



Relay Online How To: Online Participant Guide

RELAY FOR LIFE ONLINE PARTICIPANT GUIDE

Welcome to the American Cancer Society's Online Participant Guide.

This Guide includes everything a participant needs to successfully sign up, work within their dashboard, and enhance their fundraising experience.

Let's dive in! 😊

Last Updated: February 2016

If you have any questions, please contact your ACS staff person

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Chapter 1: Register Online

- Society Account
 - Creating a New Account
 - Logging in to Your Existing Society Account
- Start a Relay Online Team - Team Captains
- Join a Relay Online Team - Team Members
- Register as a Survivor / Walk the Survivor Lap

Society Account

The American Cancer Society account login process has been upgraded to a new enhanced single sign-on. This update ensures proper security and a consistent experience across all American Cancer Society applications.

The main benefits are –

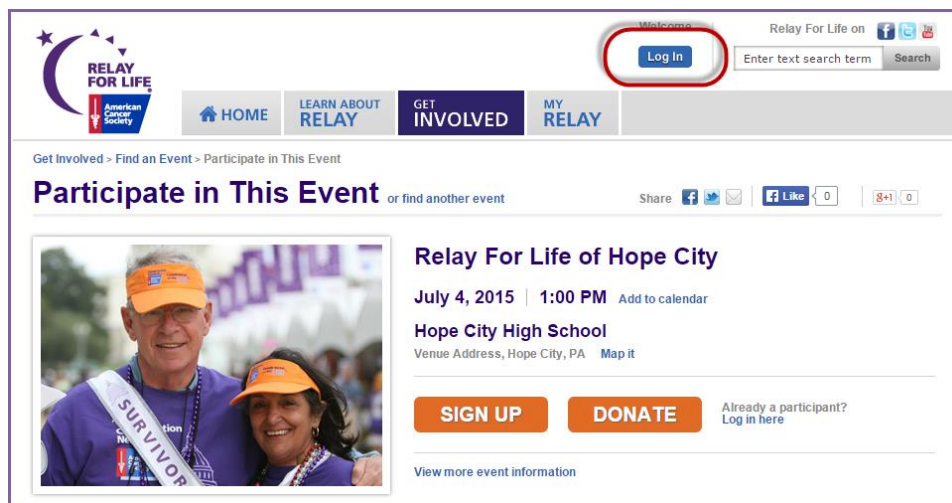
- Now you can login using your preferred social account login credentials or with your email address
- You will be recognized on all of our event sites, so there will be no need for multiple user names and passwords
- Enhanced account security across all Society applications

Creating a New Account

(For first-time American Cancer Society online event participants)

If you have never participated in an American Cancer Society event online (this includes Relay For Life, Making Strides Against Breast Cancer, Bark For Life, DetermiNation, etc.) you can create a brand new Society Account which you can use for any future ACS online activity!

1. From your internet browser, type your event's friendly URL (www.relayforlife.org/EventNameST) and your event website will appear. If you do not know your event's friendly URL, you can search for your Relay at relayforlife.org.
2. Click on the **Log In** link in the upper right-hand corner.



3. To begin the process of creating your new Society account, click the blue **Create an Account** button.

4. You can choose to create your new account using our social login feature OR using your email address.
- Note:** If you choose to create an account with your email address, it must be a unique email address, not used by another ACS online event participant. Enter the required information, and **click Create an Account**.
 - If you need additional assistance creating your new Society Account, feel free to call our web site support desk at 877-957-7848. We're always ready to assist you with any question you might have.

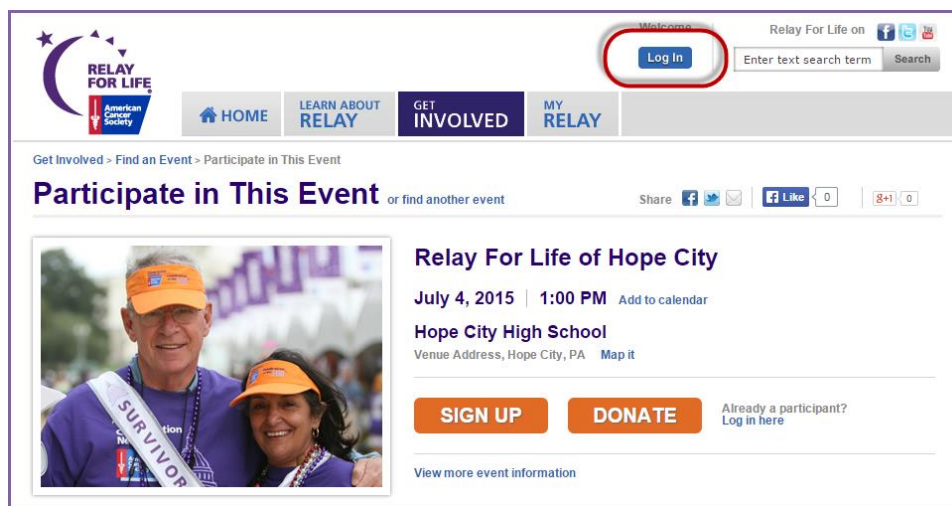
Note: See [Chapter 3](#) for information on managing your Society Account.

