



## Adding a Sponsor (Company Information)

When a Company commits to Sponsoring an event, it's nice to have that information recorded in the EMC, so it appears in reporting and is reflected in the total dollars raised on the Event Greeting page.

**Note:** BCY currently does not use the Companies functionality to its fullest capacity; therefore many of the fields are not used or required. The only required fields are on the first screen – Adding the Company Name and Participation Status of Confirmed.

Login to the EMC and select the event you would like to manage.

- Click on the **Customer Service** tab.
- Click **Manage Companies**, under the Related Actions menu.
- Click **Add a New Company** if the company is not currently added. If the Company already exists, clicking **Edit Company** will open the same screens.

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Customer Service Daffodil Dash - Columbia Valley 2016

**Related Actions**

- ▶ Manage Participants
- ▶ Manage Teams
- ▶ **Manage Companies**
- ▶ Record Event Gifts
- ▶ Upload Files
- ▶ Search For Gifts
- ▶ Search For Contacts

**Your Customer Service**

If you have the appropriate permissions, from this Customer Service area, you can work with:

- Participants registered for this event to view and update their contact, registration, and gift information as well as register new participants
- Teams of participants to view and update their detail, gift, and member information as well as enter new gifts received for them
- Companies who sponsor teams for this event to view and edit their detail, coordinator, and gift information as well as add new companies
- Gifts given directly in support of the event
- Unconfirmed Gift List to confirm cash, check, and offline credit card payments when received or reject gifts to remove them from the list
- Upload files to add new participant registration, answers to additional registration questions, and gifts to the online database in bulk

Note: For assistance with these tasks, click the Help link above the top navigation bar.

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**Related Actions**

- ▶ **Add a new company**

This is a list of the prospect and confirmed companies that can be associated with teams participating in this TeamRaiser or may be sponsors of the event. (Note that companies may be both.) To work with the details and contacts of a company, use Edit Company. To work with the gifts, fundraising thermometer, and public-facing page for a company, use Manage Company. To add sponsor information to a company that can be associated with teams, use the Define Sponsorship Details action displayed after the company is created.

- Local Companies -

Records 1 - 1 of 1 [First](#) [Previous](#) [Next](#) [Last](#)

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Company Name:	Action	Company Gifts
ABC Company ABC Company	<a href="#">Edit Company</a> <a href="#">Manage Company</a> <a href="#">Define Sponsorship Details</a> <a href="#">Delete Company</a>	\$0.00



- Complete fields 1, 2 and 10. The others are not required or relevant at this time.
- Click **Next**

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- 1. Name and Notes**
- 2. Identify Company Coordinator**
- 3. Identify Executive Champion**
- 4. Company Summary**

\* **1. Administrative Company Name:**  
The legal or official name of the company that identifies the Local Company in lists that display to administrators  
Enter the full or partial name of an organization and click Find to browse potential matches  
   
*This field is for internal use*

\* **2. Public Company Name:**  
The name that identifies this company or level on pages and lists that display to site visitors, participants, and donors (May be the same as the Administrative Company Name. To edit the public names of the levels within this company, go to the Company Tree page.)  
  
*This field is public facing*

**3. Notes:**  
Provides additional details that may be helpful to other administrators

**4. Company Priority:**  
Defines the set of companies in which to group this company for tracking and reporting purposes

**5. New Company to this TeamRaiser:**  
Determines that this company was not associated with the previous TeamRaiser and is new this year  
 Yes, this is a new company

**6. Additional Custom Company Detail 1:**  
Provides information about another aspect that coincides with this TeamRaiser to include in reporting (for example, Wear Red Day contributions)

**7. Additional Custom Company Detail 2:**  
Provides information about another aspect that coincides with this TeamRaiser to include in reporting

**8. Internal Staff Contact:**  
Identifies the name of the person who contacted the company about participating

**9. Volunteer Manager:**  
Identifies the name of the volunteer who will work with the company

**10. Participation Status:**  
Determines if this company has committed sponsorship money and is available for team selections  
 Prospect (Has not committed to being a sponsor or being available for team selections, and will not display in public-facing selection lists)  
 Confirmed (Available for team selections and/or as a sponsor) *Mark as Confirmed*

or



- Add the information for the Company Contact person, if desired. This information is not required.
- Click **Next**

1. Contact Information:

Title	First name	Middle name	Last name	Suffix	Professional Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name:

Address 1:

Address 2:

City:

Province:

Postal code:

Country:  Canada

Email:

Phone:

**Next** or Cancel

Add Company Contact Info if available.

- Add the information for the Executive Champion, if desired. This feature is not currently being used and is not required.
- Click **Next**.

Identifies the person from the company who can be contacted for information and questions about general company involvement in the TeamRaiser (Note that a Company Coordinator may be designated to work directly with the company teams.)

1. First name:

2. Last name:

3. Email Address:

4. Telephone Number:

**Next** or Cancel

Complete if desired.  
Information is not used or required.



- This feature is not currently being used and is not required.
- Click **Next**.

- This is the Summary Page. No action is required.
- Click **Finish**.

To add in the Sponsorship Amounts see - [Adding a Sponsorship Amount](#).

Please Note: **Company Sponsorship** money is different than **Company Gift** money. If money is added under Company Sponsorship details and is also added as a Company Gift – that money will be double counted.

Any questions? Please email [digital@cancer.ca](mailto:digital@cancer.ca)