

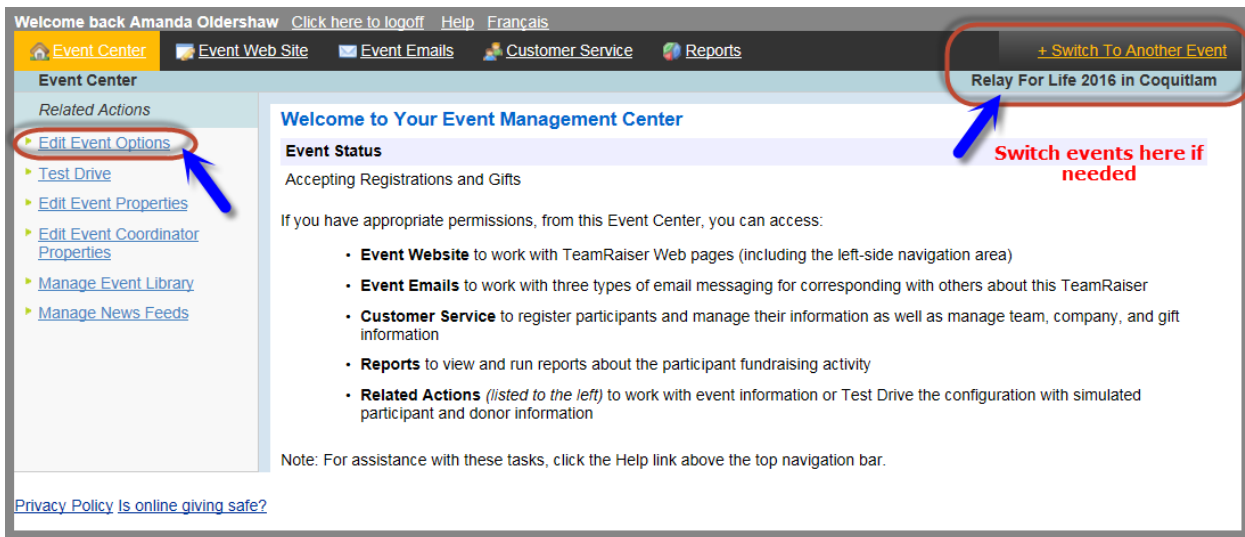


**Configuring/Setting Up a New Event – for *Relay For Life* (RFL) Only**

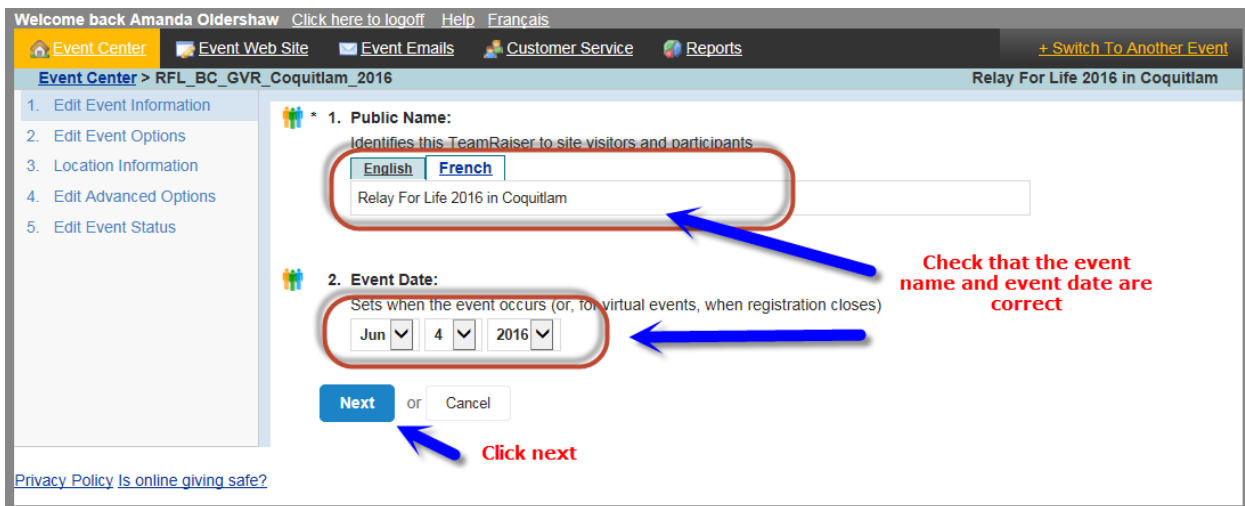
It is recommended that Event Managers/Coordinators complete the following updates through the EMC before the Events are advertised to the public. The *Relay For Life* Events are structured and designed a bit differently than other BCY TeamRaiser Events. RFL sites are created and managed by the National Office. Different information fields have been utilized to pull information on to the public facing website.

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.





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

Welcome back Amanda Oldershaw [Click here to logoff](#) [Help](#) [Français](#)

[Event Center](#) [Event Web Site](#) [Event Emails](#) [Customer Service](#) [Reports](#) [+ Switch To Another Event](#)

**Event Center > RFL\_BC\_GVR\_Coquitlam\_2016** Relay For Life 2016 in Coquitlam

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

Fundraising Goal Amount:

or

**Update the Event Fundraising Goal**

**Click Next**

[Privacy Policy](#) [Is online giving safe?](#)

- On **3. Location Information**.
- Update the **Location Information** including the street address and postal code of the event site. This information shows on the Greeting Page and in the Participant Centre.
- Click **Next** to Save.

