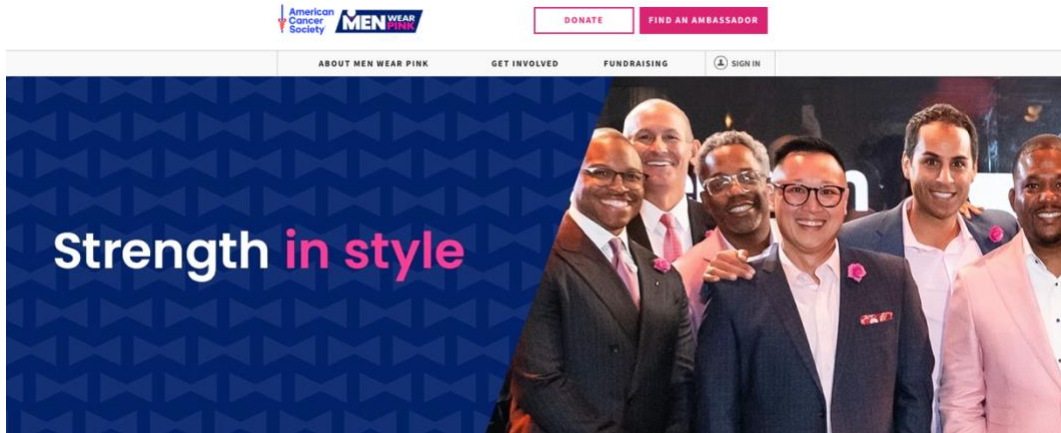


Website Customization Guide

- Event Center Customization 1
- Website Customization 3
- Support & Resources 6

Event Center Customization

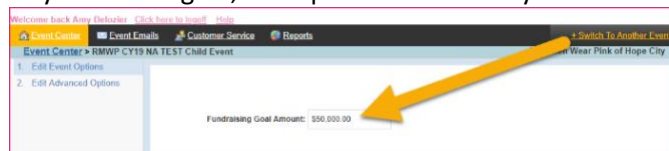
Sign in to the Event Management Center



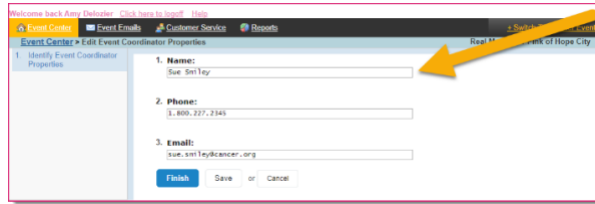
Verify Your Event Details

Under the **Event Center** tab:

1. **Edit Event Options:** Verify the event goal, and update as necessary



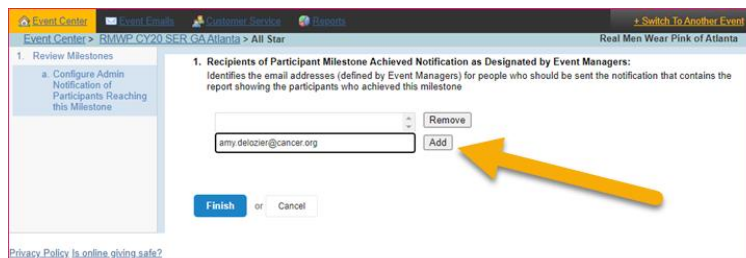
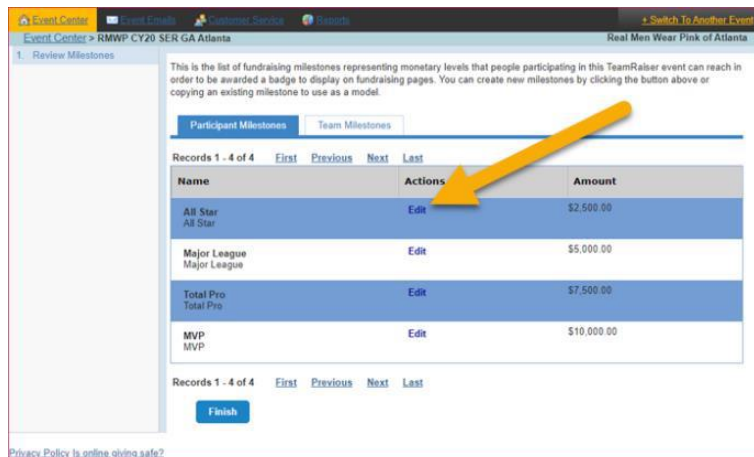
- Edit Event Coordinator Properties:** Verify the event contact information, and update as necessary



