Canadian **Société**
Cancer **canadienne**
Society **du cancer**

Configuring/Setting Up a New Event

It is recommended that Event Managers/Coordinators complete the following updates through the EMC before the Events are advertised to the public.

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

- Click on the *Event Centre* tab.
- Click *Edit Event Options*, under the Related Actions menu.

- Click on *1. Edit Event Information*.
- Check that the *Event Name* and the *Event Date* is correct.
- Click *Next* to Save.

Note: This area does not change the information on the Greeting Page. This name shows in the tab on the browser and the date is used in the back end for autoresponders and in the Participant Centre.

- On **2. Edit Event Options**.
- Update the **Fundraising Goal**.
- Click **Next** to Save.

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🏠 Event Center   ✉ Event Emails   👤 Customer Service   🌐 Reports   + Switch To Another Event

Event Center > IFE_BC_NR_SlopesForHope_2017_PowderKing   Slopes for Hope Powder King 2017

1. Edit Event Information
2. Edit Event Options
3. Location Information
4. Edit Advanced Options
5. Edit Event Status

Fundraising Goal Amount: $20,000.00   ← Enter the Event Fundraising Goal

Suggested Participant Fundraising Goal: $150.00 ✕

1. **Suggested Team Fundraising Goal:**
Defines the suggested goal that will display to team captains when creating their team.

If these options are available enter, the suggested goals that will automatically populate for the participant during registration

2. **Team Size:**
Defines the maximum number of members allowed on a team

Define the maximum Team size if applicable. Leave blank if no limit.

Next   or   Cancel

- On **3. Location Information**.
- No action required.
- Click **Next** to continue.

Note: This information is not currently linked up to be displayed in the BCY TeamRaisers. It is only being used in the RFL events.

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1. Edit Event Information
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5. Edit Event Status

1. **Location Name**
Identifies the place where the TeamRaiser event will be held

2. **Street Address:**
Identifies the street address of the location where the event will take place.

This information is not currently linked up to be displayed in the BCY TeamRaisers. It is only being used in the RFL events.

3. **City:**
Identifies the city where the event takes place

4. **State:**
Identifies the state where the event will take place

BC ▾

5. **Postal Code:**
Identifies the Postal Code of the location where the event will take place.

- On **4. Edit Advanced Options**.
- Update the **New Team Notification email**.
- Click **Next** to Save.

Note: *Any emails added here will receive an email when a new Team Captain registers. This is a great reminder for following up with the new Team Captain, welcoming them to the event and/or offering any assistance.*

- On **5. Edit Event Status**.
- Update the **Status** as required. For example: If registration closes a week before event day, the status can be changes to "*Accepting Gifts Only*". This hides the registration options on the Greeting Page.
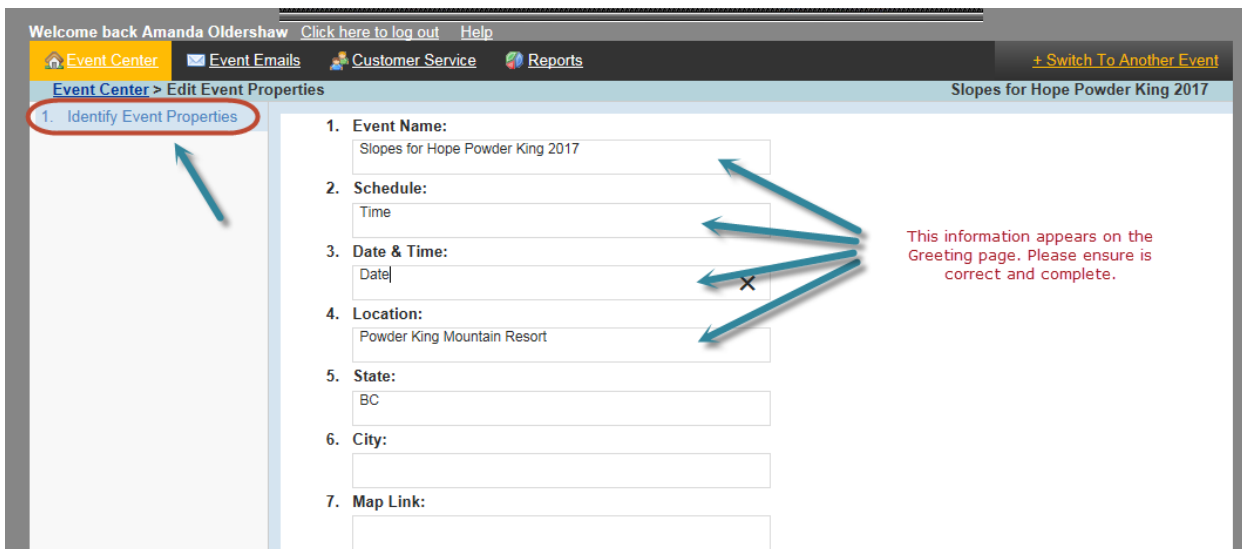- Click **Save** or **Finish**.

