

# City Scholars Foundation®

*Training Leaders to Transform Lives™*

**Want to help us train, coach and inspire non-profit leaders to build and sustain quality neighborhood after-school programs that transform the lives of thousands of inner-city youth?**

**Just “link” City Scholars Foundation®, Organization # 80121 to your Ralphs Rewards Card at [www.ralphs.com](http://www.ralphs.com).**

Every time you shop,



will donate a percentage of your grocery bill to support our work training leaders to transform lives.

Sign up today, *using the website registration instructions* and start shopping to raise dollars for “City Scholars®.”

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SAVE A COPY OF YOUR UPDATED RALPHS.COM PROFILE PAGE and EMAIL OR FAX IT TO US at [INFO@CITYSCHOLARS.ORG](mailto:INFO@CITYSCHOLARS.ORG) or 213.614.8006 (FAX).

[www.cityscholars.org](http://www.cityscholars.org)

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# RALPHS COMMUNITY CONTRIBUTION PROGRAM WEBSITE REGISTRATION INSTRUCTIONS

## IF YOU HAVE NOT REGISTERED YOUR REWARDS CARD ONLINE:

NOTE: Since their website is now secured, these procedures will apply to everyone who has not entered their e-mail address and assigned a password.

1. Log in to [www.ralphps.com](http://www.ralphps.com)
2. Click on Sign In/Register
3. Most participants are new online customers, so they must click on SIGN UP TODAY in the "New Customer?" box
4. Sign up for a Ralphs Account by following these steps:
  - a. Select a preferred store by entering your Zip Code and clicking search.
  - b. Enter e-mail address, confirm e-mail address
  - c. Enter password, confirm password
  - d. Click on any e-mail subscriptions you choose and click next.
  - e. Enter your REWARDS card number and complete your information, click next.
  - f. Agree to the Terms & Conditions by clicking in the box.
  - g. Click on complete registration
5. You will then get a message to check your e-mail inbox and click on the link within the body of the e-mail. You will now see "Your Ralphs.com Account Has Been Activated."
6. Click on "Click here" to login to your account.
  - a. If your session has expired, you will be directed to the sign-in page
  - b. Enter your e-mail address and password to access your account
7. Scroll down until you see the Edit Community Contribution link. Click on this link.
8. Enter **80121** or **CITY SCHOLARS FOUNDATION**, select organization from list and click save changes.
9. To verify you are enrolled correctly, you will now see your organization's name on your account page.
10. You have now completed your Online rewards registration AND your Community Contributions registration.
11. Click on "Logout" at the top of the page.

## IF YOU HAVE ALREADY REGISTERED YOUR REWARDS CARD ONLINE

(This means that you have already entered your e-mail address and assigned yourself a password)

1. Log in to [www.ralphps.com](http://www.ralphps.com)
2. Click on Sign In/Register
3. Enter your e-mail address and password
4. Click on "My Account" (in the top right hand corner)
5. View all your information and edit as necessary
  - a. To make a change to your organization selection:
  - b. Click on "Edit Community Contribution Program Information"
  - c. Type in **80121** or the first 5 letters of **CITY SCHOLARS FOUNDATION** and click "Search"
  - d. In the "Select Your Organization Section," click next to your organization's name
  - e. Click on "Save Changes"
  - f. Review all information shown on your account
  - g. You will now see all of the changes you made and your account is updated
  - h. Click on "Logout" at the top of the page

SAVE A COPY OF YOUR UPDATED RALPHS.COM PROFILE PAGE LISTING CITY SCHOLARS FOUNDATION® AS YOUR COMMUNITY CONTRIBUTIONS ORGANIZATION. (Go to the FILE drop down menu and click "save as" and your computer will save a copy of the information as a webpage.) EMAIL OR FAX A COPY TO US at [INFO@CITYSCHOLARS.ORG](mailto:INFO@CITYSCHOLARS.ORG) or 213.614.8006 (FAX).