Logging in to Your Existing Society Account (For returning American Cancer Society online event participants)

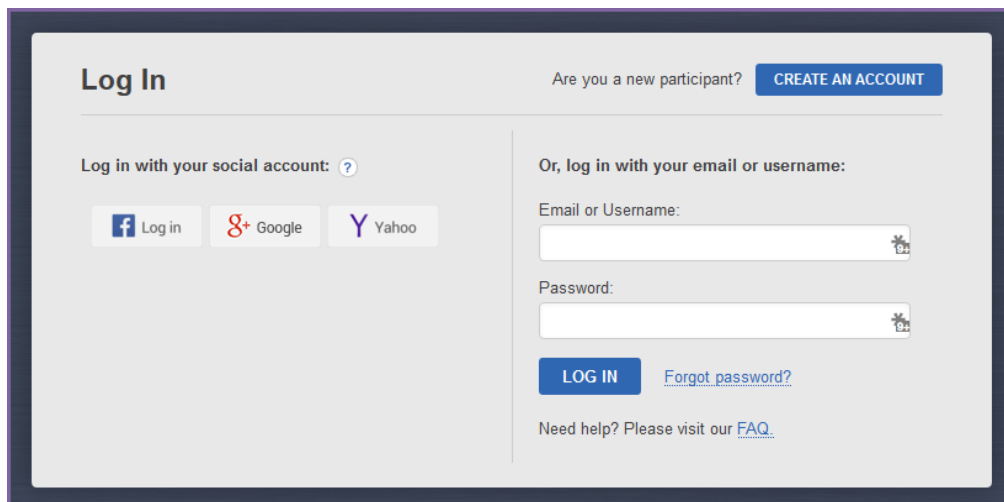
If you have previously participated in an American Cancer Society event online (this includes Relay For Life, Making Strides Against Breast Cancer, Bark For Life, DetermiNation, etc.) you can login using the most recent email address with which you registered.

After this upgrade, you won't have to remember multiple email addresses if you participate in a variety of American Cancer Society events. Once you've updated your account and created a new password, you'll be able to access any of our event or program websites using your newly created American Cancer Society account login information.

1. From your internet browser, type your event's friendly URL (www.relayforlife.org/EventNameST) and your event website will appear. If you do not know your event's friendly URL, you can search for your Relay at relayforlife.org.
2. Click on the **Log In** link in the upper right-hand corner.



3. Use one of the Log In options to access your account.
 - a. If you were already registered before November 19, 2014, you will be unable to log into your event site until you upgrade to a new Society Account. (Don't worry, your dashboard will still function and receive donations in the meantime.)
 - b. If you need additional assistance creating your new Society Account, feel free to call our web site support desk at 877-957-7848. We're always ready to assist you with any question you might have.



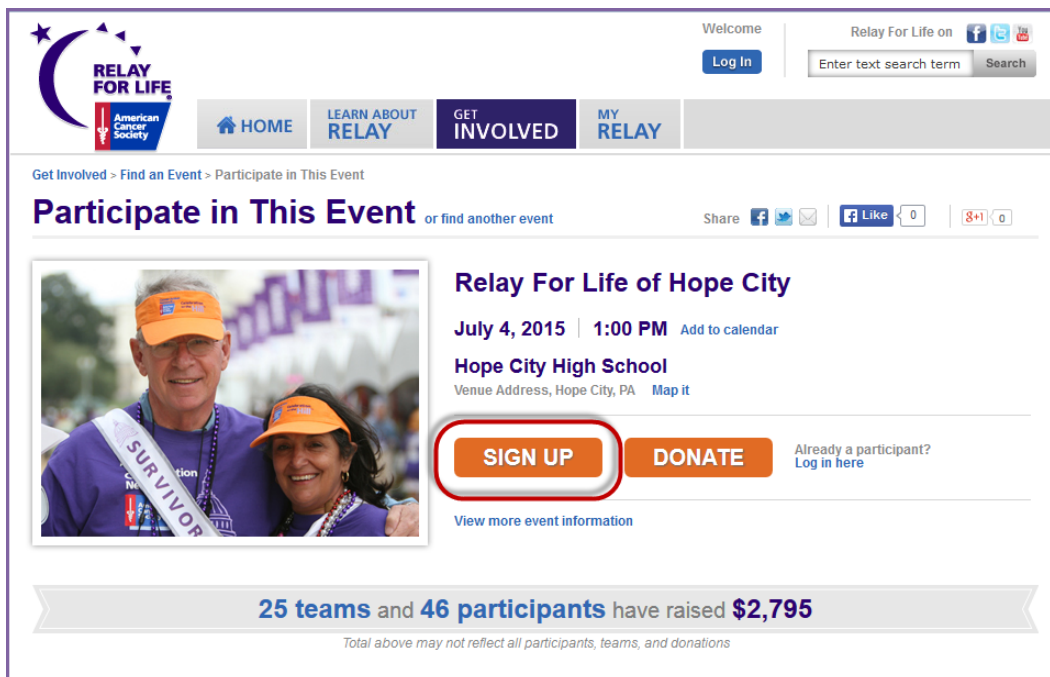
Start a Relay Online Team – Team Captains

Thank you for being a Relay For Life team captain.

