Edit Event Center

1. From the EMC, click the **Event Center** tab and under Related Actions select **Edit Event Options**.

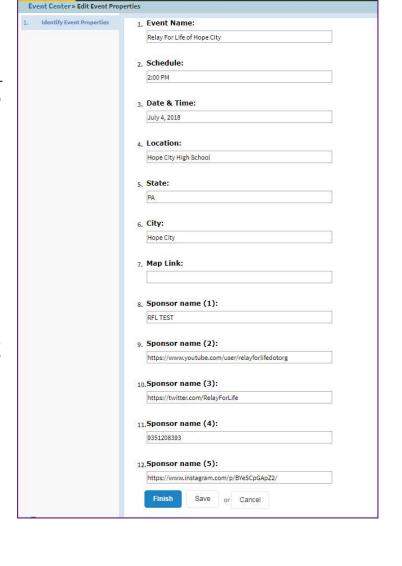2. Work your way through the following 'Event Center' details making updates where necessary.

Edit Event Options

1. Edit Event Options
   a. Different Event Fundraising Goal: Enter the event fundraising goal, as this will populate the progress wheel on the greeting page.
   b. Click 'Next

2. Location Information
   a. Event Location Details and Local Office Mailing Address: Verify that the information in each of these data fields is correct.
   b. Click 'Next'

3. Edit Advanced Options
   a. New Team Notification (*Optional*): Enter your email address if you wish to be notified whenever a new team registers for your event. You can enter multiple email addresses; simply put a comma between each email.
   b. Click 'Next'

4. Edit eCommerce Options
   a. eCommerce Store Associated With the Event Products: Your event has been defaulted to the standard product. To offer a different product, swap out the 5-digit ID for the store you need.
      i. Relay For Life store options: http://relayforlife.org/LuminariaStores
      ii. If you wish to offer a store that does not appear on this list, please complete a detailed Event Web Site Help Ticket. Include a list of the names and prices of the products you wish to offer.
   b. Click 'Finish'

Edit Event Properties

1. Event Name: Verify the Event Name is correct.

2. Schedule: Verify the Event Start Time

3. Date & Time: Verify the Event Date

4. Event Location Details: Verify that the event location name, state and city are correct.

5. Sponsor Lines: *Sponsor lines 1-5 can be updated at any point throughout the year if your event decides to start a new social media feed.*

   a. Sponsor name (1): SMS Opt-in Widget. If your event is utilizing SlickText for an event-wide text campaign, enter your textword to turn on the opt-in widget.

   b. Sponsor name (2): Official YouTube Channel. Please leave as is.

   c. Sponsor name (3): Twitter feed. This is defaulted to the national Twitter page. If your event has a Twitter feed, please enter the web address of your twitter feed. Must remain in "https://twitter.com/..." format.

   d. Sponsor name (4): Facebook feed. This is defaulted to the national Facebook page. If your event has a page on Facebook, enter the local Facebook ID.

      i. To find your Facebook ID, simply plug the URL into https://findmyfbid.com/

   e. Sponsor name (5): This field can accommodate various "codes" to add features to your greeting page.

      i. See Appendix B for the full details for customizing Sponsor Line 5

      ii. Add an Instagram album URL to populate Event Photos

      iii. Add a live stream link

      iv. Enable the Instagram widget *(RFL, MSABC, and Active events only)*

6. Click 'Finish'

Edit Event Coordinator Properties

1. Name: Verify ACS Staff Person or volunteer name.

2. Phone: Verify ACS Staff Person or volunteer phone.

3. Email: Verify ACS Staff person cancer.org email or volunteer email.
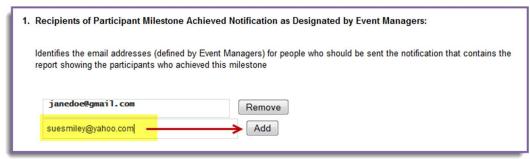
4. Click 'Finish'

Submit Event Changes

If you find any event details are incorrect, you will need to submit the changes so they can be made in all databases. View the Salesforce Quick Reference Guide 'How to Make Event Changes' for the most up to date process.

If you have any questions, please open an event support case

Edit Milestones

You can enter email addresses to be notified when participants reach certain milestone levels.

1. Click 'Edit' next to the milestone levels you want to receive notifications for. Type the email address and click 'Add.'

    1. Recipients of Participant Milestone Achieved Notification as Designated by Event Managers:

    Identifies the email addresses (defined by Event Managers) for people who should be sent the notification that contains the report showing the participants who achieved this milestone

    janedoe@gmail.com   [Remove]

    suesmiley@yahoo.com   → [Add]

    a. If that person no longer wishes to receive email notifications, you can select that email address from the list and click 'Remove.'

2. Click 'Finish'

*If you have any questions, please open an **event support case***