

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



2. Edit Event Coordinator Properties: Verify the event contact information, and update as necessary

Welcome back Amy Delozier Clic	k here to logoff Help	
🙃 Event Center 🛛 🔤 Event Emi	alls 🐣 Customer Service 🧔 Reports	+ Switch
Event Center > Edit Event Co	ordinator Properties	Real Month of Hope City
1. Identify Event Coordinator Properties	1. Name: Sue Smiley	
	2. Phone: 1.800.227.2345	
	3. Email: sue.smileydcancer.org Finish Save or Cancel	

Set Up Milestone Notifications

Under the **Event Center** tab:

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

Content mile solitos	This is the list of fundraising miller order to be awarded a badge to d copying an existing milestone to a	stones representing display on fundraisin use as a model.	monetary levels that peo g pages. You can create	ple participating in this TeamRaiser event can reach in new milestones by clicking the button above or
	Participant Milestones	Team Milestones		
	Records 1 - 4 of 4 Eirst	Previous Next	Last	
	Name		Actions	Amount
	All Star All Star		Edit	\$2,500.00
	Major League Major League		Edit	\$5,000.00
	Total Pro Total Pro		Edit	\$7,500.00
	MVP MVP		Edit	\$10,000.00
	Records 1 - 4 of 4 First 1	Previous Next	Last	



Website Customization

Access the **website editing tool**





Men Wear Pink of

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.





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

Welcome, Kelly OUR CAMPAIGN UPCOMING EVENTS CONTACT & INFO MY DASHBOARD	PAGE M	ANAGER 🗙
Aeon on http://relayfortife.org	Page Title	I AMAZING TITLE
Acon employees click here to see how you rank in company fundraising and to check out the latest total.	SINGLE COLUMN	DOUBLE COLUMN
	TRIPLE COLUMN	INAGE & TEXT
	TWO IMAGES	THREE IMAGES
ADD NEW SECTION Cancer information, answers, and hope. Available every mimule of every day. 800-227-2345	BANNER IMAGE	DRAGE & CAPTION
WHAT 15 MEN MCAR PINK AMERICAN CANCER SOCIETY SITE MAP FIND A MANDASSADOR CANCER PERIFATION PRINCEY POLICY Adapted and the Manimal FIND A CAMPAIGH CANCER FACTS PRINCEY BIOLYS VOLUNTER CONTACT NCS TERMS OF USE April De Control Science Science FUNDBASSING ACTIVITY STATE (PROMASSING provider a control Science Science) FUNDBASSING ACTIVITY STATE (PROMASSING PRINCE RECENT)	BUTTON TEXT CLICKABLE BUTTON	HORIZONTAL LINE
EVENT HANAGER NOTICES endone any products or services.	You	(Unit)

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.

	Welcome, Kelly OUR CAMPAIGN UPCOMING EVENTS CONTACT & INFO MY DASHBOARD					PAGE MANAGER X		
	Aeon Unc http://relayforlife.org			Page Title	AMAZING TITLE I			
	Acon employees (lick here to see how you rank in company fundraising and to check out the latest total.			SINGLE COLUMN	DOUBLE COLUMN			
					TRIPLE COLUMN	IMAGE & TEXT		
						TWO IMAGES	THREE MAGES	
	c	ADD NEW SECTION Cancer information, answers, and hops. Available every minute of every day. 800-227-2345			EANNER IMAGE			
		NHAT IS MEN WEAR PINK I'IND AN AMBASSADOR PIND A CAMPAIGN VOLUNTEER FUNDRAISING	AMERICAN CANCER SOCIETY CANCER PREVENTION CANCER FACTS CONTACT ACS ACTIVATE	SITE HAP PRIVACY POLICY PRIVACY RIGHTS TERNS OF USE	© 2024 American Cancer Society. All rights reserved. The American Cancer Society is a qualified 031(p) (2) face acromy composition) Any links to non-ACS 30182 are manifold as a construction ACT data and	BBB.	BUTTON TEXT CLICKABLE BUTTON	HORIZONTAL LINE
			EVENT MANAGER	NOTICES	endorse any products ar services.		You	
4. Save 🔡 y	our changes	5.						

Customize and Add Event Photos

1. Please refer to the <u>Event Photos guide</u> for more information and screenshots.

Support & Resources

Fundraising Resources

Registering for Men Wear Pink

- <u>Registration video</u>: Walks step-by-step through the simple online registration process
- <u>Registration handout</u>: 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

- <u>Dashboard video</u>: Guides candidates through their dashboard, and making the most of the fundraising tools
- <u>Dashboard guide</u>: Printable handout that highlights all the fundraising tools available in the dashboard
- <u>Candidate Playbook</u>
- 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 <u>Salesforce case</u>
- Society Account Support: 877-957-7848