

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

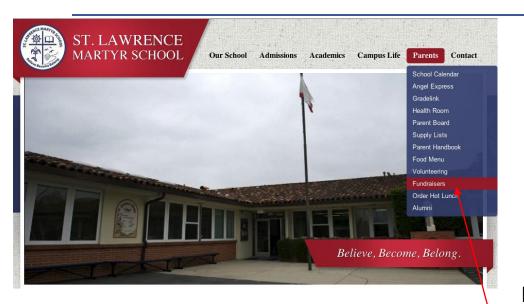
Pledge entry and print receipt deadline: 28 January 2016

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

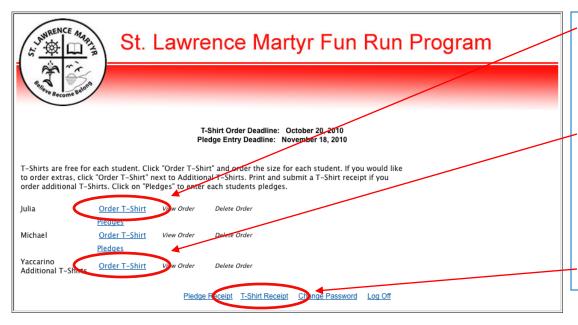


15th Annual Fun Run

15 November 2013

How to Order T-shirts





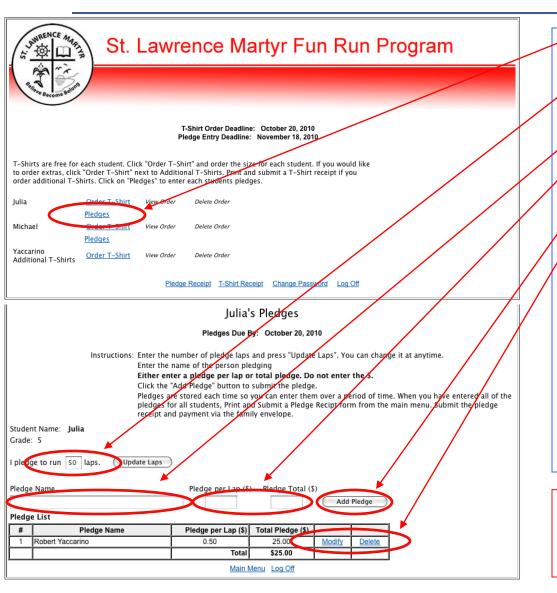
- Click "Order T-Shirt" to order shirt size for each child
 - Children's T-shirts are provided at no cost
- For additional T-shirts, click "Order T-Shirt" next to "Additional T-Shirts"
 - \$10 each
- Use "View Order" and "Delete Order" as needed
 - Print "T-shirt Receipt"

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





- 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

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





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