

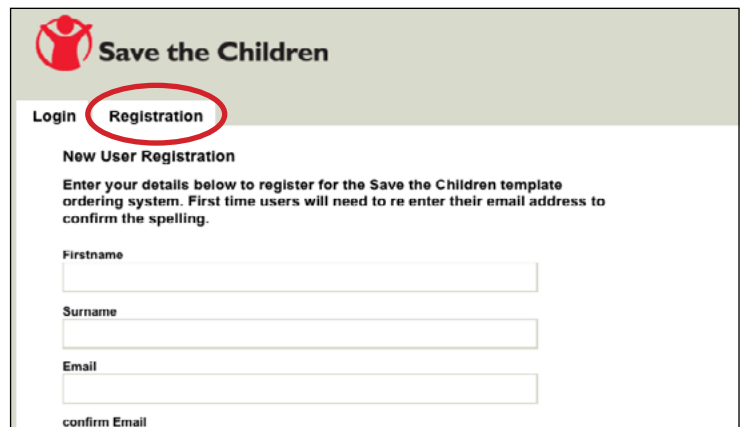
web-to-print instructions for volunteers

Create personalised posters, flyers and tickets to promote your fundraising event using online templates.

Simply log in, choose a template, adapt the artwork for your own needs and download a high-quality print-ready PDF.

Register/Log in

- 1 Go to:
www.citydigitalonline.net/stcreg.php
- 2 Register as a new user (you will need to provide your name and email address) and log in.



Save the Children

Login **Registration**

New User Registration

Enter your details below to register for the Save the Children template ordering system. First time users will need to re enter their email address to confirm the spelling.

Firstname

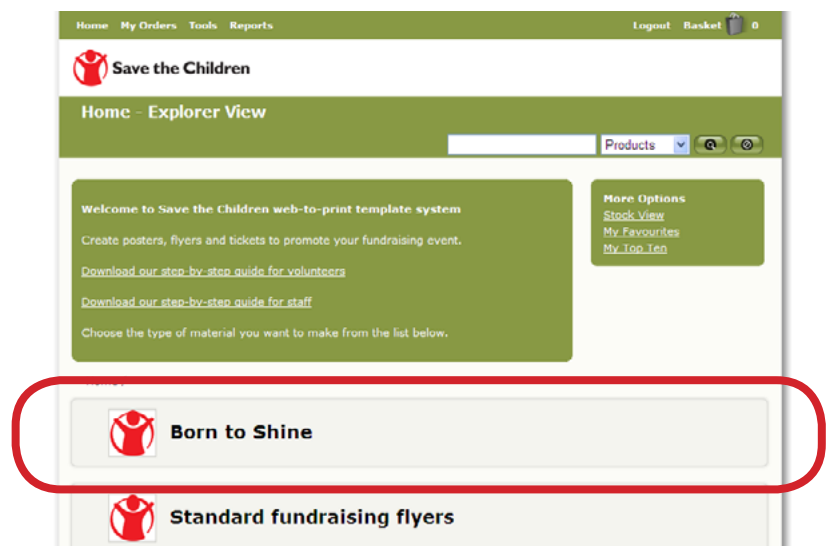
Surname

Email

confirm Email

Choosing a template

- 3 Select the type of material you want to make, eg, posters, flyers.



Home My Orders Tools Reports Logout Basket 0

Save the Children

Home - Explorer View

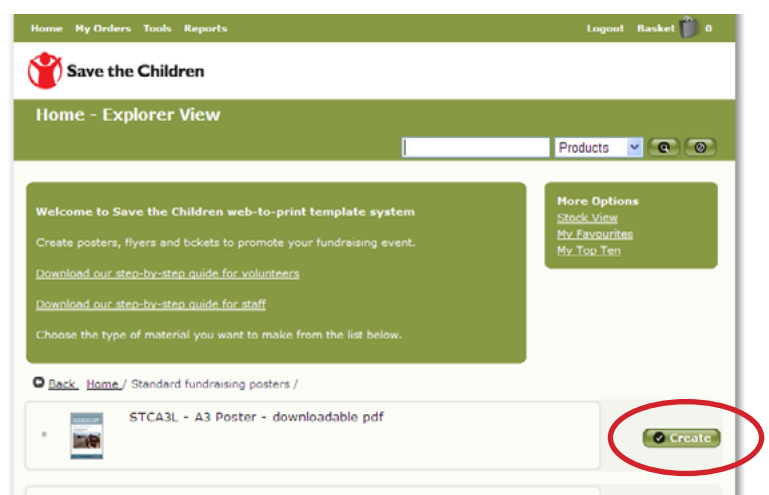
Welcome to Save the Children web-to-print template system
Create posters, flyers and tickets to promote your fundraising event.
[Download our step-by-step guide for volunteers](#)
[Download our step-by-step guide for staff](#)
Choose the type of material you want to make from the list below.

