

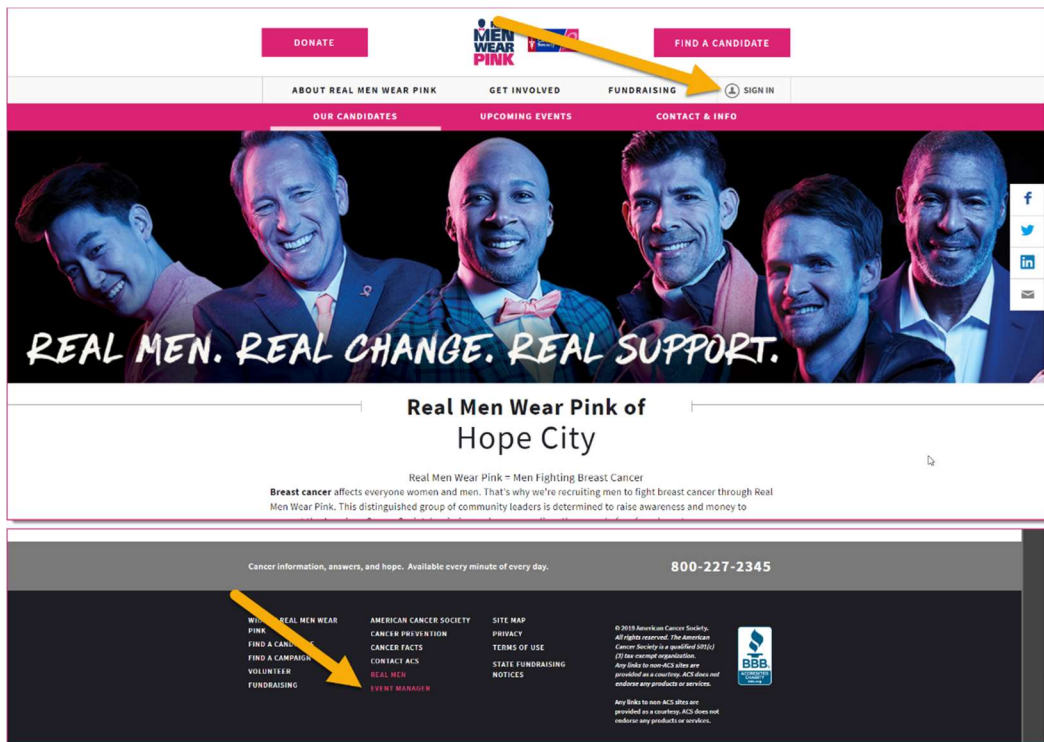


# Website Customization Guide

- Event Center Customization ..... 1
- Website Customization ..... 3
- Support & Resources ..... 8

## Event Center Customization

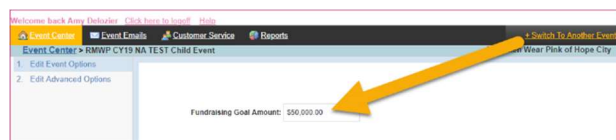
Sign in to the Event Management Center



## Verify Your Event Details

Under the **Event Center** tab:

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



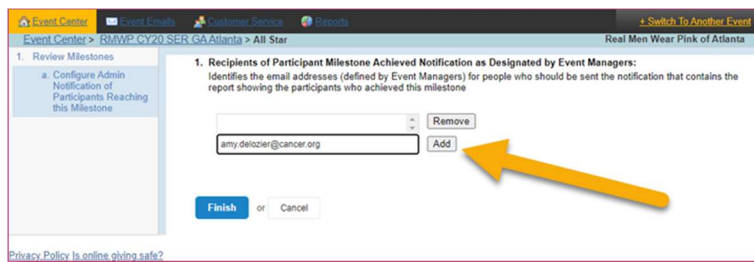
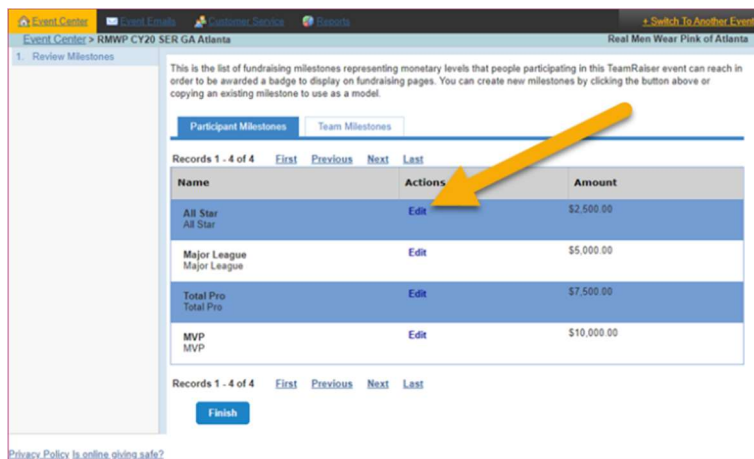
- Edit Event Coordinator Properties:** Verify the event contact information, and update as necessary