Set Up Milestone Notifications

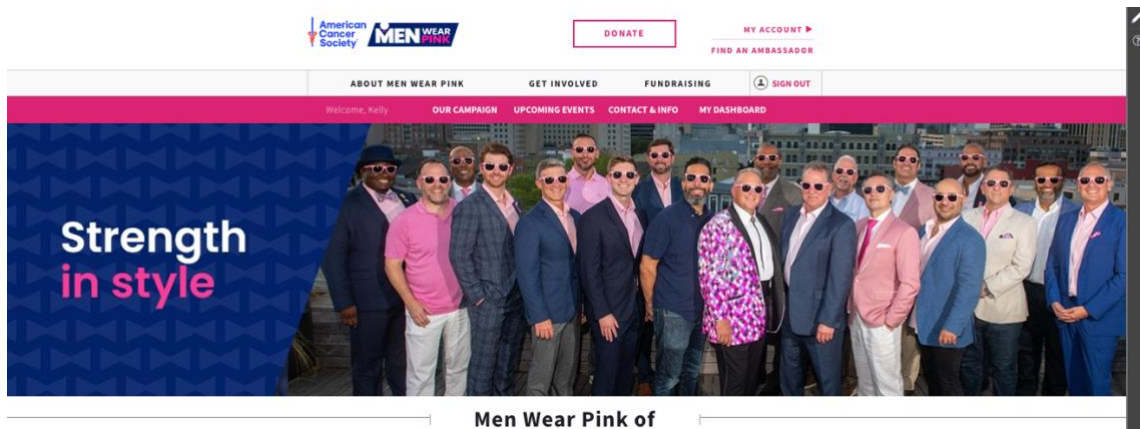
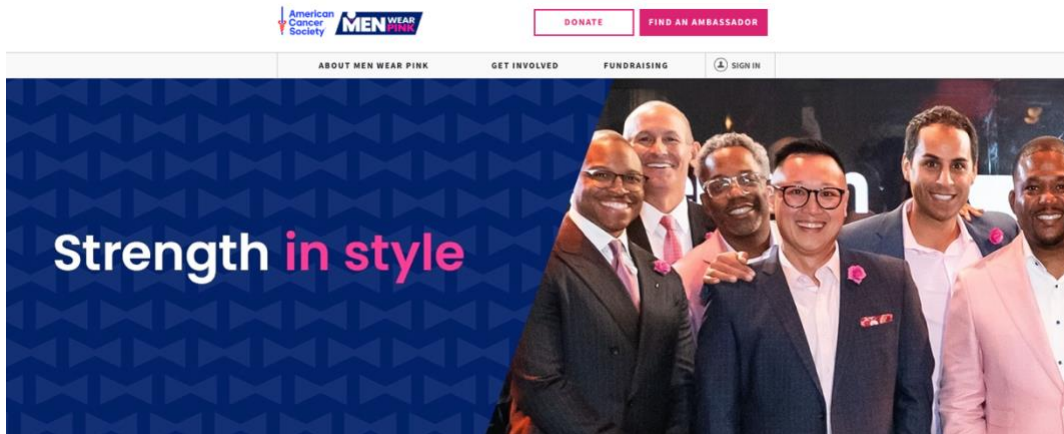
Under the **Event Center** tab:

- Edit Milestones:** You can set yourself up to receive milestone notifications, every time a Candidate gets a new fundraising badge



