

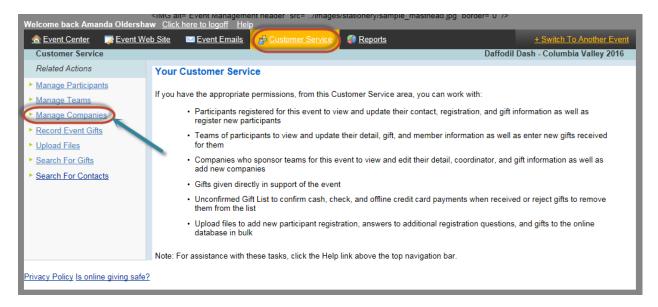
Adding a Sponsor (Company Information)

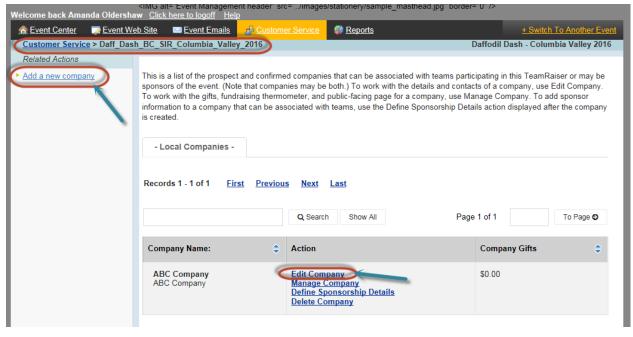
When a Company commits to Sponsoring an event, it's nice to have that information recorded in the EMC, so it appears in reporting and is reflected in the total dollars raised on the Event Greeting page.

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.

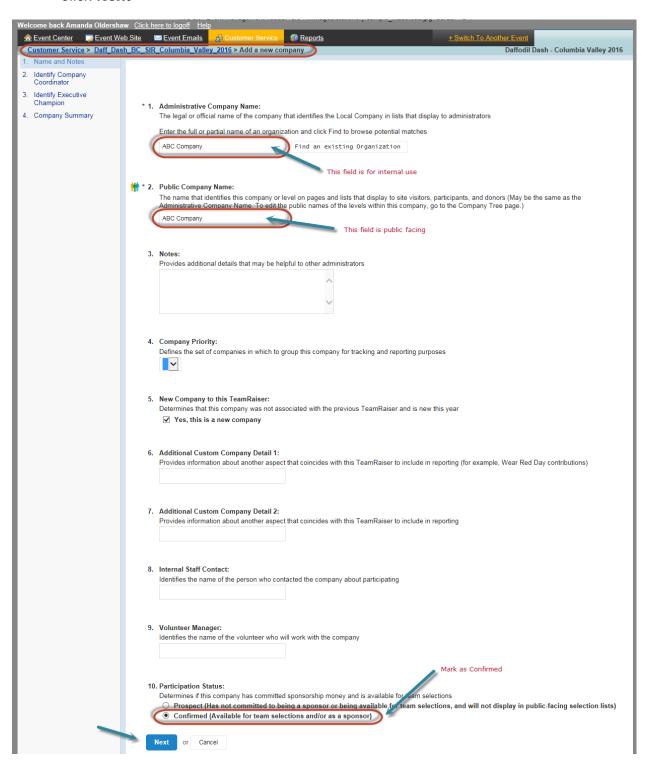
- Click on the **Customer Service** tab.
- Click *Manage Companies*, under the Related Actions menu.
- Click **Add a New Company** if the company is not currently added. If the Company already exists, clicking **Edit Company** will open the same screens.





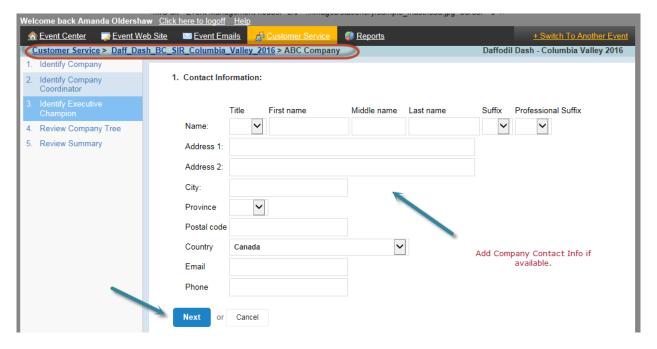


- Complete fields 1, 2 and 10. The others are not required or relevant at this time.
- Click Next

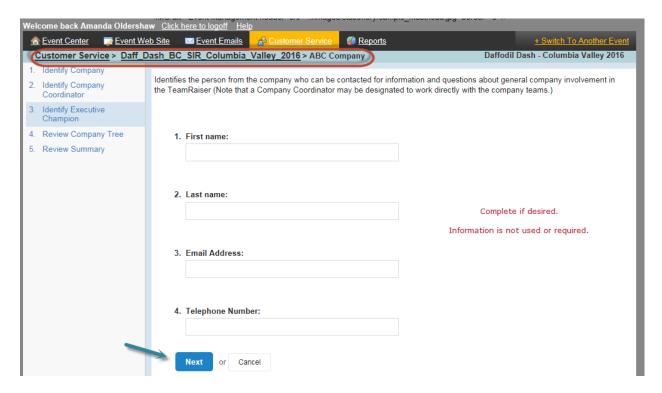




- Add the information for the Company Contact person, if desired. This information is not required.
- Click Next

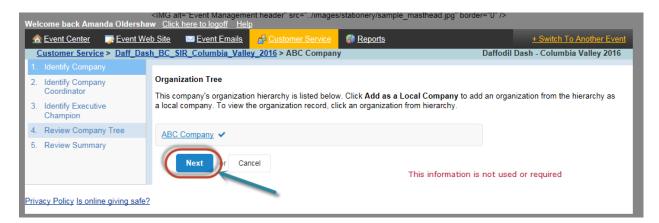


- Add the information for the Executive Champion, if desired. This feature is not currently being used and is not required.
- Click Next.

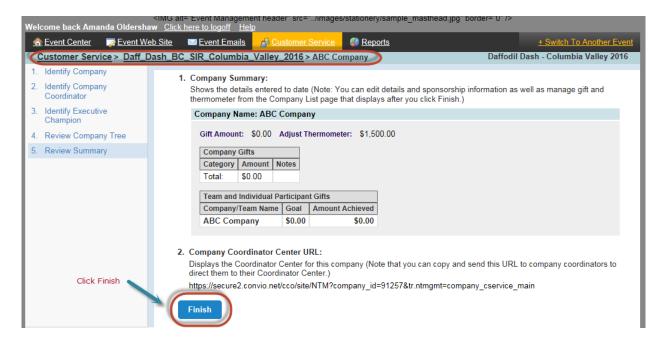




- This feature is not currently being used and is not required.
- Click Next.



- 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