As a team captain, you may begin your team building and fundraising as soon as you set up your team’s webpage. Team captains serve as role models for online fundraising and help build excitement for the event. Please use these step-by-step instructions to register your team online.

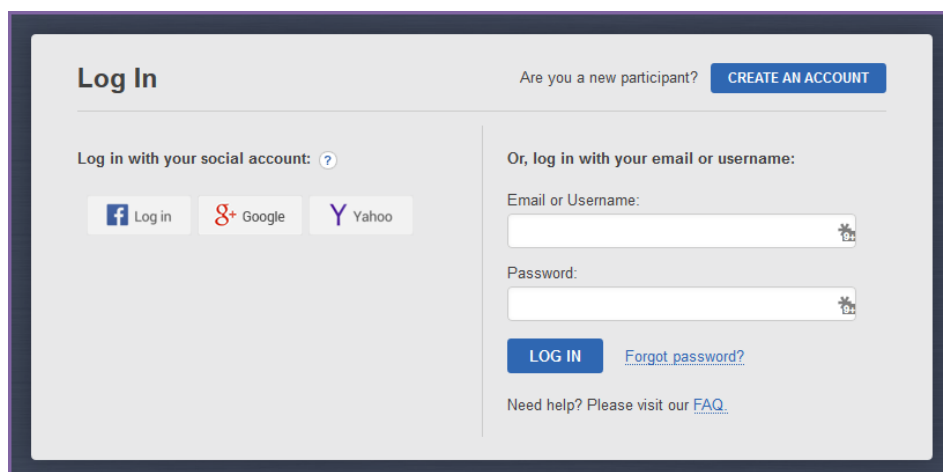
Good luck and have fun!

1. From your internet browser, type your event’s friendly URL (www.relayforlife.org/EventNameST) and your event website will appear. If you do not know your event’s friendly URL, you can search for your Relay at relayforlife.org.
2. Click on the **Sign Up** link.



The screenshot shows the Relay For Life website interface. At the top left is the Relay For Life logo with the American Cancer Society logo below it. Navigation links include HOME, LEARN ABOUT RELAY, GET INVOLVED, and MY RELAY. A 'Log In' button is visible. A search bar is present with the text 'Enter text search term' and a 'Search' button. The main content area is titled 'Participate in This Event' with a sub-link 'or find another event'. Below this is a photo of two people wearing orange visors and purple shirts, one with a 'SURVIVOR' sash. To the right of the photo, the event details are listed: 'Relay For Life of Hope City', 'July 4, 2015 | 1:00 PM', and 'Hope City High School'. There are 'SIGN UP' and 'DONATE' buttons, with a 'Log in here' link for existing participants. A summary bar at the bottom states '25 teams and 46 participants have raised \$2,795'.

3. You will be asked to create / log in to your Society Account (see [previous section](#) for more info on Society Account)
 - a. **Note:** If you just followed the process in the previous section to create / log in to your Society Account, you will still be logged in to this record and can continue with the registration process.



The screenshot shows the 'Log In' page. It features a 'Log In' heading and a 'CREATE AN ACCOUNT' button for new participants. Below the heading, there are two main sections: 'Log in with your social account' and 'Or, log in with your email or username:'. The social account section includes buttons for Facebook, Google, and Yahoo. The email/username section has input fields for 'Email or Username' and 'Password', followed by a 'LOG IN' button and a 'Forgot password?' link. At the bottom, there is a link to the 'FAQ' for help.

If you have any questions, please contact your ACS staff person

- Once you have logged into the website, click the **Start a Team** button.



- Enter information about the team you are creating before clicking **Next**:
 - Name your team**
 - Select your team fundraising goal (\$)**
 - Select if your team is affiliate with a company or organization**

- Select the **participation option** that best fits your involvement in Relay For Life by clicking the radio button beside the participation type name and description.

- If you have a discount code to apply to your registration fee, select **YES** from the drop down menu beside the question “**Do you have a discount code to use towards your registration fee?**” Enter the code in the field that appears.

- Personalize your individual **Fundraising Goal**.

- If you would like to make a donation to kick start your fundraising, select **YES** from the “**You can kick-off your fundraising by making a donation now**” drop down.

Once you confirm to make a donation during the registration process, select a gift value or enter a different amount. If you would prefer not to make a donation during your registration, select **No I'll donate later**.

- If you choose to start off your fundraising by making a donation during your registration, determine if you would like to make the gift anonymous by checking the appropriate box.

10. Click **Next**.

11. Complete the **Registration Form** with your personal information. Remember the * symbol means the field is required.

If you are a returning participant, this information should be completed for you, making the registration process easier. Please be sure to check that all fields are updated for the current year.

- a. **Contact information**
- b. **Email preferences**
- c. Answer the **additional registration questions** regarding your relationship with cancer, t-shirt size, and team information.

12. Read the Waiver and click the box beside **“I agree to the terms and conditions”** before clicking **Next**.

13. Review the contact and registration information you provided before clicking **Next** to complete the registration process.

- a. If your information is not correct, click the **Edit** button to make the necessary changes.

