

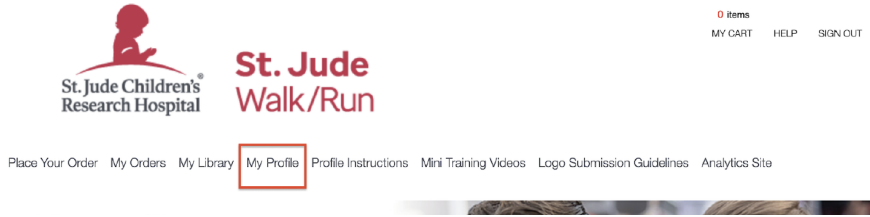
PROFILE FIELD POPULATION

*Entries must be accurate as most profile fields auto-populate into templates.
Be careful not to hit the spacebar at the end of entries as blanks may result in word spacing issues!*

PROFILE FIELD NAME	APPLICABLE TEMPLATE	PROFILE FIELD ENTRIES Follow the formatting examples provided (where applicable)
Login Name:	<ul style="list-style-type: none"> • Promo Flyer (English/Spanish) Template • Promo Buckslips (English/Spanish) Template • Promo Poster (English/Spanish) Template 	batonrouge Populates as "market" in web address: stjude.org/walk{market}
Market:	User profile / Welcome message	N/A
Lead Name:	User profile / Welcome message	N/A
Lead E-mail Address:	<ul style="list-style-type: none"> • Promo Buckslips (English) Template 	firstname.lastname@stjude.org
Lead User Phone:	<ul style="list-style-type: none"> • Promo Buckslips (English) Template 	000-000-0000 Use dashes only
Office Address 1:	User Profile	N/A
Office Address 2:	User Profile	N/A
Office City:	User Profile	N/A
Office State:	User Profile	N/A
Zip Code:	User Profile	N/A
Country:	User Profile	N/A
Event Contact Name:	<ul style="list-style-type: none"> • Promo Buckslips (English) Template 	Firstname Lastname
Spanish Contact Name:	<ul style="list-style-type: none"> • Promo Buckslips (Spanish) Template 	Firstname Lastname
Spanish Contact Email:	<ul style="list-style-type: none"> • Promo Buckslips (Spanish) Template 	firstname.lastname@stjude.org
Spanish Contact Phone:	<ul style="list-style-type: none"> • Promo Buckslips (Spanish) Template 	000-000-0000 Use dashes only
Market Name:	<ul style="list-style-type: none"> • Promo Flyer (English/Spanish) Template • Promo Buckslips (English/Spanish) Template • Promo Poster (English/Spanish) Template 	Albany, NY Use comma separator between city, state Use 2 letter state abbreviation
Event Date:	<ul style="list-style-type: none"> • Promo Flyer (English) Template • Promo Buckslips (English) Template • Promo Poster (English) Template 	Sept. 23 Use 4 letter abbreviation for month followed by period
Event Date (Spanish):	<ul style="list-style-type: none"> • Promo Flyer (Spanish) Template • Promo Buckslips (Spanish) Template • Promo Poster (Spanish) Template 	23 de Sept.
Venue Name:	<ul style="list-style-type: none"> • Promo Flyer (English/Spanish) Template • Promo Buckslips (English/Spanish) Template • Promo Poster (English/Spanish) Template 	The Crossings of Colonie

PROFILE FIELD ACCESS / SAVE ENTRIES

- To access profile fields, select **MY PROFILE** located in the top navigation bar.