More Options
[Stock View](#)
[My Favourites](#)
[My Top Ten](#)

Born to Shine

Standard fundraising flyers

- 4 Next, choose the template you want and click **Create**.



Home My Orders Tools Reports Logout Basket 0

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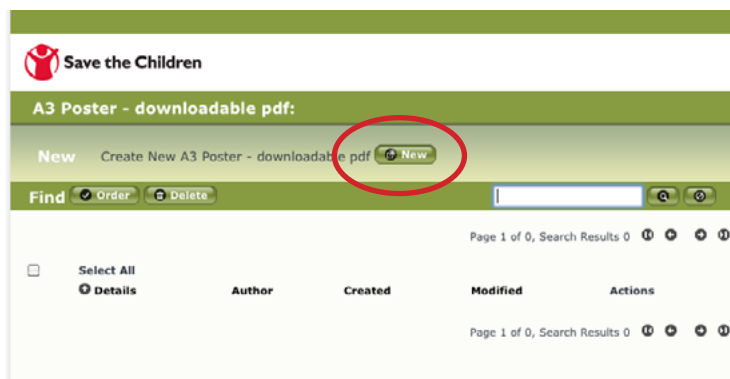
More Options
[Stock View](#)
[My Favourites](#)
[My Top Ten](#)

[Back](#) [Home](#) / Standard fundraising posters /

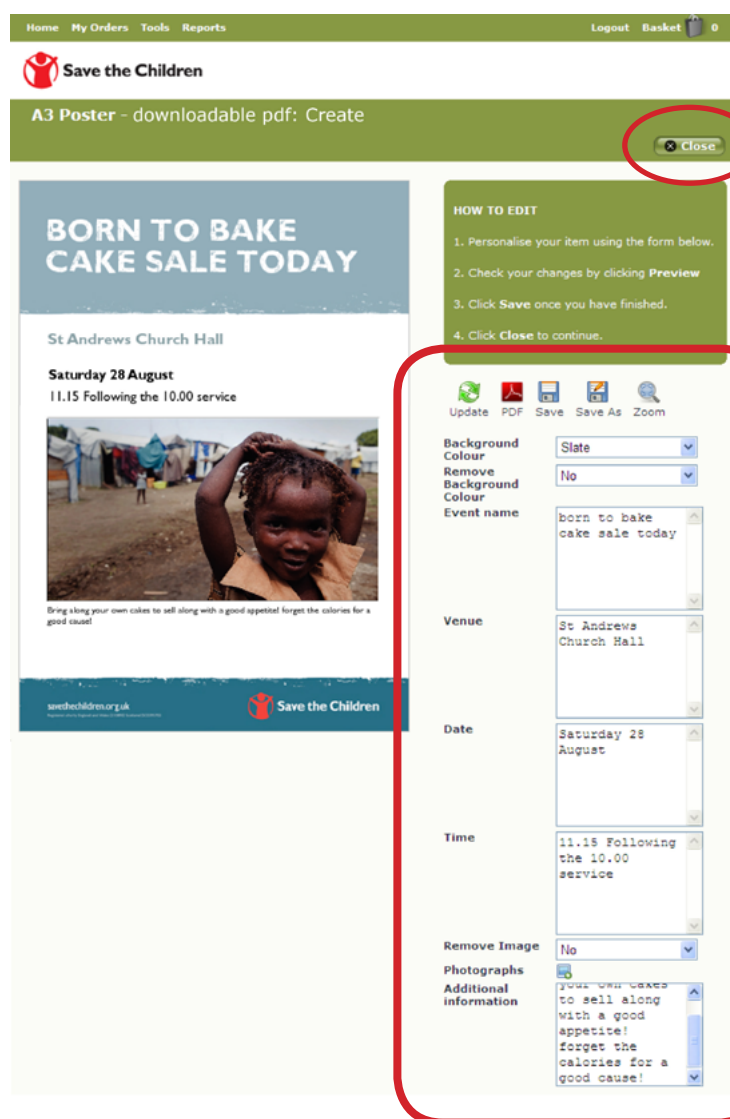
STCA3L - A3 Poster - downloadable pdf **Create**

STCA4I - A4 Poster - downloadable pdf

- 5 This will take you to your current projects. Click on **New** at the top of the page.



- 6 Edit your item using the text boxes on the right of the page. Click the **Preview** icon to see your changes.