Register for this Event

We are so excited that you decided to join our fight against cancer. We are looking forward to seeing you at the Relay For Life event.

1 Your Team 2 Your Fundraising 3 Contact Information 4 Billing Information 5 **Review & Confirm**

Your Event and Team Information

Event: Relay For Life of Hope City
Team Name: Amy's Test Team

Personal Information [Edit](#)

Name: Amy TestCaptain
Email address: amytest@test.com
Street address 1: 123 Cure Street
City / State / Zip: Hope City / NY / 12345
Country: United States

Your Team:
Amy's Test Team

You are registering for:
Relay For Life of Hope City, PA

July 4, 2015
1:00 PM
Hope City High School

WE GAVE
14000
RIDES TO
CANCER PATIENTS
LAST YEAR

14. **Your Relay registration is complete!** After completing the registration process, you will receive a confirmation message and access to the Relay Dashboard where you may start building support to fight cancer.

HOME RELAY INVOLVED RELAY

Thank you, Amy!

You have registered for **Relay For Life of Hope City**
Your team is **Amy's Test Team**
A confirmation email has been sent to amytest@test.com.

Registration Summary [Print Summary](#)

Name: Amy TestCaptain	Event Registration fee: \$0.00
Address: 123 Cure Street Hope City, NY 12345	Your fundraising kick-starter: \$0.00
Email: amytest@test.com	Total amount due: \$0.00

What's Next?

Tell Others

[Share on Facebook](#)
[Share on Twitter](#)

Donate

[Donate to a participant or team](#)

Get Information

[View Survivor Walk Details](#)

Join a Relay Online Team – Team Members

Thank you for being a Relay For Life team member. Please use these step-by-step instructions to join your team online.

By signing up online, you have access to a number of tools, such as a personal webpage to share your story, a message

If you have any questions, please contact your ACS staff person

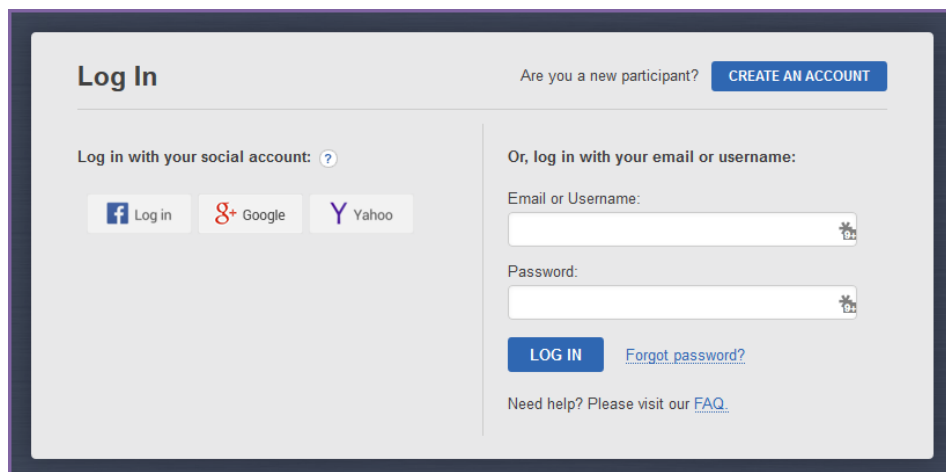
center to send out emails to your friends and family asking for their support, and an easy way to track your progress.

Good luck and have fun!

1. From your internet browser, type your event's friendly URL (www.relayforlife.org/EventNameST) and your event website will appear. If you do not know your event's friendly URL, you can search for your Relay at relayforlife.org.
2. Click on the **Sign Up** link.



3. You will be asked to create / log in to your Society Account (see [previous section](#) for more info on Society Account)
 - a. **Note:** If you just followed the process in the previous section to create / log in to your Society Account, you will still be logged in to this record and can continue with the registration process.



4. Once you have logged into the website, click the **Join a Team** button.



If you have any questions, please contact your ACS staff person

- To find the team you wish to join, click the drop down menu arrow. All the teams that have registered on the website will appear in a list. Select your team. Click **Next**.

- Select the **participation option** that best fits your involvement in Relay For Life by clicking the radio button beside the participation type name and description.
- If you have a discount code to apply to your registration fee, select **YES** from the drop down menu beside the question **“Do you have a discount code to use towards your registration fee?”** Enter the code in the field that appears.

- Personalize your individual **Fundraising Goal**.
- If you would like to make a donation to kick start your fundraising, select **YES** from the **“You can kick-off your fundraising by making a donation now”** drop down. Once you confirm to make a donation during the registration process, select a gift value or enter a different amount. If you would prefer not to make a donation during your registration, select **No I'll donate later**.

- If you choose to start off your fundraising by making a donation during your registration, determine if you would like to make the gift anonymous by checking the appropriate box.

- Click **Next**.

- Complete the **Registration Form** with your personal information. Remember the * symbol means the field is required.

If you have any questions, please contact your ACS staff person

Register for this Event

We are so excited that you decided to join our fight against cancer. We are looking forward to seeing you at the Relay For Life event.