## Set Up Milestone Notifications

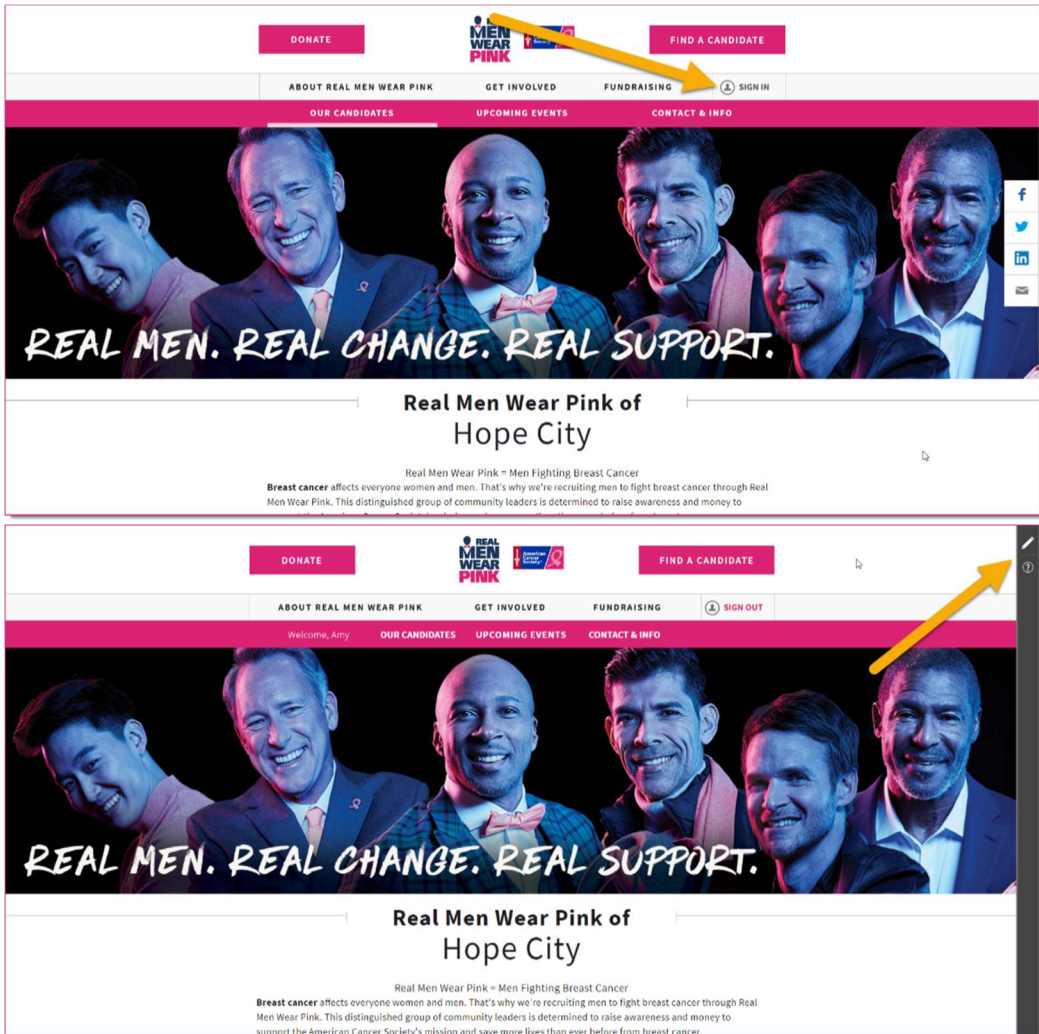
Under the **Event Center** tab:

- 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**

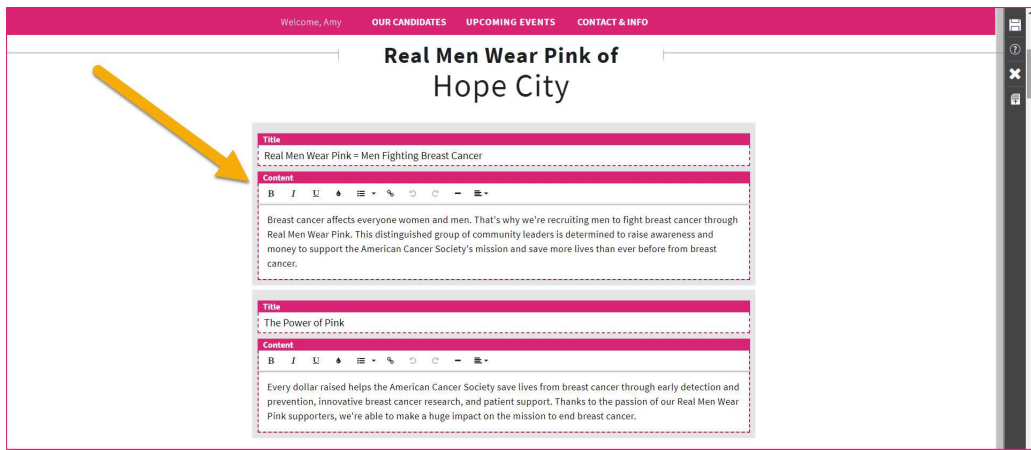


## Editing Tips!

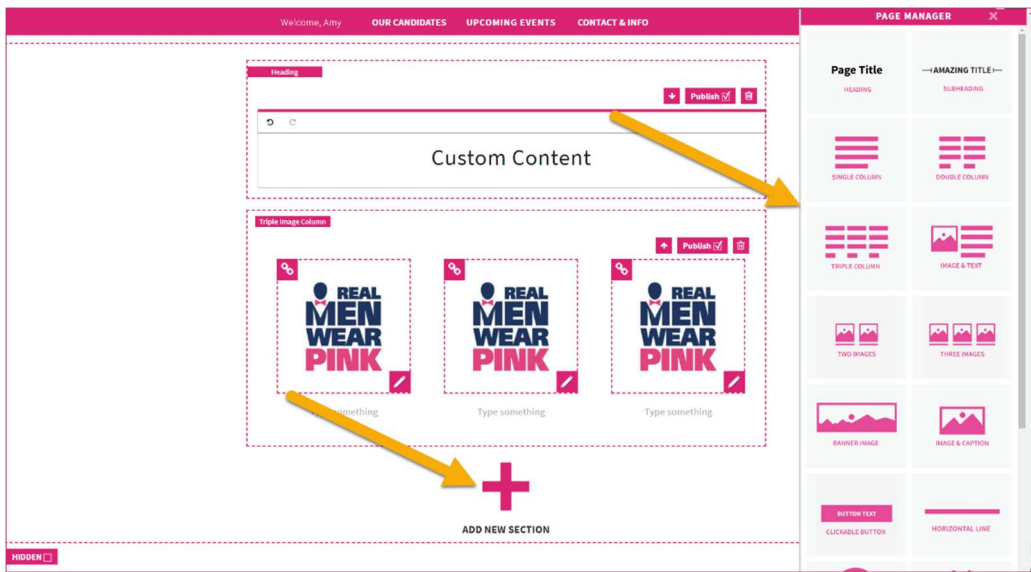
1. Click the pencil icon  to open your pages for editing.
2. Save  your changes often.
3. Click the X  to close out and automatically refresh your page so that you can view your changes

## Customize Your Greeting Page

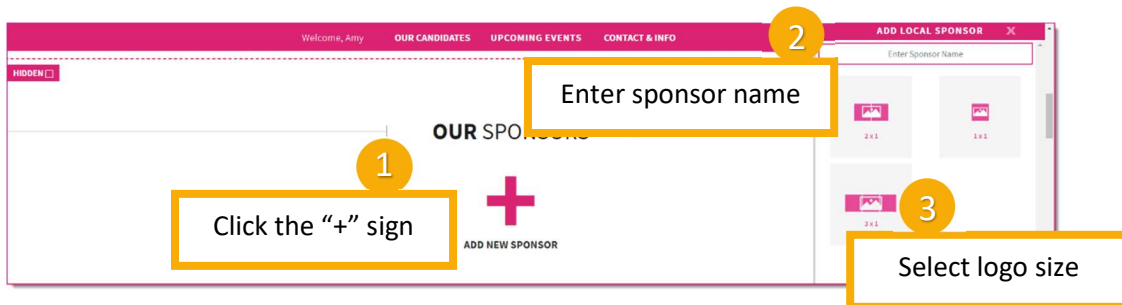
1. **Customize Your Event Copy:** You can edit the title and content in the two paragraphs at the top of your greeting page.



