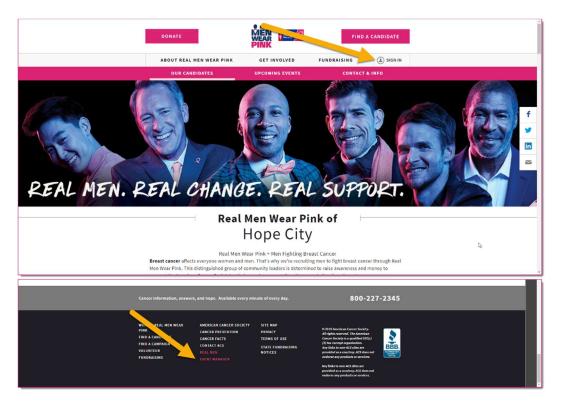


Website Customization Guide

Event Center Customization	1
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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

	a 🧏 Customer Service 🥩 Reports	A Switch
Event Center > Edit Event Coo	dinator Properties	Real Memil of Hope City
Identify Event Coordinator Properties	1. Name: Sue Sniley	
	2. Phone: 1.800.227.2345	
	3. Email: sue.smiley@cancer.org	
	Finish Save or Cancel	

Set Up Milestone Notifications

Policy Is online giving s

Under the **Event Center** tab:

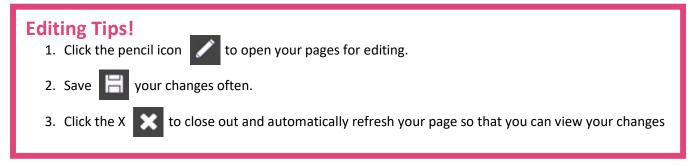
1. Edit Milestones: You can set yourself up to receive milestone notifications, every time a Candidate gets a new fundraising badge

Event Center > RMWP CY20	nala 🥻 Customer, Service 🚱 Reports SER GA Atlanta	+ Switch To Another E Real Men Wear Pink of Atlan		
1. Review Milestones	This is the list of fundraising milestones representing monetary levels that people participating in this TeamRaiser event can rea order to be awarded a badge to display on fundraising pages. You can create new milestones by clicking the button above or copying an existing milestone to use as a model.			
	Participant Milestones Team Milestones			
	Records 1 - 4 of 4 Eirst Previous Next Last			
	Name Action	Amount		
	All Star Edit	\$2,500.00		
	Major League Edit Major League	\$5,000.00		
	Total Pro Edit Total Pro	\$7,500.00		
	MVP Edit	\$10,000.00		
	Records 1 - 4 of 4 Eirst Previous Next Last			
racy Policy Is online giving saf		± Switch To Another Et		
	0 SER GA Atlanta > All Star	Real Men Wear Pink of Atlan		
Review Milestones a. Configure Admin Notification of Participants Reaching this Milestone	 Recipients of Participant Milestone Achieved Noti Identifies the email addresses (defined by Event Man report showing the participants who achieved this mill 	agers) for people who should be sent the notification that contains the		
		dd		

Website Customization

Access the website editing tool





Customize Your Greeting Page

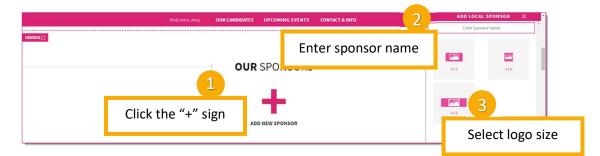
1. Customize Your Event Copy: You can edit the title and content in the two paragraphs at the top of your greeting page.



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

Welcome, Amy OUR CANDIDATES UPCOMING EVENTS CONTACT & INFO	PAGE	MANAGER X
hodang ♥ Publish 55 @	Page Title HEADING	
Custom Content	SINGLE COLUMN	DOUBLE COLUMN
Töget mage Column * Possion (2) *	TRIPLE COLUMN	IMAGE & TEXT
Preal Preal Preal Preal MEN MEN MEN WEAR WEAR WEAR PINK PINK PINK		THREE IMAGES
Type something Type something Type something	BANNERIMAGE	IMAGE & CAPTION
ADD NEW SECTION	BUTTON TEXT	HORIZONTAL LINE

3. Add Local Sponsors: Event managers have the ability to add their own event sponsor logos.



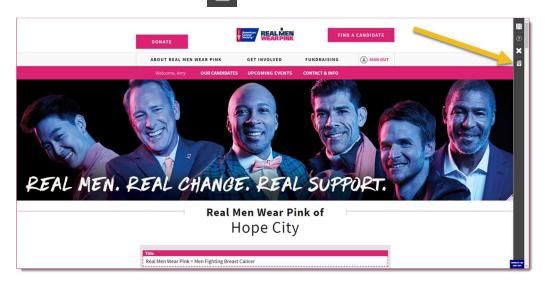
1. Sort and Hide Sections: Many sections on the greeting page can be hidden or re-ordered.