- 1 Your Team
- 2 Your Fundraising
- 3 **Contact Information**
- 4 Billing Information
- 5 Review & Confirm

Provide Your Contact Information * Required Field

*Name:
* First * Last

*Email address:

*Street address 1:

*City/State/ZIP code:
* City * State * ZIP

*Country:

Phone Number:
Include area code

Preferences

Email me when a donation is made toward my fundraising goal

Tell Us More About You

* Please select all that describe your experience with cancer. Please make between 1 and 5 selections from the choices below.

I have or had cancer

Caregiver for someone who has/had cancer

My relative has/had cancer

My friend has/had cancer

Other

* T-shirt size (Size availability may vary by event, and t-shirts are awarded to those who raise a \$100 minimum):

Raise at least \$100 to get a t-shirt.

Agree to Terms and Conditions Print Terms & Conditions

CONSENT AND RELEASE: PLEASE READ CAREFULLY BEFORE PROCEEDING!

This Consent, Release and Waiver of Liability (the "Release") is hereby executed on the date written below by the undersigned participant or volunteer (the "Participant") in favor of the American Cancer Society, Inc., their affiliated divisions and entities, including in each case, without limitation, their directors, officers, employees, volunteers, and agents (collectively "ACS"). The Participant desires to engage in certain activities and/or events with ACS, including but not limited to Relay for Life® and/or Making Strides Against Breast Cancer® (the "Activities") and understands that his/her participation in these Activities may include but are not limited to camping, picnicking, walking, jogging, running, golfing, other recreational activities, and any other events or activities reasonably anticipated to be performed by Participant as a part of or in any way associated with ACS Activities. The Participant acknowledges that he/she derives personal satisfaction and a benefit by virtue of his/her participation with the ACS and/or

* By checking this box, I agree to the above terms and conditions.

- CANCEL
- « PREVIOUS
- NEXT »**

Your Team:
Amy's Test Team

You are registering for:
Relay For Life of Hope City, PA

July 4, 2015
1:00 PM
Hope City High School



If you are a returning participant, this information should be completed for you, making the registration process easier. Please be sure to check that all fields are updated for the current year.

- a. **Contact information**
- b. **Email preferences**
- c. Answer the **additional registration questions** regarding your relationship with cancer and t-shirt size.

12. Read the Waiver and click the box beside **"I agree to the terms and conditions"** before clicking **Next**.

13. Review the contact and registration information you provided before clicking **Next** to complete the registration process.
- If your information is not correct, click the **Edit** button to make the necessary changes.

Register for this Event

We are so excited that you decided to join our fight against cancer. We are looking forward to seeing you at the Relay For Life event.

1 Your Team 2 Your Fundraising 3 Contact Information 4 Billing Information 5 **Review & Confirm**

Your Event and Team Information

Event: Relay For Life of Hope City
Team Name: Amy's Test Team

Personal Information [Edit](#)

Name: SueTest Smiley
Email address: ssmiley@test.com
Street address 1: 987 Fight Back Ave
City / State / Zip: Hope City / NY / 12345
Country: United States

Your Team: **Amy's Test Team**

You are registering for: **Relay For Life of Hope City, PA**

July 4, 2015
1:00 PM
Hope City High School

WE GAVE **14000** RIDES TO CANCER PATIENTS LAST YEAR

14. **Your Relay registration is complete!** After completing the registration process, you will receive a confirmation message and access to the Relay Dashboard where you may start building support to fight cancer.

HOME RELAY INVOLVED RELAY

Thank you, SueTest!

You have registered for **Relay For Life of Hope City**
Your team is **Amy's Test Team**
A confirmation email has been sent to ssmiley@test.com.

Registration Summary

Name: SueTest Smiley	Event Registration fee: \$0.00
Address: 987 Fight Back Ave Hope City, NY 12345	Your fundraising kick-starter: \$0.00
Email: ssmiley@test.com	Total amount due: \$0.00

What's Next?

Tell Others

Donate
Donate to a participant or team

Get Information

Register as a Survivor / Walk the Survivor Lap

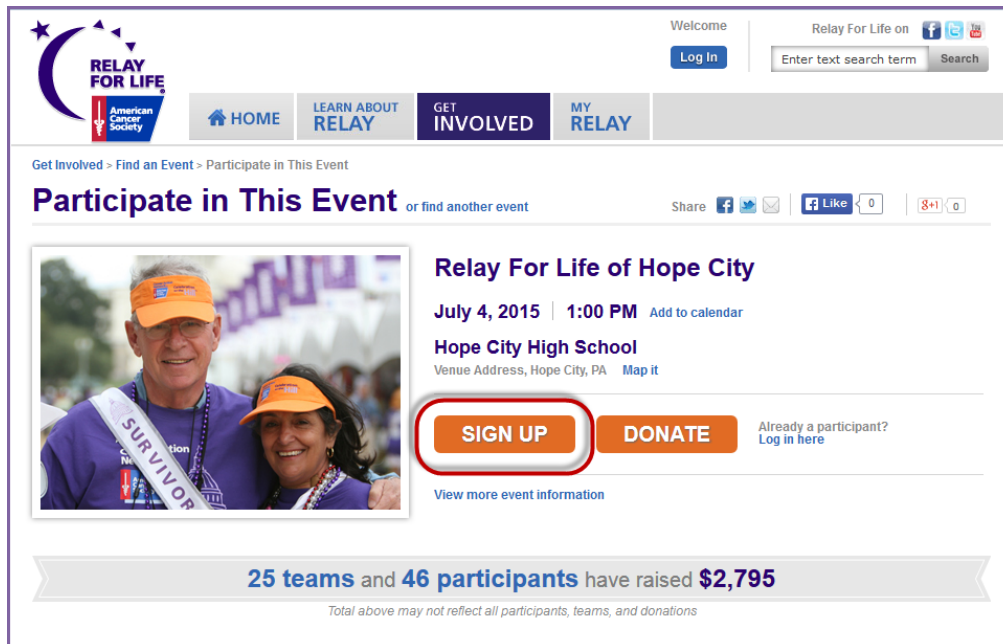
Thank you for joining Relay For Life as a cancer survivor.

