Chapter 8: Customer Service – Manage Companies

- Add a Local Company
- Edit the Local Company Details

Add a Local Company

If you have corporate teams participating in your event, you can create a company record in the Event Management Center. Once the company has been added to the website, anyone who registers as a team from that company will be able to select the business name from the ‘Company’ dropdown during the Team registration process.

1. From the EMC, click Customer Service.

2. Under Related Actions, select Manage Companies.

3. A list of all local companies will be displayed. To add a new company, under Related Actions click Add a New Company.

4. Complete the following:
   a. Name and Notes: Complete the required fields (marked with an asterisk below)
      i. *Company Name
      ii. *Public Company Name
      iii. Notes: can skip
      iv. *Goal
      v. You can skip questions 5-7 and 9-13 (Company Hierarchy Options, Company Priority, Number of Employees, Details, Staff Contact)
vi. *New Company to this TeamRaiser
   • If the company is new, leave the box checked
   • If they are a returning company, you can uncheck the box

   vii. Click **Next**

b. **Identify Company Coordinator:**
   i. Leave blank
   ii. Click **Next**.

c. **Identify Executive Champion**
   i. Leave blank
   ii. Click **Next**

d. **Review Summary:**
   i. Review the details of your company
   ii. Click **Finish**

5. Once you click ‘Finish’ the new company will appear in your Local Companies List, and will be available for teams to select during the registration process.

**Edit the Local Company Details**

1. From the EMC, click **Customer Service** in the top.
2. Under Related Actions, select **Manage Companies**.

3. A list of all local companies will be displayed. Locate the one you wish to edit and click **Edit Company**.
4. Follow the progress bar on the left hand side of the page to edit company information.

Edit the Local Company Page

If you need to edit the local company page, to add custom content or a logo, there must first be a waiver filled out by the company. Submit the attached waiver and any page copy or images via a ticket at helpme.cancer.org.