



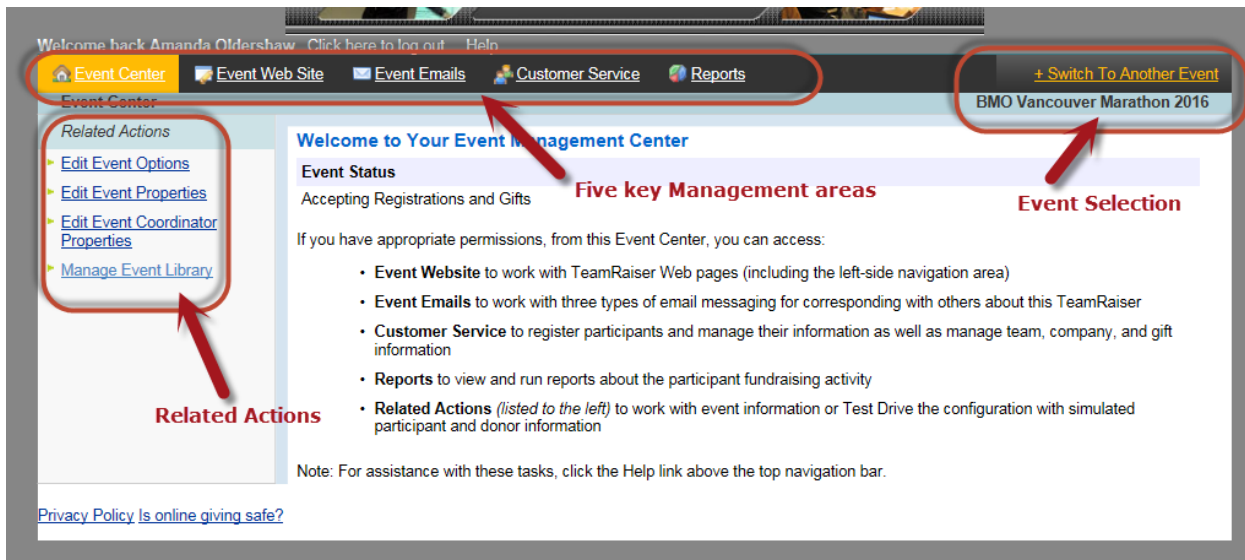
What is the EMC?

The *Event Management Centre* (EMC) is an online hub where event managers/coordinators can access their P2P event configuration and perform management tasks. Tasks may include editing event information on the greeting page, adding or editing registration information, managing participants, updating information, entering offline gifts, sending emails to participants and/or event reporting etc.

The EMC is divided into five key management areas:

- Event Centre
- Event Web Site
- Event Emails
- Customer Service
- Reports

Each key management area has a set of *Related Actions* that will appear in the left hand navigation menu.



The name of the event being managed is found in the upper right hand corner and the option to switch to another event.

Note: The EMC is only available for Peer to Peer (TeamRaiser) type events like Relay for Life, Daffodil Dash, Cops for Cancer, IFE etc. It is not available for Ticketed Events such as Daffodil Ball, Monopoly Affair etc. or for websites set-up in e-commerce like the Daffodil flower and pin purchase sites.

How do I get access to my events?

To gain access to an event, a request must be sent to the Online Team digital@cancer.ca Please state the person's name, email and the name of event they need access to. Please also indicate if this person is staff or a volunteer. This will determine the permission level granted.

Once access is granted, a system generated email will be sent notifying the user.