As a cancer survivor, you may join a Relay event as a **team captain**, a **team member**, or as an **individual participant who only wishes to walk in the survivor lap**. Your online registration should reflect how you wish to participate in Relay For Life in addition to your history with cancer.

Please use the following instructions to help you register online for your Relay event's **survivor lap only**. *If you are a team captain or team member, please use the instructions to [start](#) or [join](#) a team to guide your online registration.*

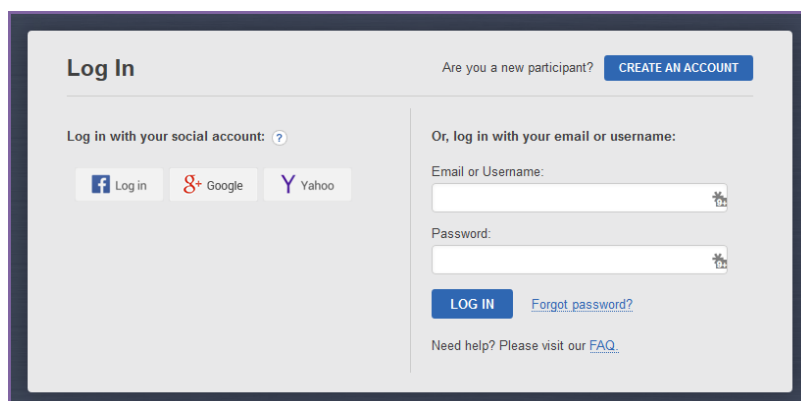
Good luck and have fun!

1. From your internet browser, type your event's friendly URL (www.relayforlife.org/EventNameST) and your event website will appear. If you do not know your event's friendly URL, you can search for your Relay at relayforlife.org.
2. Click on the **Sign Up** link.



The screenshot shows the Relay For Life website interface. At the top, there is a navigation bar with the Relay For Life logo, a 'Log In' button, and a search bar. Below the navigation bar, there are tabs for 'HOME', 'LEARN ABOUT RELAY', 'GET INVOLVED', and 'MY RELAY'. The main content area features a breadcrumb trail: 'Get Involved > Find an Event > Participate in This Event'. The event title is 'Participate in This Event' with a link to 'or find another event'. Below the title, there is a photo of two survivors, one wearing a 'SURVIVOR' sash. The event details are: 'Relay For Life of Hope City', 'July 4, 2015 | 1:00 PM', and 'Hope City High School'. There are 'SIGN UP' and 'DONATE' buttons, and a link to 'Log in here' for existing participants. A summary bar at the bottom states: '25 teams and 46 participants have raised \$2,795'. A small note below the summary bar reads: 'Total above may not reflect all participants, teams, and donations'.

3. You will be asked to create / log in to your Society Account (see [previous section](#) for more info on Society Account)
 - a. **Note:** *If you just followed the process in the previous section to create / log in to your Society Account, you will still be logged in to this record and can continue with the registration process.*



The screenshot shows the 'Log In' form on the Relay For Life website. At the top, there is a 'Log In' heading and a link to 'CREATE AN ACCOUNT' for new participants. Below this, there are two options for logging in: 'Log in with your social account' and 'Or, log in with your email or username:'. The social account options include Facebook, Google, and Yahoo. The email/username login section has fields for 'Email or Username:' and 'Password:', both with eye icons to toggle visibility. A 'LOG IN' button is located below these fields, along with a link to 'Forgot password?'. At the bottom, there is a link to 'Need help? Please visit our FAQ'.

If you have any questions, please contact your ACS staff person

4. Once you have logged into the website, click the **Walk the Survivor Lap** button.
5. If you did not previously register online for Relay For Life, click the **Walk the Survivor Lap** button.



6. Select the **participation option** that best fits your involvement in Relay For Life by clicking the radio button beside the participation type name and description.
 - a. As a walker in the Survivor Lap, you may select the **“Survivor Lap Registration Only”** option.
7. Personalize your individual **Fundraising Goal**.
8. If you would like to make a donation to kick start your fundraising, select **YES** from the **“You can kick-off your fundraising by making a donation now”** drop down. Once you confirm to make a donation during the registration process, select a gift value or enter a different amount. If you would prefer not to make a donation during your registration, select **No I’ll donate later**.
 - a. If you choose to start off your fundraising by making a donation during your registration, determine if you would like to make the gift anonymous by checking the appropriate box.
9. Click **Next**.