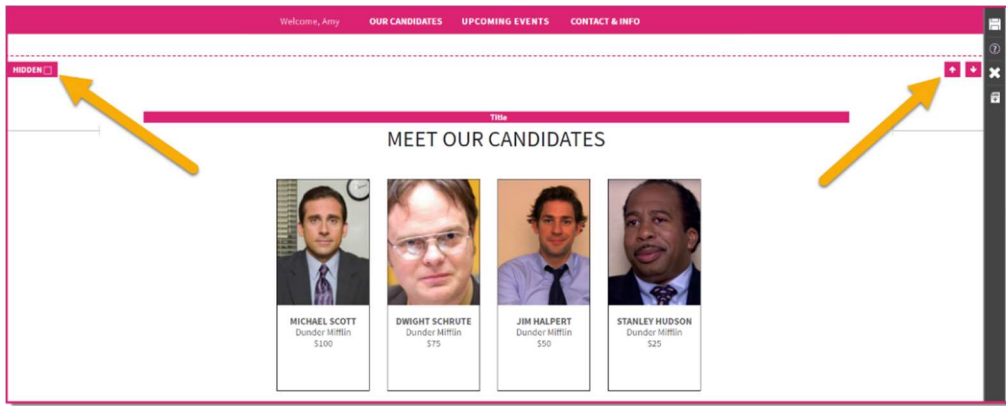
2. **Add Custom Content Sections:** Pick from the menu of templates to add custom content to your greeting page.



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



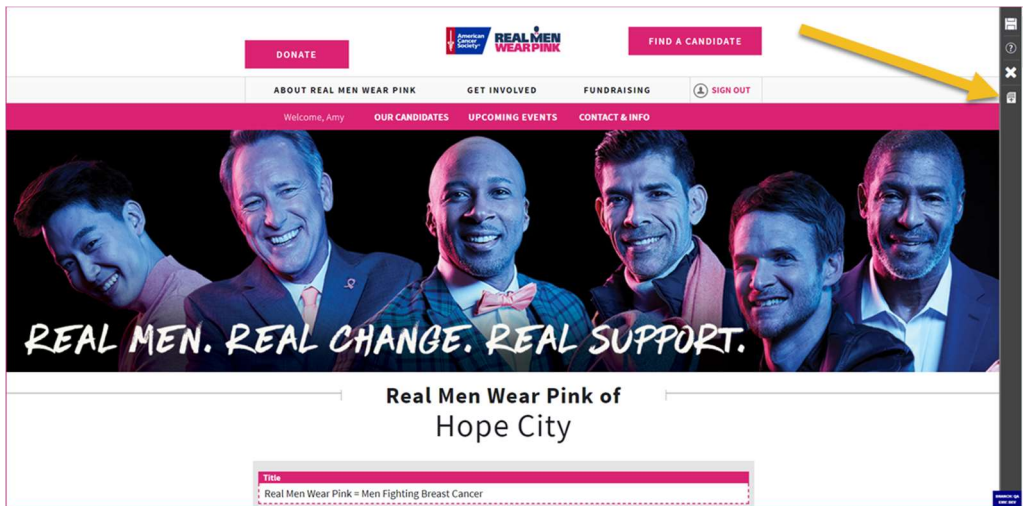
1. **Sort and Hide Sections:** Many sections on the greeting page can be hidden or re-ordered.



