

LOCATING EVENT WEBSITE ID'S

Tips:

- Event Website ID's (also known as FR ID or Source System ID) are unique for each event and each year.
- The Event ID for a particular event and year can be found in Salesforce.
- For example the FR ID for Central Illinois is 100969 for Cy21, but might be 94949 for Cy20.

Volunteer Instructions for Locating Event ID's:

- For access to a current, active website: Go to the website you need access to and locate the website URL. It should be in the address bar at the top of your page. In looking at that URL, the Event ID is the 5 or 6 digit number following the "fr_id=" into the box below. This is the number that you will enter in the 'Event ID' field on the EMC Access Form.

For example, the Event ID for this event will be 100497: https://secure.acsevents.org/site/TR/RelayForLife/RFLCY21WER?pg=entry&fr_id=100497

- For access to a prior event: Consult with your staff partner, who can locate and provide you with the Event ID for the prior years.

Staff Instructions For Locating Event ID's:

1. Log in to Salesforce, select Events tab, and search for the event and year for which EMC access is needed.
2. Within the event record, navigate to Related List Quick Links on the right hand side.
3. Select External System ID in the Related List Quick Links.
4. The 5 digit number under Source System ID is the Event ID or FR ID.