10. Complete the **Registration Form** with your personal information. Remember the * symbol means the field is required.

Register for this Event

We are so excited that you decided to join our fight against cancer. We are looking forward to seeing you at the Relay For Life event.

1 Your Team
2 Your Fundraising
3 Contact Information
4 Billing Information
5 Review & Confirm

Provide Your Contact Information * Required Field

*Name:
* First * Last

*Email address:

*Street address 1:

*City/State/ZIP code:
* City * State * ZIP

*Country:

Phone Number:
Include area code

Preferences

Email me when a donation is made toward my fundraising goal

Tell Us More About You

* Please select all that describe your experience with cancer. Please make between 1 and 5 selections from the choices below.

I have or had cancer
 Caregiver for someone who has/had cancer
 My relative has/had cancer
 My friend has/had cancer
 Other

My most recent type of diagnosis:

My date of diagnosis:

* T-shirt size (Size availability may vary by event, and t-shirts are awarded to those who raise a \$100 minimum):
Raise at least \$100 to get a t-shirt.

Agree to Terms and Conditions [Print Terms & Conditions](#)

CONSENT AND RELEASE: PLEASE READ CAREFULLY BEFORE PROCEEDING!

This Consent, Release and Waiver of Liability (the "Release") is hereby executed on the date written below by the undersigned participant or volunteer (the "Participant") in favor of the American Cancer Society, Inc., their affiliated divisions and entities, including in each case, without limitation, their directors, officers, employees, volunteers, and agents (collectively "ACS"). The Participant desires to engage in certain activities and/or events with ACS, including but not limited to Relay for Life® and/or Making Strides Against Breast Cancer® (the "Activities") and understands that his/her participation in these Activities may include but are not limited to camping, picnicking, walking, jogging, running, golfing, other recreational activities, and any other events or activities reasonably anticipated to be performed by Participant as a part of or in any way associated with ACS Activities. The Participant acknowledges that he/she derives personal satisfaction and a benefit by virtue of his/her participation with the ACS and/or

* By checking this box, I agree to the above terms and conditions.

CANCEL
« PREVIOUS
NEXT »

If you are a returning participant, this information should be completed for you, making the registration process easier. Please be sure to check that all fields are updated for the current year.


- a. **Contact information**
- b. **Email preferences**
- c. Answer the **additional registration questions** regarding your relationship with cancer and t-shirt size.

11. Read the Waiver and click the box beside **"I agree with the terms and conditions stated above"** above before clicking **Next**.

You are registering for the **Survivor Walk** at **Relay For Life of Hope City, PA**

July 4, 2015
1:00 PM
Hope City High School

WE GAVE **14000** RIDES TO CANCER PATIENTS LAST YEAR



12. Review the contact and registration information you provided before clicking **Next** to complete the registration process.
 - a. If your information is not correct, click the **Edit** button to make the necessary changes.

Register for this Event

We are so excited that you decided to join our fight against cancer. We are looking forward to seeing you at the Relay For Life event.

1 Your Team 2 Your Fundraising 3 Contact Information 4 Billing Information 5 **Review & Confirm**

Your Event and Team Information

Event: Relay For Life of Hope City

Personal Information [Edit](#)

Name: JoeTest Survivor
 Email address: joesurvivor@test.com
 Street address 1: 1985 Relayville Road
 City / State / Zip: Hope City / NY / 12345
 Country: United States

You are registering for the **Survivor Walk at Relay For Life of Hope City, PA**

July 4, 2015
 1:00 PM
 Hope City High School

WE GAVE **14000** RIDES TO CANCER PATIENTS LAST YEAR

13. **Your Relay registration is complete!** After completing the registration process, you will receive a confirmation message and access to the Relay Dashboard where you may start building support to fight cancer.

Thank you, JoeTest!

You have registered for **Relay For Life of Hope City**
 A confirmation email has been sent to joesurvivor@test.com.

Registration Summary

Name: JoeTest Survivor	Event Registration fee: \$0.00
Address: 1985 Relayville Road Hope City, NY 12345	Your fundraising kick-starter: \$0.00
Email: joesurvivor@test.com	Total amount due: \$0.00

What's Next?

Tell Others

Donate
 Donate to a participant or team

Get Information

2

Chapter 2: Online Fundraising Tools – Your Relay Dashboard

- Access Your Relay Dashboard
- Dashboard Overview
 - My Relay Tab
 - My Team Tab
 - My Event Tab

