your donations.** From here you can evaluate your donations:

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Edit your personal Web page

From here you can change the components on your personal fundraising page.

A) Content: View your personal page, create a Vanity URL, make you page searchable or hidden, and update page content

![Edit Your Personal Fundraising Page](image-url)

- **Personal page URL:** http://[yourPageURL]
- **Searchable:** Friends and family will be able to search for your page on the site.
- **Hidden:** Your page won’t be searchable on the site; your page can only be seen by those that have the exact URL.

**This year, I’m participating in a campus-wide event to raise funds to support St. Jude’s life-saving mission of finding cures and saving children. I need your support to help me reach my fundraising goal for the kids of St. Jude.**

**Your donation helps:**
- assuring no family ever pays for anything
- help kids continue to be kids even while battling cancer

**What will I do?**
- Be grateful for my health
- Test my skills at games we might take for granted because we’re healthy
- Promise no sleeping for one night!

**Thank you for your support:**

Save | Print

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B) Photos/Video: Upload up to 2 photos or a single video (click Video radio button)

Profile
From here you can view and edit your profile information, and change your password
Here is the Edit Profile view, from here you can edit your profile information (username, first/last name, email, physical address info, and phone number)

You can update your password by clicking on the 'Change Password' link below Edit profile.