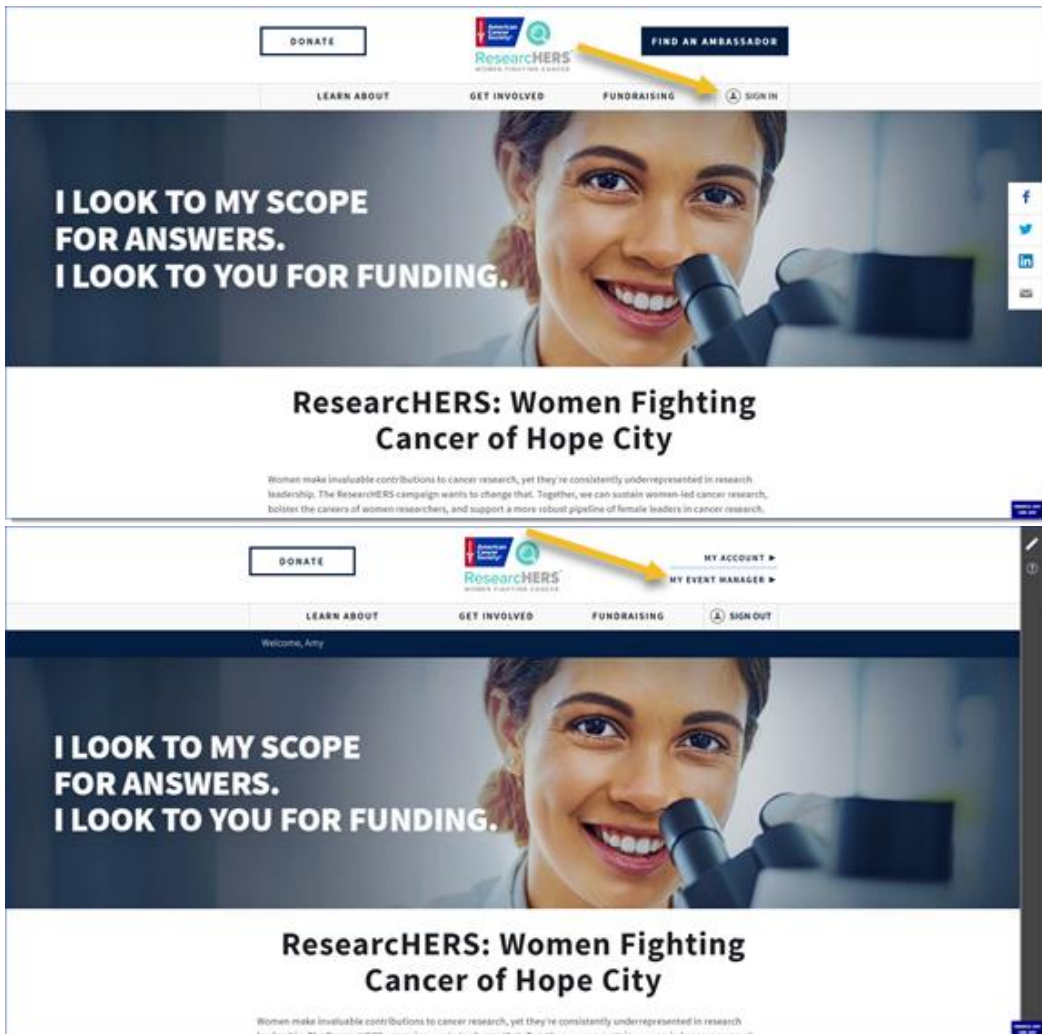


# Website Customization Guide

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## Event Center Customization

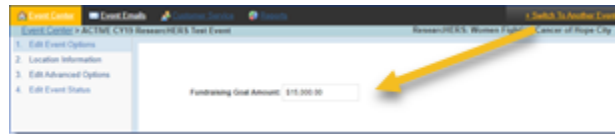
Sign in to the Event Management Center.



