



Updating Info on Greeting Page

There are two text areas on the Greeting Page that can be edited using the EMC:

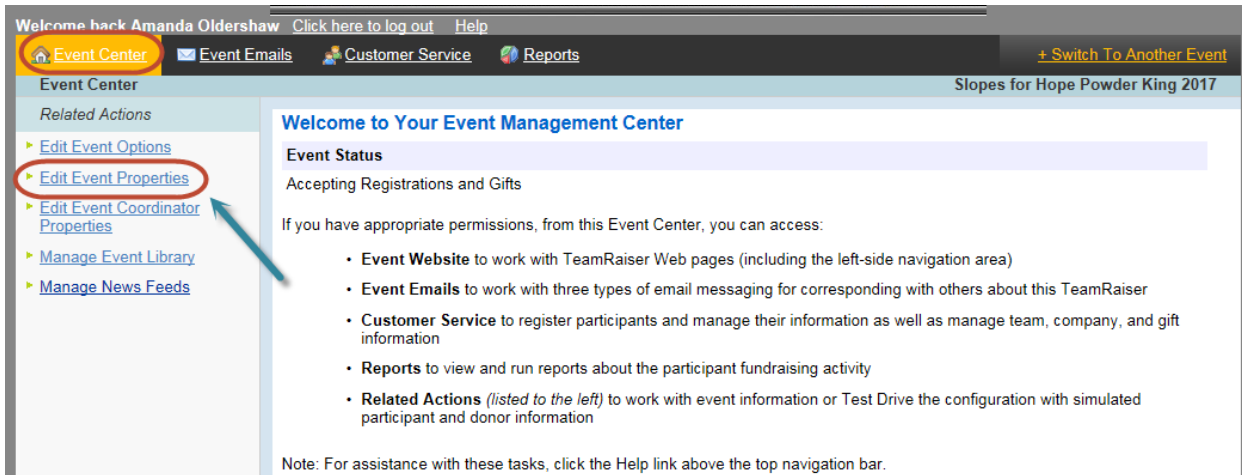
- Event Information (Date, Time, Location etc)
- Event Contact Information

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

1. Event Information



- Click on the **Event Centre** Tab
- 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.





2. Event Contact Information

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.
- Click **Save** or **Finish**.



Welcome back Amanda Oldershaw [Click here to log out](#) [Help](#)

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

Event Center > Edit Event Coordinator Properties Slopes for Hope Powder King 2017

1. Identify Event Coordinator Properties

1. Name: Sandra Blackwell

2. Phone: 250-645-2361 or 1-800-811-5666 ext 2361

3. Email: sblackwell@bc.cancer.ca

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

Update the Event Contact information. This information show on the Greeting Page and in the Participant Centre.

This information also shows on the home page of the Participant Centre.

[Download Pledge Form](#)

Information shows on the home page of the Participant Centre

For more information, please contact:
Sandra Blackwell
250-645-2361 or 1-800-811-5666 ext 2361
sblackwell@bc.cancer.ca