Welcome back Amanda Oldershaw [Click here to logoff](#) [Help](#) [Français](#)

[Event Center](#) [Event Web Site](#) [Event Emails](#) [Customer Service](#) [Reports](#) [+ Switch To Another Event](#)

**Event Center > RFL\_BC\_GVR\_Coquitlam\_2016** Relay For Life 2016 in Coquitlam

1. Edit Event Information
2. Edit Event Options
- 3. Location Information**
4. Edit Advanced Options
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.

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

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

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

**This information appears on the Greeting Page and in the Participant Centre.**

**Blank fields show as TBD on the Greeting Page. Please fill in as much information as possible.**



- The Street address and the postal code is blank above, therefore it shows as TBD on the greeting page.

- This is the information in the Participant Centre – under *Your Event*.

## Your participant centre

Canadian Cancer Society thanks you for your participation and fundraising. Use the tools here to help you reach your goal!

[Need Help Getting Started? >](#)

- On **4. Edit Advanced Options**.
- Update the **New Team Notification email**. Any emails added here will receive an email when a new Team Captain registers. This is great reminder for following up with the new TC, welcoming them to the event and offering any assistance.
- Click **Next** to Save.



- 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**.

Welcome back Amanda Oldershaw [Click here to logoff](#) [Help](#) [Français](#)

[Event Center](#) [Event Web Site](#) [Event Emails](#) [Customer Service](#) [Reports](#) [+ Switch To Another Event](#)

[Event Center](#) > RFL\_BC\_GVR\_Coquitlam\_2016 Relay For Life 2016 in Coquitlam

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

**1. Status:**  
Determines if people can register for this TeamRaiser, donate to it, or both (Unpublished TeamRaisers are not available for online registrations or donations, but may have some management tasks available)

Accepting Registrations and Gifts

[Finish](#) [Save](#) or [Cancel](#)

**Click Finish**

**Check that the status is set to Accepting Registrations and Gifts**

[Privacy Policy](#) [Is online giving safe?](#)

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

Welcome back Amanda Oldershaw [Click here to logoff](#) [Help](#) [Français](#)

[Event Center](#) [Event Web Site](#) [Event Emails](#) [Customer Service](#) [Reports](#) [+ Switch To Another Event](#)

**Event Center** Relay For Life 2016 in Coquitlam

*Related Actions*

- ▶ [Edit Event Options](#)
- ▶ [Test Drive](#)
- ▶ [Edit Event Properties](#)
- ▶ [Edit Event Coordinator Properties](#)
- ▶ [Manage Event Library](#)
- ▶ [Manage News Feeds](#)

**Welcome to Your Event Management Center**

**Event Status**  
Accepting Registrations and Gifts

If you have appropriate permissions, from this Event Center, you can access:

- **Event Website** to work with TeamRaiser Web pages (including the left-side navigation area)
- **Event Emails** to work with three types of email messaging for corresponding with others about this TeamRaiser
- **Customer Service** to register participants and manage their information as well as manage team, company, and gift information
- **Reports** to view and run reports about the participant fundraising activity
- **Related Actions** (*listed to the left*) to work with event information or Test Drive the configuration with simulated participant and donor information

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

[Privacy Policy](#) [Is online giving safe?](#)



- On **1. Identify Event Properties**.
- Update the **Event Information** as required. This information shows on the Participant and Team Pages.
- Click **Save** or **Finish**.

Welcome back Amanda Oldershaw [Click here to logoff](#) [Help](#) [Français](#)

Event Center | Event Web Site | Event Emails | Customer Service | Reports | [+ Switch To Another Event](#)

**Event Center > Edit Event Properties** Relay For Life 2016 in Coquitlam

1. Identify Event Properties

Event Name: Relay For Life 2016 in Coquitlam

2. Schedule: 10 am to 10 pm

3. Date & Time: June 4, 2016

4. Location: Percy Perry Stadium

5. State: BC

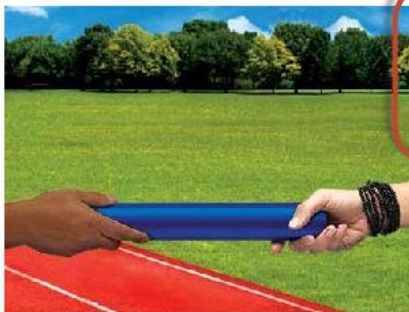
6. City: Coquitlam

7. Map Link:

**This Event information shows on the Individual Participant pages and the Team pages.**

**Please complete as much information as possible, including a link to google maps.**

### Support Team Salama on the road to Relay



**Event Details:**  
 June 4, 2016, 10 am to 10 pm  
 Percy Perry Stadium  
 Coquitlam, BC  
[More info](#)





- Click on the **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**.

**IT'S A JOURNEY. GO THE DISTANCE.**

Relay For Life is a community fundraising event where Canadians across the country join together in the fight against cancer.

<p><b>i</b> <b>Date and time</b></p> <p>June 4, 2016 10 am to 10 pm</p>	<p><b>📍</b> <b>Location</b></p> <p>Percy Perry Stadium Street: TBD Coquitlam, BC Postal Code: TBD</p>	<p><b>✉</b> <b>Contact</b></p> <p>Brooke Sherwood 604-215-5205 bsherwood@bc.cancer.ca</p>
-----------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------