

REGISTRATION INSTRUCTIONS: CREATE A TEAM

- Visit www.fundraising.stjude.org/esa and click “Find a Walk/Run.”
- Select your event of choice from the list of cities and click “Register.”
- Select your team option – **START A TEAM.**
- Create or access your St. Jude fundraising profile.
 - If you are a “Returning User,” enter your username and password from last year.
 - Forgot your information? Click “Email me my login information” and enter email address
 - If you’re not a returning user, select “New User.”
- If you are a returning user, you might be prompted to bring back a team from a prior year.
 - If so, click “Bring Back [Team Name].”
- To start a team as the team captain:
 - Enter your team name [**ESA – Location**] and team fundraising goal.
 - To affiliate with your National Team, select **ESA** from the National Team dropdown menu.
 - Select your team type.
- Select your participation option.
 - Set a fundraising goal.
 - If interested, make a donation toward your fundraising goal.
- Fill out your Contact Information.
 - Enter your personal information.
 - If you are a “New User,” create a username and password.
 - Answer additional questions.
- Review and agree to the Terms of Agreement.
- Verify and complete your registration.
 - To register a family member, “Register a family member” and repeat the registration process.
- If applicable, complete billing information and process payment.
- **Congratulations, you’re now registered!** Take a moment and review your Participant Center - your fundraising headquarters! Here you can personalize your website page, send emails and fundraise through Facebook.

