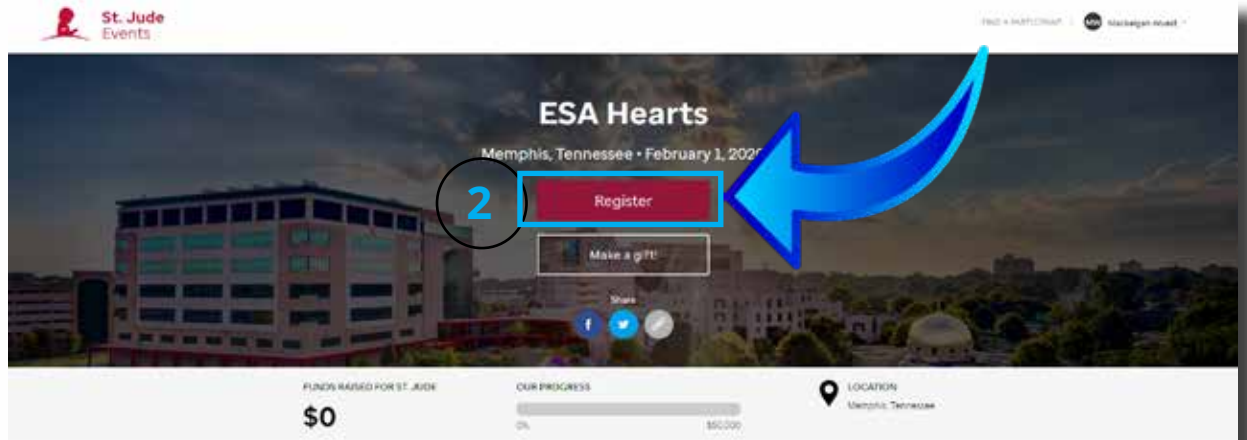


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STEP ONE: Registering Your Chapter Page

- 1 Visit fundraising.stjude.org/esahearts and click Register.



Next, select Register and start a new team. Follow the prompts to create the team chapter page.



stjude.org/esahearts
#esa4stjude

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STEP TWO: Customize Your Chapter's Team Page URL

Once you have registered your chapter team, scroll to the bottom of the page and click on the My Team tab to customize your page URL. This should NOT change throughout the campaign so we suggest using your university name (ex: /jmu or /ballstate, etc.)

The image shows a screenshot of the 'My Team' page on the St. Jude website. A blue arrow points to the 'Personalize web address' button, which is circled with a '1'. A second blue arrow points to the 'Edit Personalize web address' modal window, where the text 'ESA1Q' is entered in the input field (circled with a '2') and the 'Save' button is circled with a '3'. A vertical line separates the main page from the modal window.

Click Personalize web address

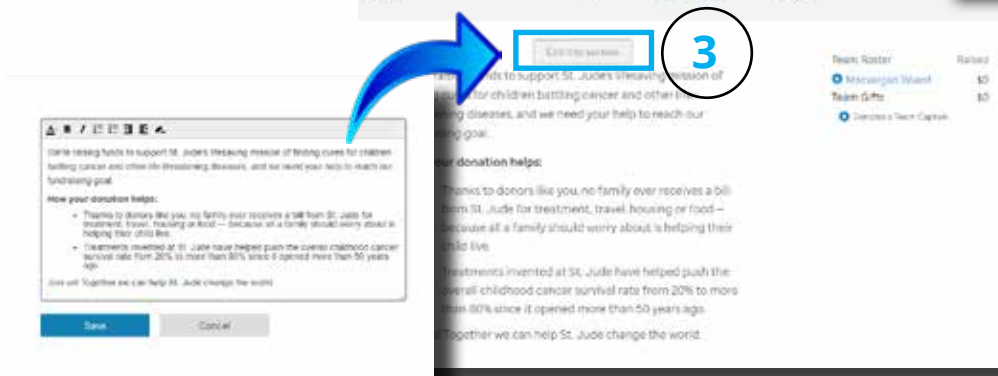
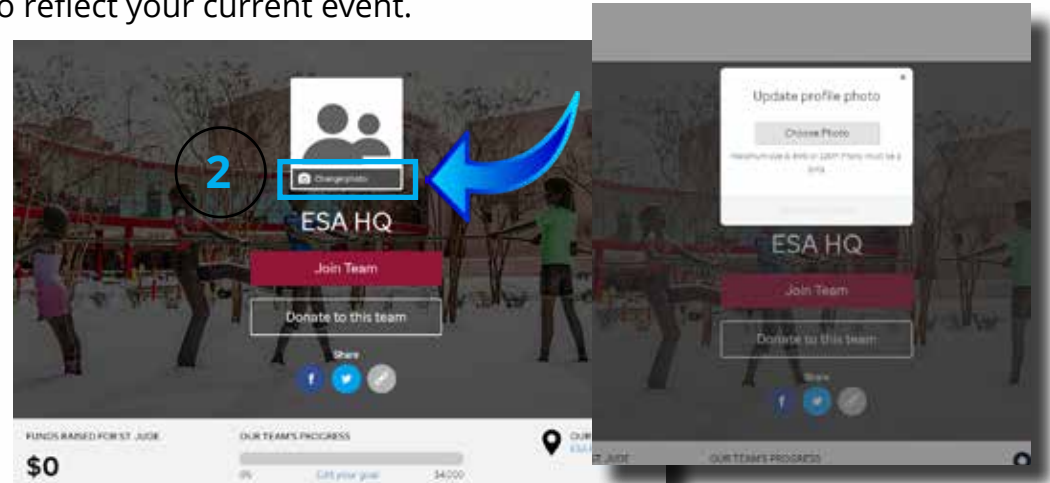
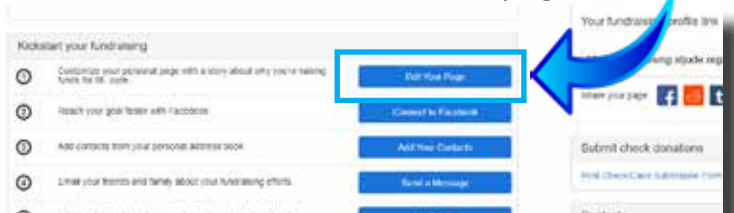
Change the address listed and click save

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STEP THREE: Customize Your Chapter's Team Page

Finally, customize your chapter's page; include a photo and add messaging about specific events if you have one. This should be changed multiple times throughout the campaign to reflect your current event.

1 Click Edit Your Page to open your chapter page.



For additional troubleshooting please contact Mackeigan Wuest at mackeiganw@epsilonsigmaalpha.org.

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