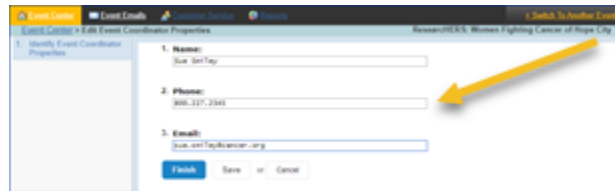
## Verify Your Event Details

Under the **Event Center** tab:

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

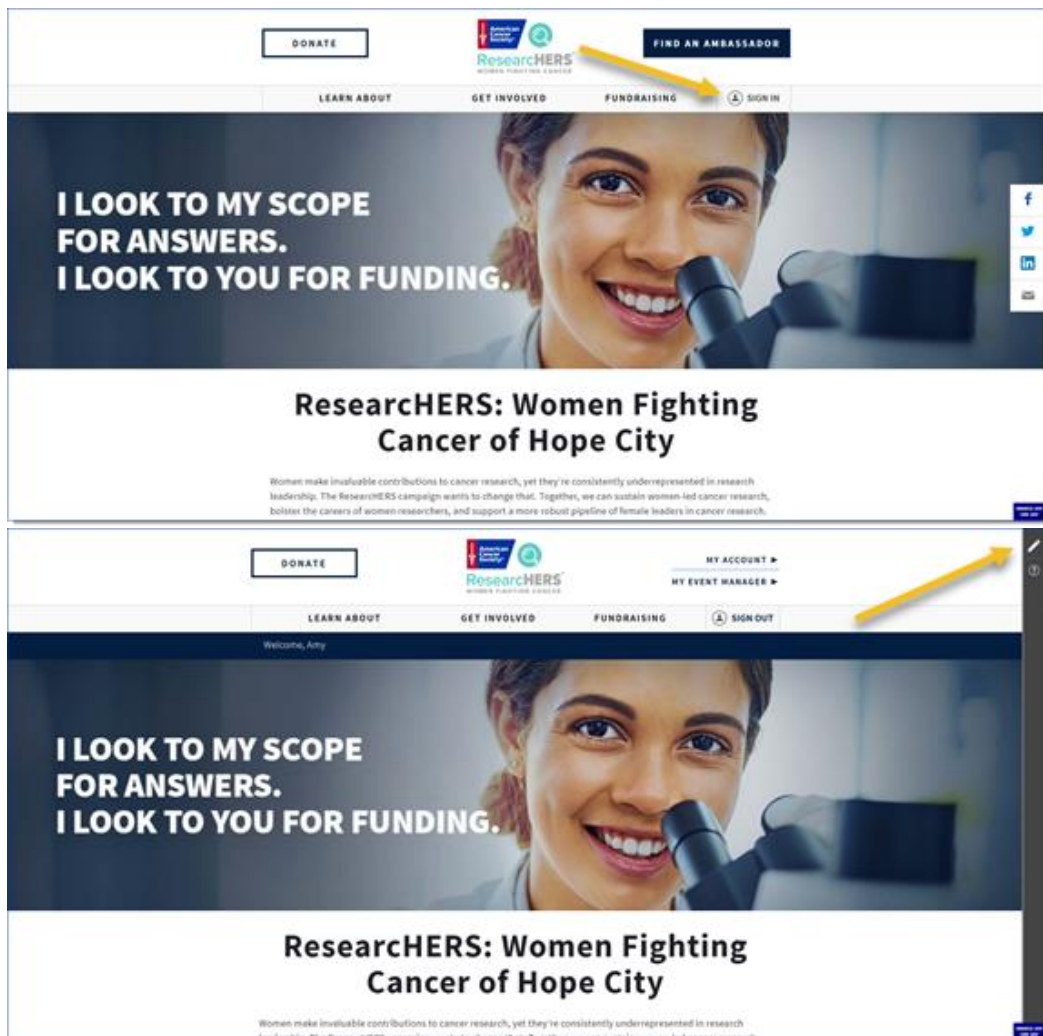


2. **Edit Event Coordinator Properties:** Verify the event contact information and update as necessary.






## Website Customization

Access the **website editing tool**.