Website Customization




Access the **website editing tool**

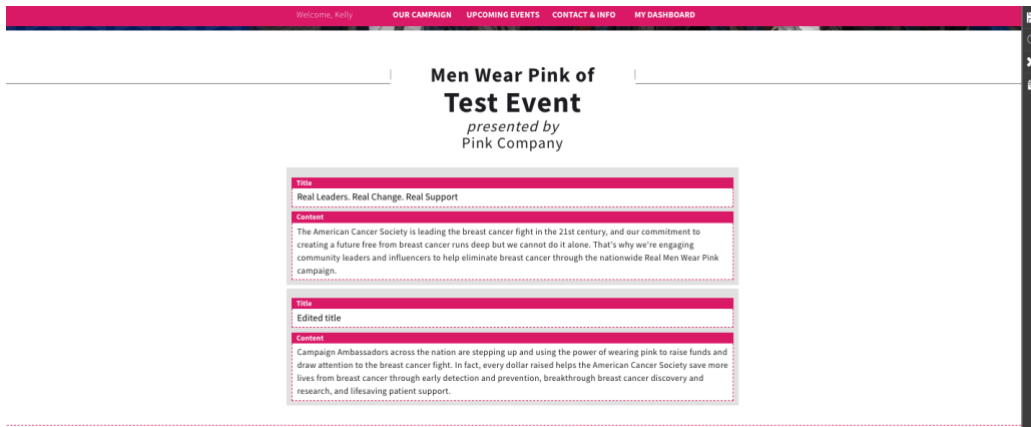


Customize Your Greeting Page

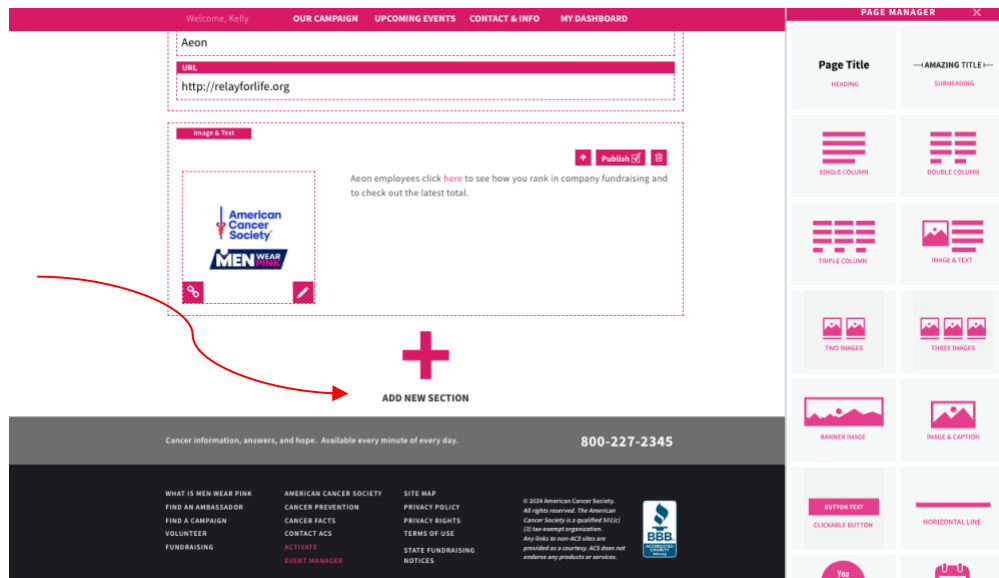
1. **Customize Your Event Copy:** You can edit the title and content in the two paragraphs at the top of your greeting page.

Editing Tips!

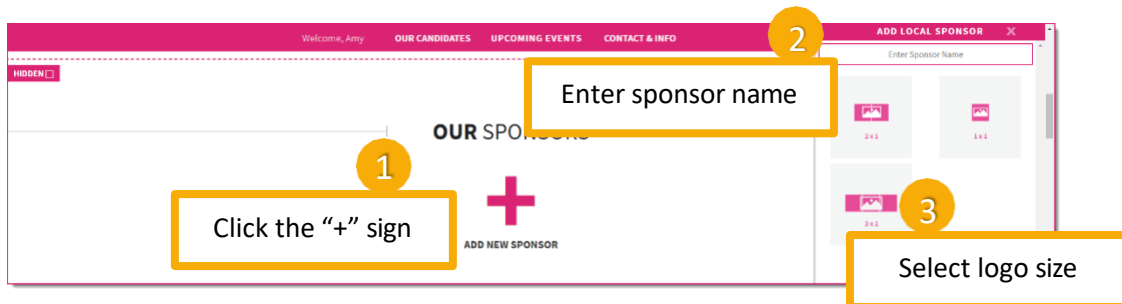
1. Click the pencil icon  to open your pages for editing.
2. Save  your changes often.
3. Click the X  to close out and automatically refresh your page so that you can view your changes