- Select the **EDIT PROFILE** button

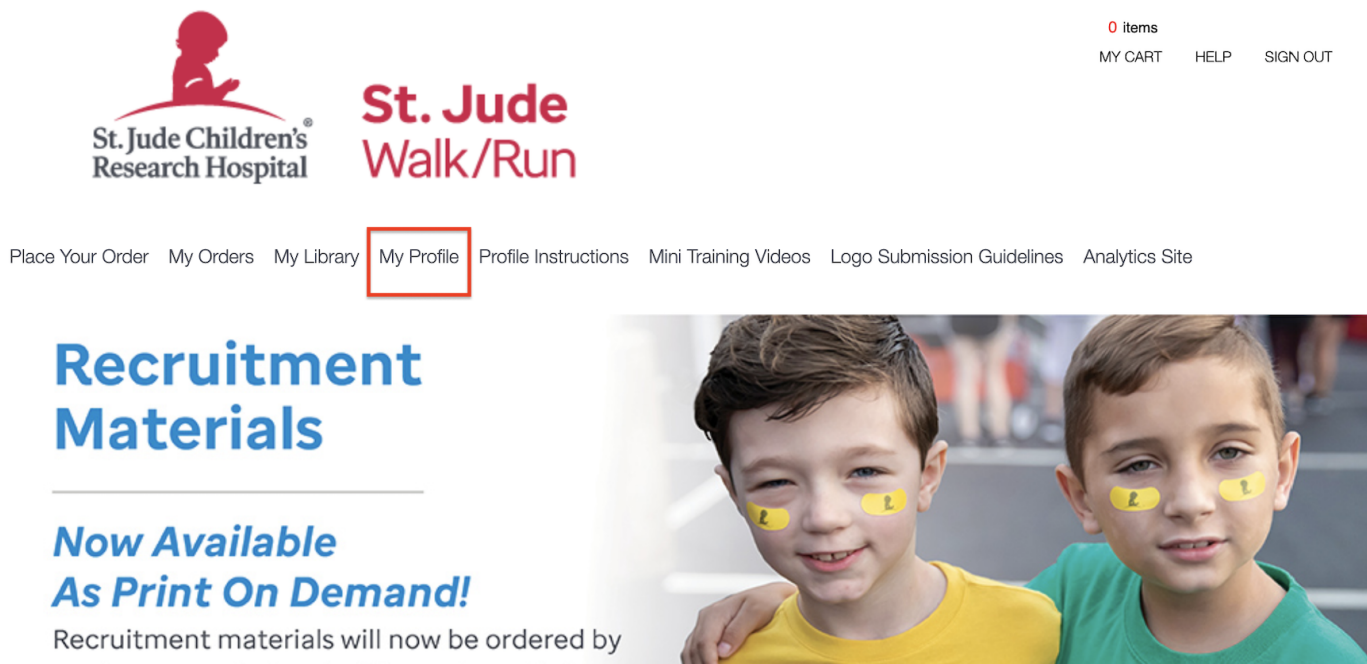


- Enter information into the field(s) you wish to populate or edit. **IMPORTANT:** You must select the **ACCEPT** button to save your entries. Failure to do so will result in lost data.

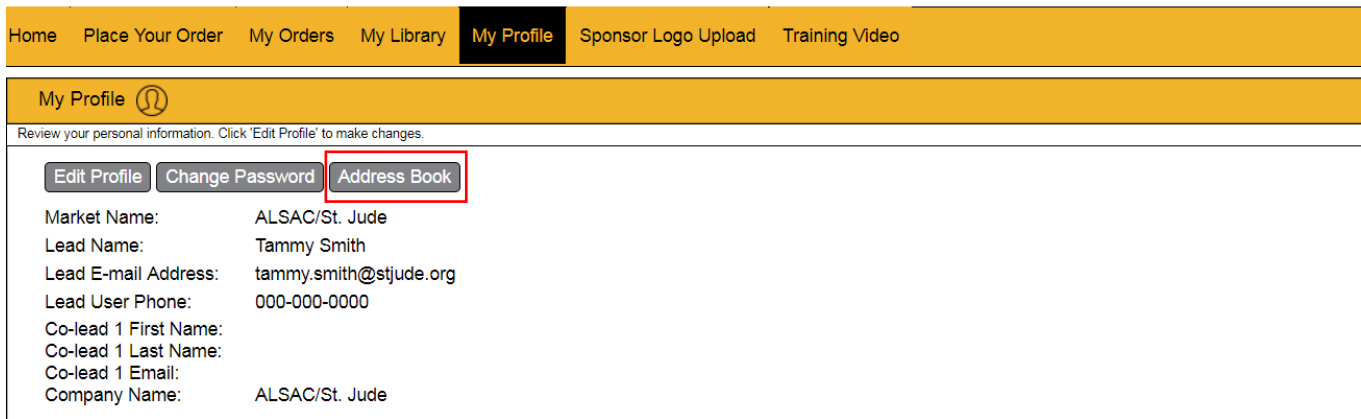


ADDRESS BOOK POPULATION

- Select the **My Profile** located in the top navigation bar.



