

# ESA ♥ ST. JUDE

## STEP ONE: Log into your fundraising page

### Important Details:

1. All individuals should do this process for their donations. This cannot be done at the team level.
2. All cash must be converted to checks or money orders.
3. All checks (and money orders) must be mailed no more than 30 days after receipt.
4. Review the Event Check Submission Form for more information on what to include on the check and where to mail checks.

- 1 Go to fundraising.stjude.org

Log in with the user name and password you set up when you registered

2

3

Click the blue text ESA Hearts Events

The image shows two screenshots of the fundraising website. The top screenshot shows the login page with fields for Username and Password, and a Submit button. A blue arrow points from the text 'Log in with the user name and password you set up when you registered' to the login fields. A circled number '2' is next to the arrow. The bottom screenshot shows the 'Your St. Jude fundraising events' page with a blue link 'ESA Hearts Events' highlighted. A blue arrow points from the text 'Click the blue text ESA Hearts Events' to the link. A circled number '3' is next to the arrow.

stjude.org/esaheartts  
#esa4stjude

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## STEP TWO: Print and fill out the Check Submission Form

This form must be sent with every batch of checks you mail.

1 Click to open the Check Submission Form

2 Use the print button to print this form, fill it out, and mail it with the checks.

The image shows a two-step process. Step 1: A screenshot of a fundraising dashboard. A blue box highlights the 'Check Submission Form' link under the 'Submit check donations' section. A blue arrow points from this link to a larger view of the form. Step 2: A larger view of the 'Check Submission Form'. A blue arrow points to a 'Print' button in the top right corner of the form. The form includes a header for St. Jude Children's Research Hospital, a table for recording check details, and a footer with contact information.

Donor Name	Street Address	City, State, Zip	Check #	Amount	Date

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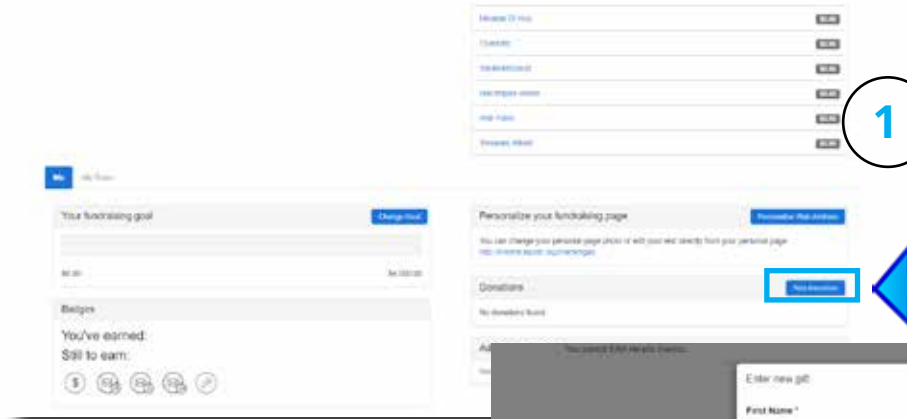
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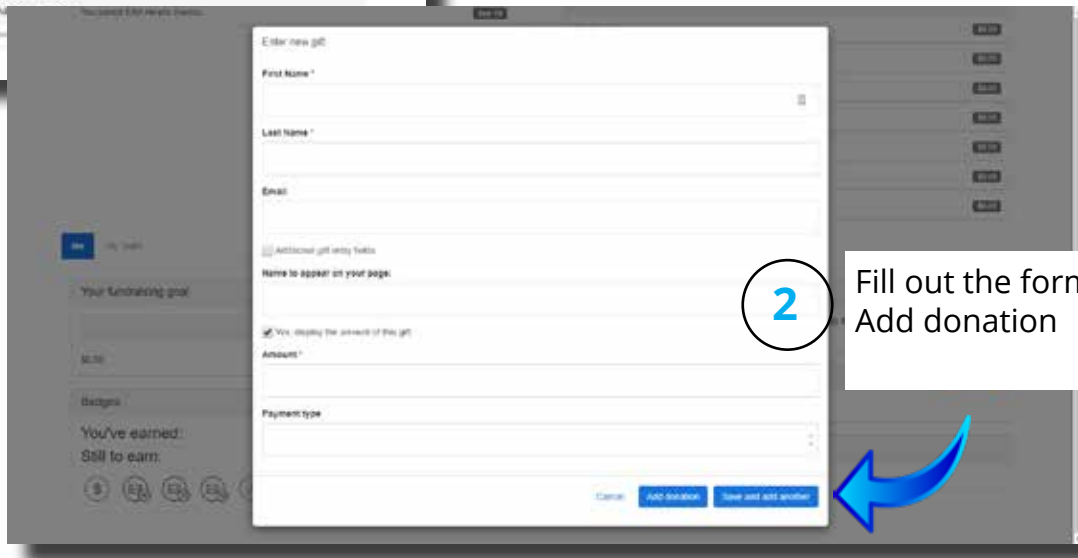
## STEP THREE: Add check donations to you fundraising page

This must be completed before you mail in checks.



1

Scroll to the bottom of your fundraising dashboard and click Add Donation



2

Fill out the form and click Add donation

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## STEP FOUR: Make sure the donation shows in the donations list

The screenshot shows a fundraising page interface. At the top right, there is a date indicator 'Sep 13'. Below it is a list of donors with their names and donation amounts:

Kai Nam Ngai	\$4.00
Micaela Di Vico	\$4.00
Charlotte	\$4.00
Sarah Michaud	\$4.00
Mackegan Wuest	\$4.00
Anji Patel	\$4.00
Tinaime Attard	\$4.00

Below this list are two buttons: 'Change Goal' and 'Personalize Web Address'. The 'Change Goal' button is next to a goal amount of '\$4,000.00'. Below the goal is a 'Personalize your fundraising page' section with a 'Personalize Web Address' button. A note says: 'You can change your personal page photo or edit your text directly from your personal page. <http://events.stjude.org/mackegan>'. Below this is a 'Donations' section with an 'Add donation' button and a dropdown arrow. A table of donations is shown, with the entry for 'Mackegan Wuest' highlighted in blue and a blue arrow pointing to it:

Mackegan Wuest	Sep 26	\$100.00	👤
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Below the 'Donations' table are two buttons: 'Add a matching gift' and 'Record a corporate matching gift'.

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