



Updating Event Date

The Event Date information can be found in two locations in the EMC.

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**.
- Update the **Event Date** accordingly.
- Click **Next** to Save.

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Event Center Event Web Site Event Emails Customer Service Reports + Switch To Another Event

Event Center > RFL_BC_NR_Prince George_2016 Relay For Life 2016 in Prince George

1. Edit Event Information

2. Edit Event Options

3. Location Information

4. Edit Event Status

1. Public Name:
Identifies this TeamRaiser to site visitors and participants
English French
Relay For Life 2016 in Prince George

2. Event Date:
Sets when the event occurs (or, for virtual events, when registration closes)
May 7 2016

Next or Cancel

Note: This event date is used in Auto Responder Emails such as Event Manager Assignment and in the Participant Centre to count down the number of days before the event.

The second location for the Event Date is under **Edit Event Properties**.

- Click on the **Event Centre** tab.
- Click **Edit Event Properties**, under the Related Actions menu.
- Update **3. Date and Time**.
- Click **Finish** or **Save**.

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Event Center Event Web Site Event Emails Customer Service Reports + Switch To Another Event

Event Center > Edit Event Properties Relay For Life 2016 in Prince George

1. Identify Event Properties

1. Event Name:
Relay For Life 2016 in prince George

2. Schedule:
10 am to 10 am

3. Date & Time:
May 7, 2016

This information shows on the Greeting Page

Note: This is the public facing date information found on the Greeting Page.