



Edit Event Status

The Event Status of a TeamRaiser event determines whether folks can register or donate to the event, or both. 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 and will not allow any more online registrations.

Status options available are:

- Unpublished (will not show online)
- Accepting Registration Only
- Accepting Registrations and Gifts
- Accepting Gifts Only
- Closed (will not show online)

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 5. **Edit Event Status**.
- Verify or **update Event Status** as required.
- Click **Finish** or **Save**.

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Event Center Cops for Cancer - Tour de Rock 2016

Related Actions

- Edit Event Options**
- 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.

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Event Center > Cops_BC_VIR_TourdeRock_2016 Cops for Cancer - Tour de Rock 2016

- Edit Event Information
- Edit Event Options
- Location Information
- Edit Advanced Options
- 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Determines if people can register for this TeamRaiser, donate to it, or both (Unpublished TeamRaisers are not available for online registrations or donations, but may have some management tasks available)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

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