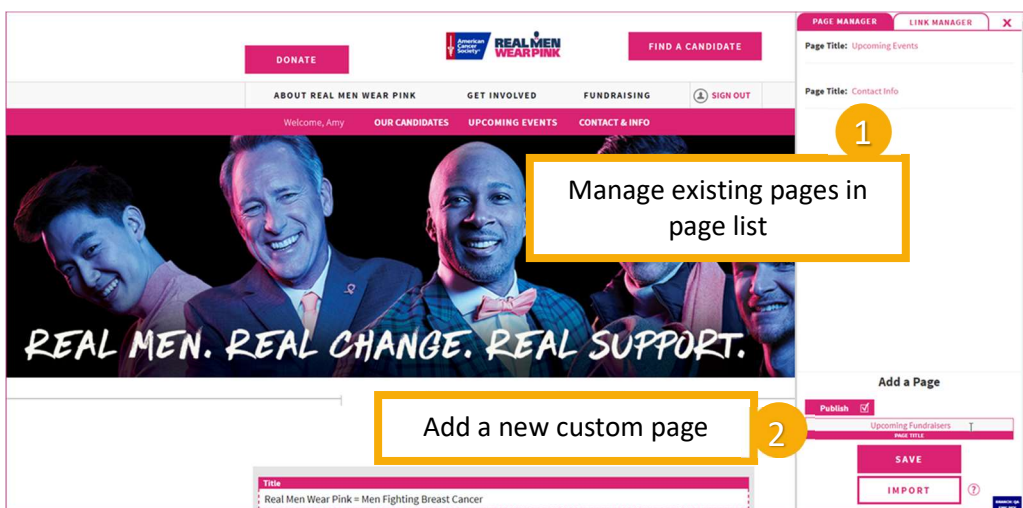
2. **Save**  your changes.

## Custom Page Customization

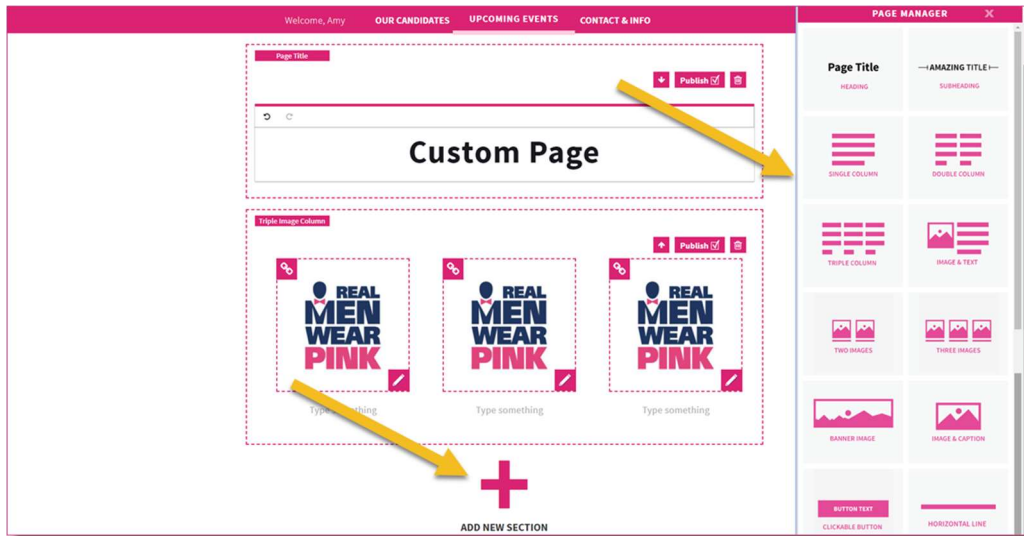
3. **Open page manager modal:** Click the  icon to access the page manager menu.




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.

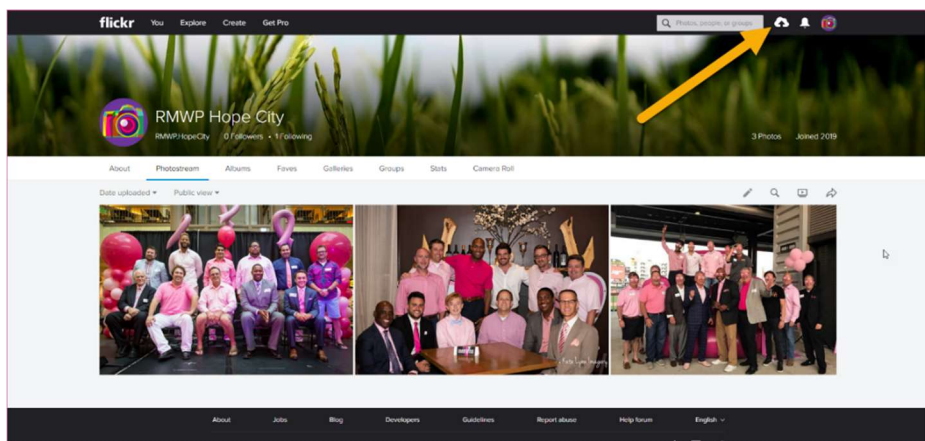


6. **Save**  your changes.

