



St. Lawrence Martyr School Fun Run Website User Manual

T-shirt order and print receipt deadline: **23 December 2015**

T-shirt receipt and payment due: **6 January 2016**

Pledge entry and print receipt deadline: **28 January 2016**

15th Annual Fun Run Event: **29 January 2016**

Pledge receipt and payment due: **10 February 2016**



How to Get Started



St. Lawrence Martyr School website at:
<http://www.stlmschool.org/>

Links for:
T-shirt order and pledge entry site
This user manual
Fun Run sponsors
Forms

Logon to order T-shirts and enter pledges:

- Go to the SLM School website
- Click on “Parents”, then “Fundraisers”, and then “Fun Run”
- Click on “Order T-shirts and Enter Pledges”
- Use the **same userid and password as you used for last year’s Fun Run event**
 - E-mail Sharon Romesser if you need your login info
 - sharon.romesser@stlmschool.org



How to Order T-shirts



St. Lawrence Martyr Fun Run Program

T-Shirt Order Deadline: **October 20, 2010**
Pledge Entry Deadline: **November 18, 2010**

T-Shirts are free for each student. Click "Order T-Shirt" and order the size for each student. If you would like to order extras, click "Order T-Shirt" next to Additional T-Shirts. Print and submit a T-Shirt receipt if you order additional T-Shirts. Click on "Pledges" to enter each students pledges.

Julia	Order T-Shirt	View Order	Delete Order
	Pledges		
Michael	Order T-Shirt	View Order	Delete Order
	Pledges		
Yaccarino	Order T-Shirt	View Order	Delete Order
Additional T-Shirts			

[Pledge Receipt](#) [T-Shirt Receipt](#) [Change Password](#) [Log Off](#)

- Click "Order T-Shirt" to order shirt size for each child
 - Children's T-shirts are provided at no cost
- For additional T-shirts, click "Order T-Shirt" next to "Additional T-Shirts"
 - \$10 each
- Use "View Order" and "Delete Order" as needed
- Print "T-shirt Receipt"

Order T-shirts and print receipt by **December 23**
Submit receipt and payment to school office by **January 6**
Make check payable to "SLM Fun Run"
Keep a copy of receipt for your records

If you do not order additional T-shirts, you do not need to submit a receipt

How to Enter Pledges



St. Lawrence Martyr Fun Run Program

T-Shirt Order Deadline: October 20, 2010
Pledge Entry Deadline: November 18, 2010

T-Shirts are free for each student. Click "Order T-Shirt" and order the size for each student. If you would like to order extras, click "Order T-Shirt" next to Additional T-Shirts. Print and submit a T-Shirt receipt if you order additional T-Shirts. Click on "Pledges" to enter each student's pledges.

Julia	Order T-Shirt	View Order	Delete Order
	Pledges		
Michael	Order T-Shirt	View Order	Delete Order
	Pledges		
Yaccarino	Order T-Shirt	View Order	Delete Order
Additional T-Shirts	Order T-Shirt	View Order	Delete Order

[Pledge Receipt](#) [T-Shirt Receipt](#) [Change Password](#) [Log Off](#)

- Click "Pledges" to enter pledges for each child
- Enter the number of laps child pledges to run and click "Update Laps"
- Enter the name of the person pledging
- Enter pledge per lap **or** a total pledge. Do not enter both. Do not use a \$ symbol.
- Click "Add Pledge"
- "Modify" or "Delete" pledges, as needed.
- Click "Main Menu" when done entering pledges
- When returning to website, follow same procedure to add, modify, or delete pledges
- Print "Pledge Receipt"
 - One receipt for all children

Julia's Pledges

Pledges Due By: October 20, 2010

Instructions: Enter the number of pledge laps and press "Update Laps". You can change it at anytime. Enter the name of the person pledging. **Either enter a pledge per lap or total pledge. Do not enter the \$.** Click the "Add Pledge" button to submit the pledge. Pledges are stored each time so you can enter them over a period of time. When you have entered all of the pledges for all students, Print and Submit a Pledge Receipt form from the main menu. Submit the pledge receipt and payment via the family envelope.

Student Name: Julia
Grade: 5

I pledge to run laps.

Pledge Name	Pledge per Lap (\$)	Pledge Total (\$)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Pledge"/>

Pledge List

#	Pledge Name	Pledge per Lap (\$)	Total Pledge (\$)	
1	Robert Yaccarino	0.50	25.00	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
			Total	\$25.00

[Main Menu](#) [Log Off](#)

Enter pledges and print receipt by **January 28**
Submit receipt and payment by **February 10**
Make check payable to "SLM Fun Run"
Keep a copy of receipt for your records



Important Dates and Contact Information

■ Summary

- SLM School website <http://www.stlmschool.org/>
- Click on “Parents”, then “Fundraisers”, and then “Fun Run”
- Click on “Order T-Shirts and Enter Pledges”
- Same userid and password as for last year’s Fun Run event

■ Important Dates

- T-shirt order and print receipt deadline: December 23, 2015
- T-shirt receipt and payment due: January 6, 2016
- Pledge entry and print receipt deadline: January 28, 2016
- 15th Annual Fun Run Event: January 29, 2016
- Pledge receipt and payment due: February 10, 2016

For questions and comments, please contact Sharon Romesser
sharon.romesser@stlmschool.org