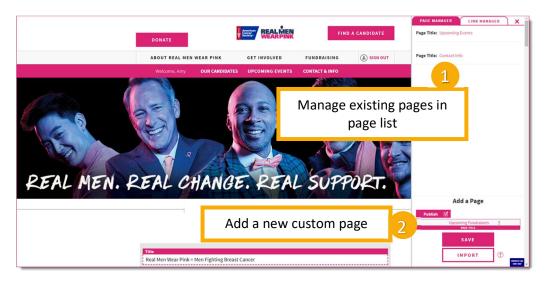
2. Save 🔚 your changes.

Custom Page Customization

3. Open page manager modal: Click the 🚝 icon to access the page manager menu.



4. Manage Custom Pages: Create and manage custom pages.



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

Welcome, Amy OUR CANDIDATES UPCOMING EVENTS CONTACT & INFO	PAGE	MANAGER)
Page Tito	Page Title	
Custom Page		DOUBLE COLUMN
Tright Integrations 4 Publish (2) 95 95		IMAGE & TEXT
• REAL • REAL • MEN • MEN • MEN • MEN • MEN • MEN • MEN	TWO IMAGES	THREE IMAGES
Type something Type something Type something		
+	BUTTON TEXT	HORIZONTAL LINE

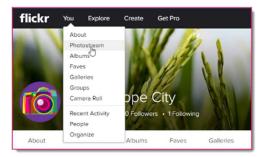
Customize Event Photos Section with Flickr or Instagram

Flickr: Simply add new photos to the Flickr Photostream to have them display on your Event Photos section on the website. Photos will appear in the order of most recently added so put your favorites at the top!

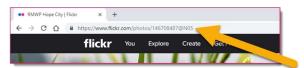
- 1. Create or log-in to your account at www.flickr.com
- 2. Click the Upload icon to upload photos to the Photostream.



3. To find the Flickr ID, click on "You" in the menu bar select Photostream.



4. Copy the Flickr ID found in the URL after the flickr.com/photos/... – note, you need the ID only, not the full URL (ex. 146708487@N05)



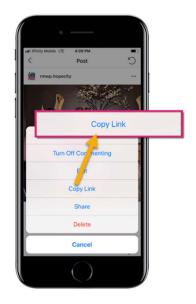
5. Jump to the <u>next step</u> to add the ID to your website.

Instagram: Simply repeat the steps below to create a new album each time you want to add new event photos!

- 1. Create an album on Instagram
 - a. Click 🗉 to add photos
 - b. Click 🔲 to select up to 10 photos and create your album
- 2. Get your Instagram album URL
 - a. Click the 3 little dots ⁱ to open **album** options
 - b. select Copy Share URL





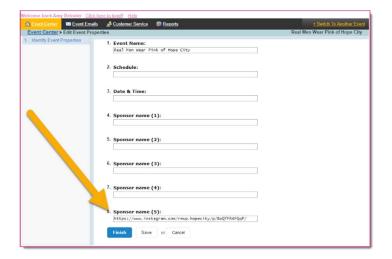


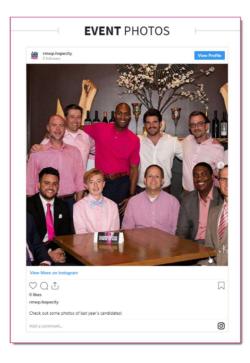
3. Jump to the <u>next step</u> to add the album link to your website.

Add Photo Album to Website

- 1. Log into the Event Management Center.
- 2. Click on the Event Center tab and then Edit Event Properties.

- 3. Paste the Flickr ID or Instagram album URL into Sponsor Line 5. Click Finish.
- 4. Custom photo album will appear in Event Photos section.





Support & Resources

Fundraising Resources

Registering for Real Men Wear Pink

• <u>Registration handout</u>: Can be printed and shared to help candidates through registration

Fundraising Tools

- <u>Dashboard video</u>: 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
- <u>Candidate Playbook</u>
- Mobile App Flyer

Need Help?

- <u>Download the EMC Guide</u> 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