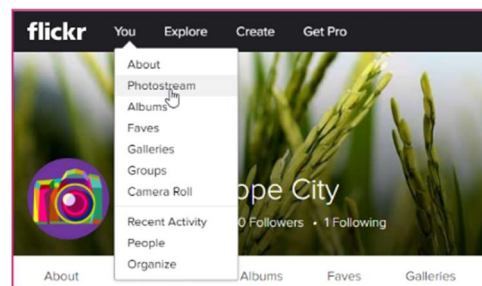
## Customize Event Photos Section with Flickr or Instagram

**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!

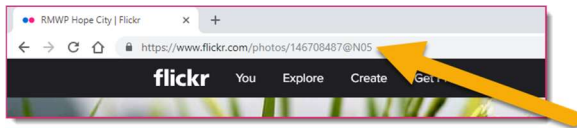
1. Create or log-in to your account at [www.flickr.com](http://www.flickr.com)
2. Click the Upload icon to upload photos to the Photostream.



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






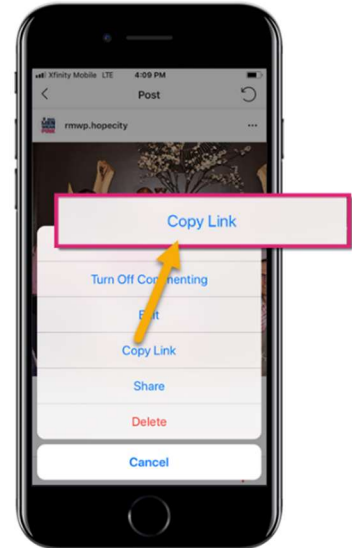
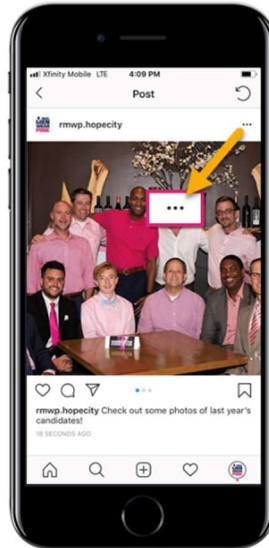
4. Copy the Flickr ID found in the URL after the flickr.com/photos/... – *note, you need the ID only, not the full URL* (ex. 146708487@N05)



5. Jump to the [next step](#) 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  to open **album** options
  - b. select **Copy Share URL**



3. Jump to the [next step](#) 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.

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

Event Center - Edit Event Properties

1. Event Name: Real Men wear Pink of Hope City

2. Schedule:

3. Date & Time:

4. Sponsor name (1):

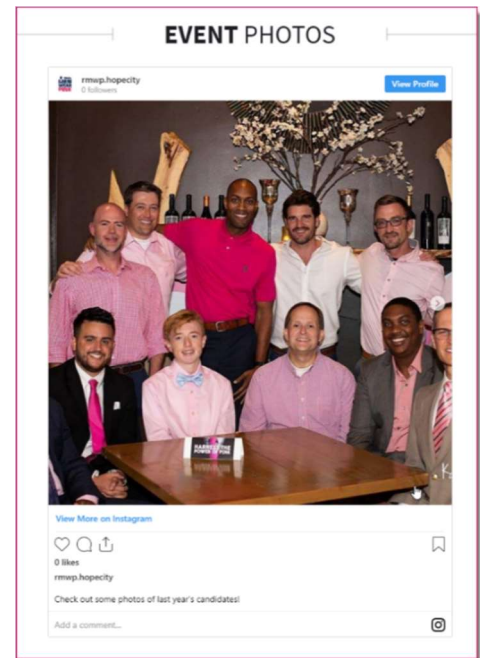
5. Sponsor name (2):

6. Sponsor name (3):

7. Sponsor name (4):

8. Sponsor name (5): <https://www.instagram.com/rmwp.hopecity/p/BxQTF8AFQgP/>

Buttons: Finish, Save, or Cancel



## Support & Resources

### Fundraising Resources

#### Registering for Real Men Wear Pink

- [Registration handout](#): Can be printed and shared to help candidates through registration

#### 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