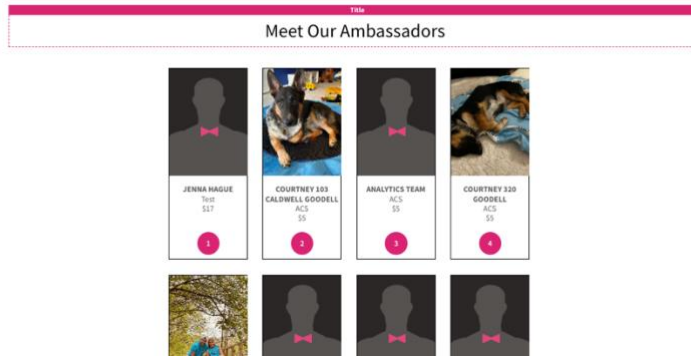
2. **Add Custom Content Sections:** Pick from the menu of templates to add custom content to your greeting page.



3. **Add Local Sponsors:** Event managers can add their own event sponsor logos.



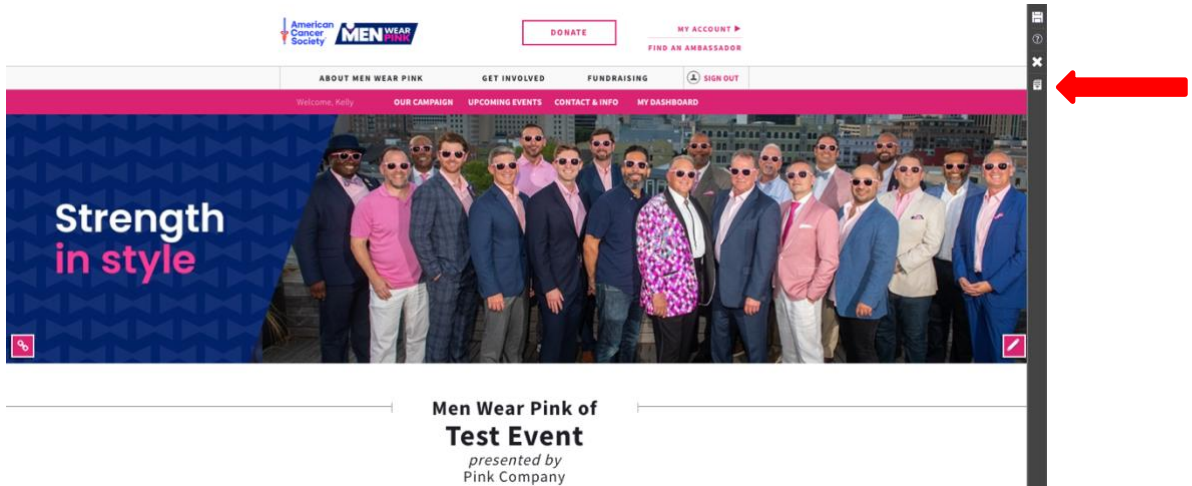
4. **Sort and Hide Sections:** Many sections on the greeting page can be hidden or re-ordered. We recommend hiding the "Meet Our Ambassadors" leaderboard when there is no one registered for your event.