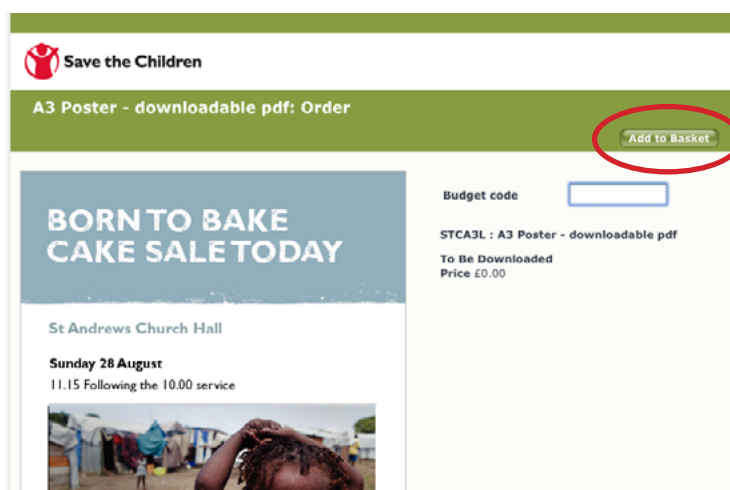
TIP 1 Remember to keep saving your artwork and give it a name.

TIP 2 The PDF button creates a proof that you can download for free and show to friends and colleagues. (Please note: this is not the final print-ready PDF – see below).

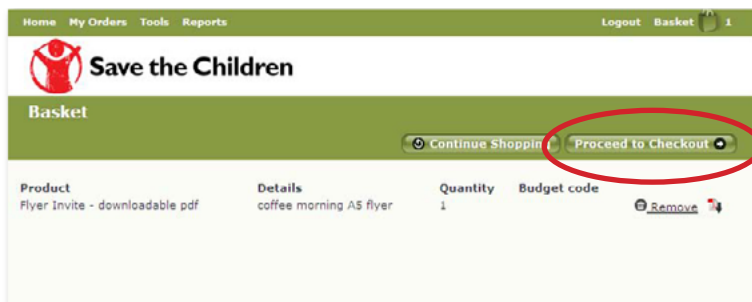
- 7 When you have finished editing click **Close**. This will take you back to your current projects.

Creating a pdf

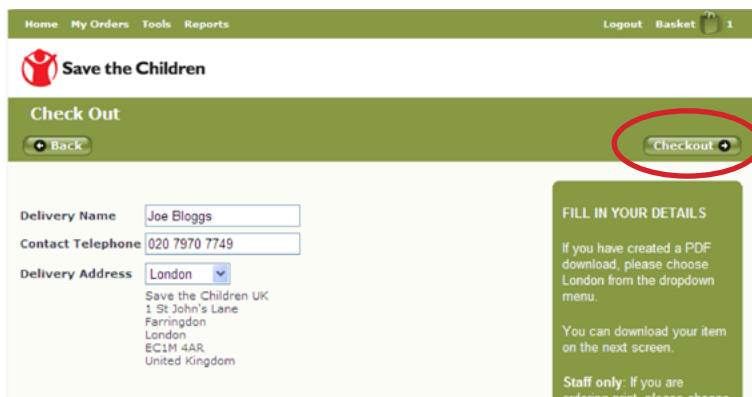
- 8 From the current projects page, click **Order** to continue.
- 9 On the next screen (illustrated), leave Budget code blank and click **Add to basket**.



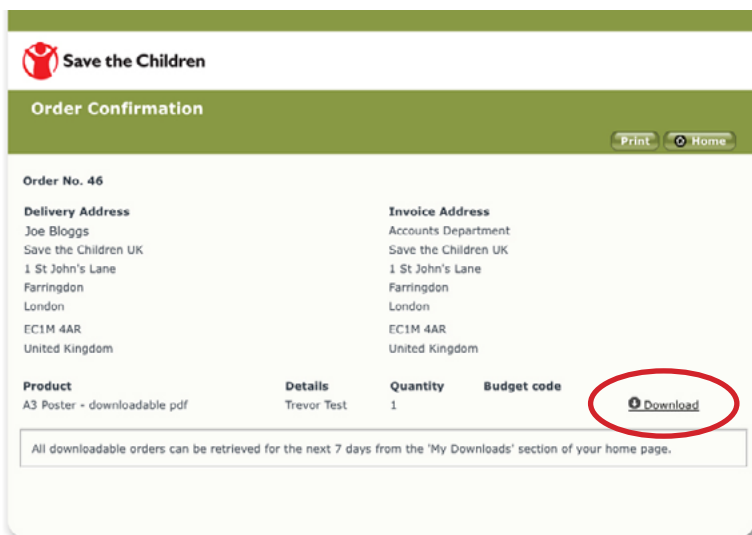
10 Next click **Proceed to checkout.**



11 Fill in your name and contact number. Select London as the delivery address and then click **Checkout.**



12 The next screen confirms your order. Click **Download** to access your free high-resolution PDF.



What do I do now?

You can print your item on a desktop printer, but to create something really professional, why not put your PDF on a memory-stick and take it to a high street printer? They can print high-quality copies that will add impact and help you raise even more money for Save the Children!

If you want to know more about this service, email webtoprint@savethechildren.org.uk