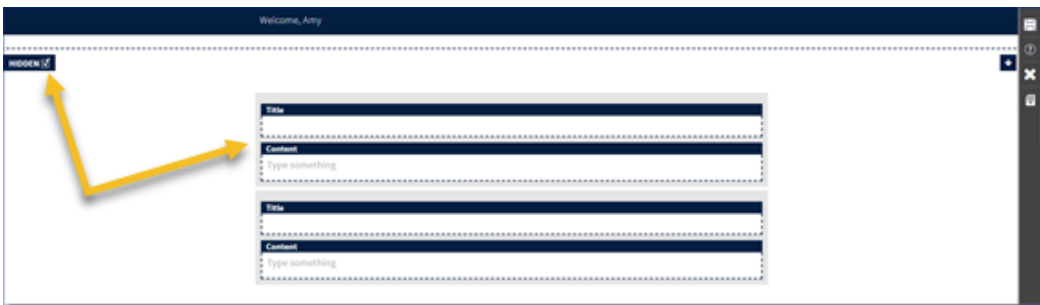


## Editing Tips!

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

## Greeting Page Customization

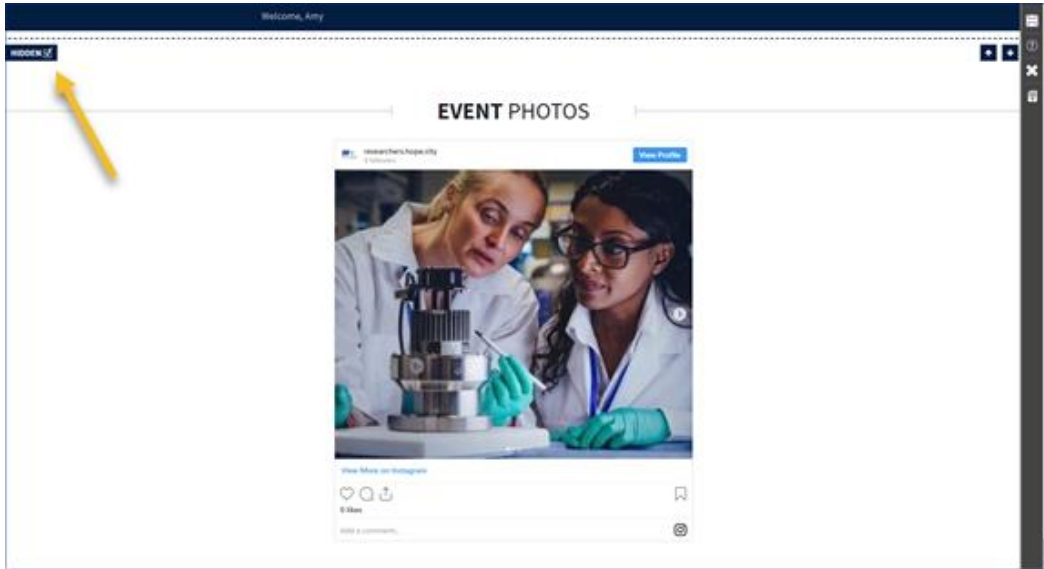
1. **Customize Your Event Copy:** Add custom content to describe your event. Uncheck the 'hidden' box to have the section appear on your greeting page.



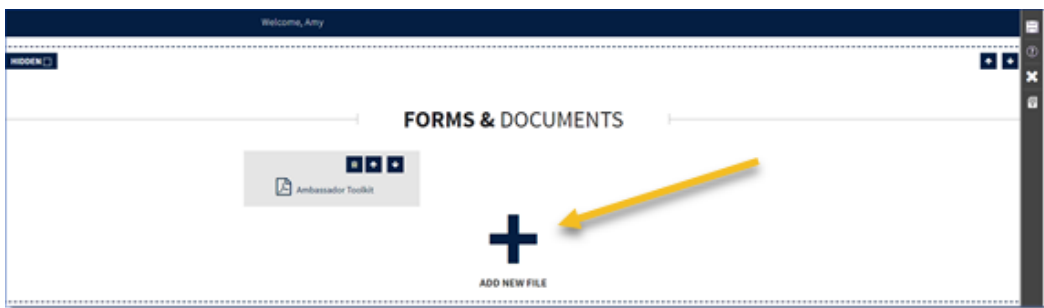
2. **Edit Event Announcements:** Edit the default announcements or add your own!



3. **Edit Event Photos:** [View the instructions](#) on adding an Instagram photo stream to your Event Photos section. Uncheck the 'hidden' box to have the section appear on your greeting page.



4. **Add Forms & Docs:** You can add local custom documents to your event site.



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



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



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



8. **Save**  your changes.

## Custom Page Customization

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



2. **Create Page:** Enter the page name and save. Check 'publish' if you want the page to appear in the More Info section on the greeting page.



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



4. **Save**  your changes.

## Support & Resources

### ResearchHERS Registration

- [Click here for a one-page registration guide to share with your Ambassadors](#)

### 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 ticket at [helpme.cancer.org](https://helpme.cancer.org)
- Society Account Support: 877-957-7848 or use the Online Event Website Support ticket at [helpme.cancer.org](https://helpme.cancer.org)

## Resource Center

- [2020 Event List](#)
- [Ambassador Sign Up Guide](#)
- [Ambassador Toolkit](#)
- [Mobile App Flyer](#)
- [Consent Form and Instructions](#)