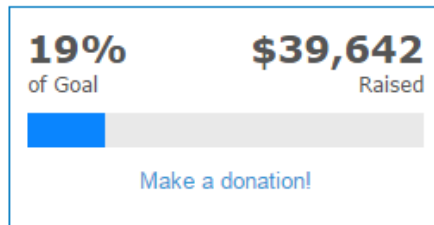




Updating Event Goal

The Event goal is used to determine the percentage (%) of goal reached in the main "*thermometer status indicator*" on the greeting page. The format/layout of the indicator varies per event.

Event Total



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 **2. Edit Event Options**.
- Add or update the dollar amount in the Fundraising Goal Amount.
- Click **Next** to Save.

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Event Center Relay For Life 2016 in Coquitlam

Related Actions

- Edit Event Options** (circled in red, arrow pointing to it)
- 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.

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Event Center > RFL_BC_GVR_Coquitlam_2016 Relay For Life 2016 in Coquitlam

- Edit Event Information
- 2. Edit Event Options** (circled in red, arrow pointing to it)
- Location Information
- Edit Advanced Options
- Edit Event Status

Fundraising Goal Amount: (circled in red, arrow pointing to it)

or

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