On the main **Event Centre** page:
- Click **Edit Event Properties**, under the Related Actions menu.
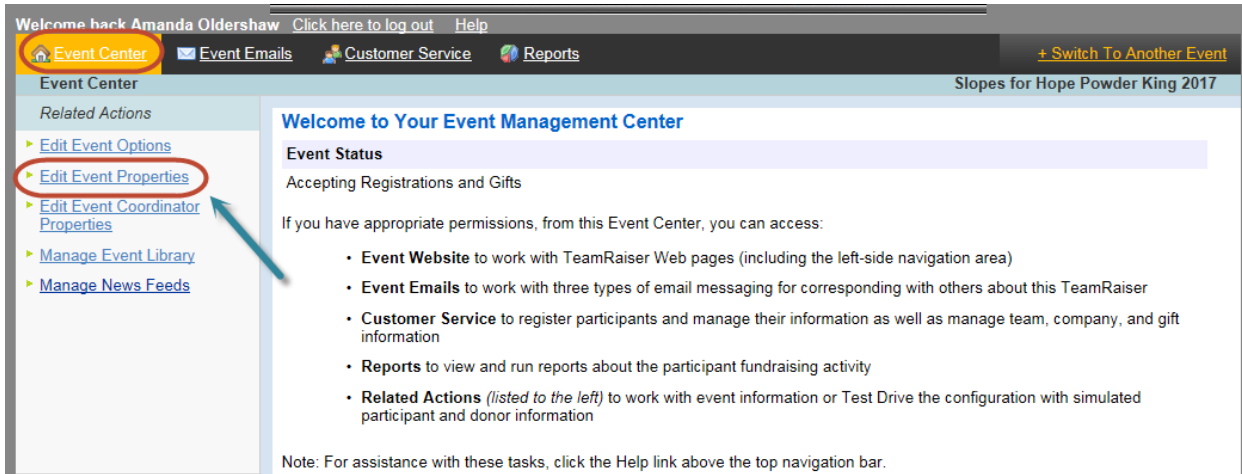
- On **1. Identify Event Properties**.
- Update the **Event Information** as required.
- Click **Save** or **Finish**.

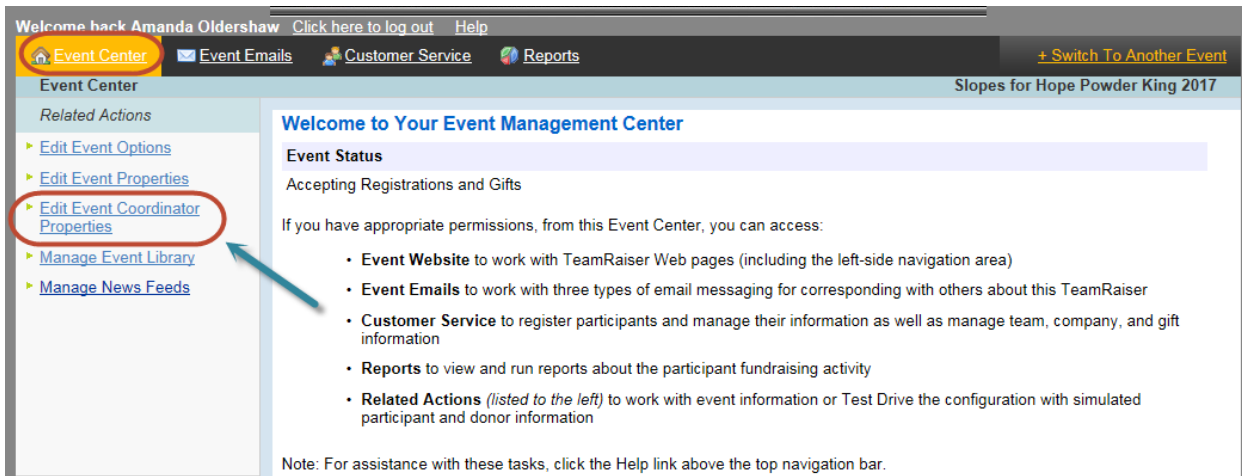**Note:** This information shows on the Greeting Page. Please ensure is complete and correct.
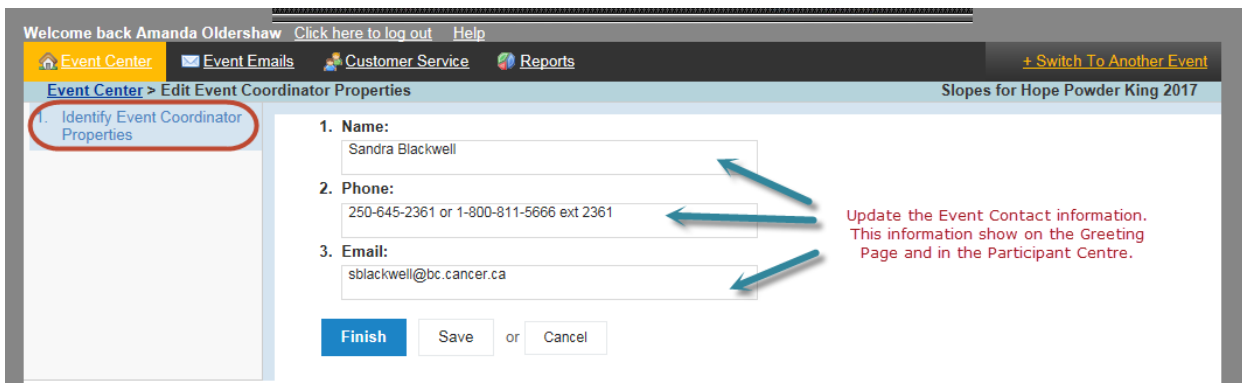
On the main **Event Centre** tab:
- Click **Edit Event Coordinator Properties**, under the Related Actions menu.

- On **1. Identify Event Coordinator Properties**.
- Update the **Coordinator Contact Information** as required. This information shows on the Greeting Page.
- Click **Save** or **Finish**.

Add any Sponsor logo's (if required)
- See Adding Sponsor Logo's (Image Library)

If any content or text changes are required, please send an email to digital@cancer.ca
- indicate the page URL
- Include screenshots if possible
- Highlight the exact text to be changed (using track changes in a word doc is best).