- Select **Address Book** button.



- This will load the screen below which may already include an address from a previous order window. From here you can opt to either **Add New**, or **View/Edit** the existing entry:

The screenshot shows the 'Address Book' page with a navigation bar at the top containing 'Home', 'Place Your Order', 'My Orders', 'My Library', 'My Profile', 'Sponsor Logo Upload', and 'Training Video'. Below the navigation bar is a yellow header with 'Address Book' and a user icon. The main content area has the sub-header 'Edit your address book' and a 'Back to Profile' button. A red box highlights the 'Add New' button. Below it is a list of address entries, with the first entry 'Test User' highlighted and a 'View/Edit' link next to it. The address details for 'Test User' are: ALSAC/St. Jude, ATTN: Tammy Smith, 2151 Alton Parkway, Suite A, Irvine, CA 92688, 000-000-0000.

- To **Edit**, overwrite the current entry and select **Accept** to save the entry. To remove the entry, select **Delete**. If no changes are made, select **Cancel**.

The screenshot shows the 'Edit Address' page with a navigation bar at the top containing 'Home', 'Place Your Order', 'My Orders', 'My Library', 'My Profile', 'Sponsor Logo Upload', and 'Training Video'. Below the navigation bar is a yellow header with 'Edit Address' and a user icon. The main content area has the sub-header 'Make your edits. Click Accept to confirm your edits or Cancel to ignore them.' and three buttons: 'Accept', 'Delete', and 'Cancel', all highlighted with a red box. Below the buttons is a checkbox labeled 'Make this my primary shipping address'. The 'Address Book Label' field contains 'Test User'. The 'Shipping Address' section includes fields for 'company Name' (ALSAC/St. Jude), 'ATTN' (Tammy Smith), 'Address 1' (2151 Alton Parkway), 'Address 2' (Suite A), 'City' (Irvine), and 'State/Province'.

- To add a new address, select the **Add New** button.

The screenshot shows the 'Address Book' page with a navigation bar at the top containing 'Home', 'Place Your Order', 'My Orders', 'My Library', 'My Profile', 'Sponsor Logo Upload', and 'Training Video'. Below the navigation bar is a yellow header with 'Address Book' and a user icon. The main content area has the sub-header 'Edit your address book' and a 'Back to Profile' button. A red box highlights the 'Add New' button. Below it is a list of address entries, with the first entry 'Test User' highlighted and a 'View/Edit' link next to it. The address details for 'Test User' are: ALSAC/St. Jude, ATTN: Tammy Smith, 2151 Alton Parkway, Suite A, Irvine, CA 92688, 000-000-0000.

- Enter an **Address Book Label**. When you have multiple entries in your address book, this label will enable you to distinguish between address entries. For example: If you label one entry Memphis Office and another Memphis Distribution Center, this will assist you in selecting the correct shipping address at checkout. Selecting **Make this my primary shipping address** will make the selected entry your default shipping address at checkout. Select **Accept** to save your entry.

The screenshot shows the 'Edit Address' page with a navigation bar at the top containing 'Home', 'Place Your Order', 'My Orders', 'My Library', 'My Profile', 'Sponsor Logo Upload', and 'Training Video'. Below the navigation bar is a yellow header with 'Edit Address' and a user icon. The main content area has the sub-header 'Make your edits. Click Accept to confirm your edits or Cancel to ignore them.' and two buttons: 'Accept' and 'Cancel', both highlighted with a red box. Below the buttons is a checkbox labeled 'Make this my primary shipping address'. The 'Address Book Label' field contains 'New Address'. The 'Shipping Address' section includes fields for 'company Name', 'ATTN', 'Address 1' (501 St. Jude Place), 'Address 2', 'City', and 'State/Province'.