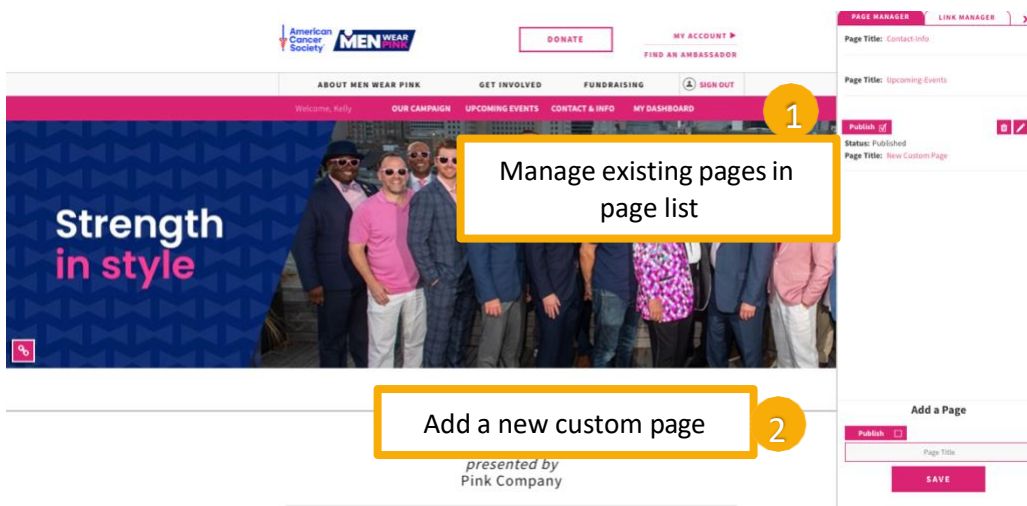
5. **Save**  your changes.

Custom Page Customization

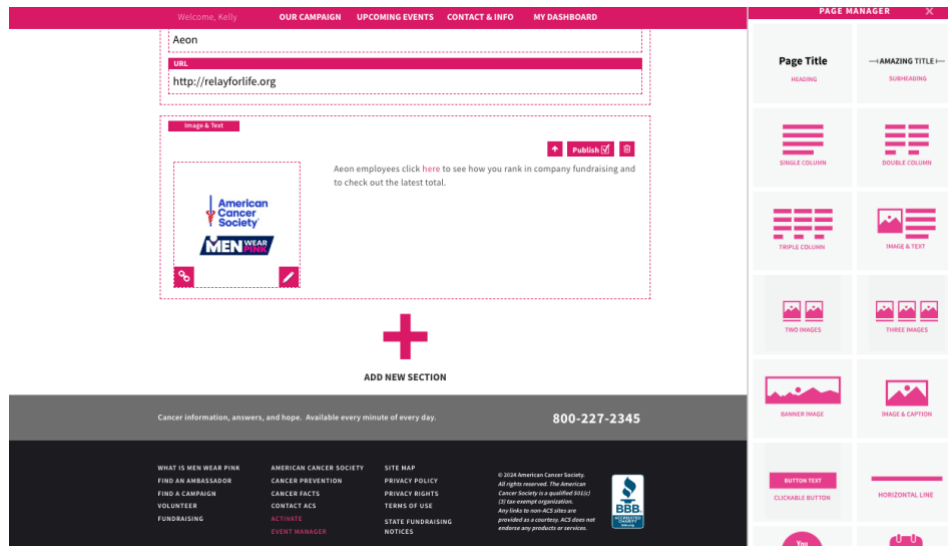
1. **Open page manager modal:** Click the  icon to access the page manager menu.



2. **Manage Custom Pages:** Create and manage custom pages.



3. **Customize Page:** Pick from the menu of templates to add content to your custom page.



4. **Save**  your changes.

Customize and Add Event Photos

1. Please refer to the [Event Photos guide](#) for more information and screenshots.

Support & Resources

Fundraising Resources

Registering for Men Wear Pink

- [Registration video](#): Walks step-by-step through the simple online registration process
- [Registration handout](#): Can be printed and shared to help candidates through registration
- [EDITABLE Registration handout](#): Customize this version with your event's friendly URL and share!

Fundraising Tools

- [Dashboard video](#): Guides candidates through their dashboard, and making the most of the fundraising tools
- [Dashboard guide](#): Printable handout that highlights all the fundraising tools available in the dashboard
- [Candidate Playbook](#)
- [Mobile App Flyer](#)

Need Help?

- [Download the EMC Guide](#) for comprehensive step-by-step instructions for every feature of the EMC
- Call 1-800-227-2345 (option #2) and reach an Income Support Specialist
- For website issues, please submit a [Salesforce case](#)
- Society Account Support: 877-957-7848