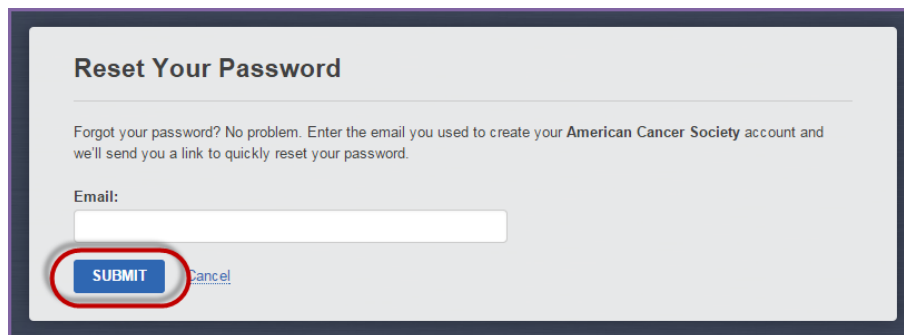
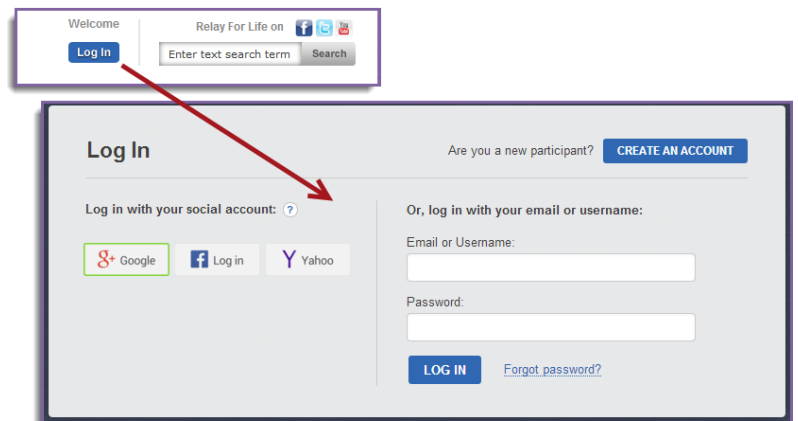
As an online Relay participant, you have a number of tools available to make your fundraising and team building experience easy and fun. The Relay Dashboard provides you with resources to share your story, ask for support from your family and friends, and track your team and event progress.

This section of the manual will provide you with instructions on how to access the Relay Dashboard as well as give you an overview of the tools available in each area.

Enjoy these tools and have fun!

Access Your Relay Dashboard

1. From your internet browser, type your event's friendly URL (www.relayforlife.org/EventNameST) and your event website will appear. If you do not know your event's friendly URL, you can search for your Relay at relayforlife.org.
2. Enter your Username and Password in the login fields in the top right corner. Follow the prompts to login or create a new account.
3. Forgot your login? No problem! You can also have your password e-mailed to you by clicking the **Forgot Username/Password** link in the login box. Simply enter your email address to have it sent to you!



Note: If this is your first time logging in since November 2014, you may also need to migrate your participation record to the new Society Account. Learn more about the new Society Account in [Chapter 1](#).

4. Once logged in, the Relay For Life website will transform into the personal Relay Dashboard. From your Relay Dashboard you can access many tools to make your Relay For Life fundraising and team building experience easy while continuing to get information about the event

CONGRATULATIONS! You are now logged in to Your Relay Dashboard.

If you have any questions, please contact your ACS staff person

Welcome Amy_TEST!

Relay For Life on [f](#) [t](#) [v](#)

My Relay Dashboard [Log Out](#)

Enter text search term [Search](#)

[HOME](#) [LEARN ABOUT RELAY](#) [GET INVOLVED](#) **MY RELAY**

My Relay

American Cancer Society
RFL CY15 National Community BP

Friday, May 15, 2015 | 6:00 pm | 370 days to go! [Add to calendar](#)

Cedar Crest High School
 30 East Evergreen Rd, Lebanon [Map it](#)

[View event details](#)

[Compose an Email](#) | [My Contacts](#)

MY RELAY **MY TEAM** **MY EVENT**

Get Started...

Take A Tour
 Learn how to use your dashboard
 Get familiar with your fundraising tools

Personalize Your Page
 Add a personal photo and/or video
 Share your motivation for walking

Go Fundraise!
 Send fundraising emails
 Download mobile and Facebook apps

My Progress [Edit goal](#)

0%
\$0 raised | \$100 goal

\$100 Individual Fundraising Club
 I've raised \$100 or more

My Fundraising Tools

Ask for Donations

- send fundraising emails
- ask friends to join you
- send fun Ecards

Get the Facebook App

- schedule newsfeed updates
- share your personal page
- ask for donations

Dedicate a Luminaria **Get Fundraising Ideas**

Watch a Relay Story

[Share this video:](#) [f](#) [t](#) [v](#)

My Donations

Date	Donor Name	Amount	Note from Donor
Aug 26	Ronald McDonald	\$100	

Announcements [View all](#)

RELAY FOR LIFE
 American Cancer Society

Welcome to Relay For Life 2015!

Welcome to your new Relay For Life website, and your fundraising Dashboard! Check out the Dashboard guide below for a complete overview of the tools and resources available to make your fundraising and team building experience easy and fun!

[2015 Dashboard Overview](#)

More About This Event

- [Event Details](#)
- [Announcements](#)
- [Fundraisers and Activities](#)
- [Local Sponsors](#)
- [How Your Donations Make A Difference](#)

Questions? [view Online Help](#)

Follow this event on: [f](#) [t](#)

This is a screen shot of your Relay Dashboard homepage!

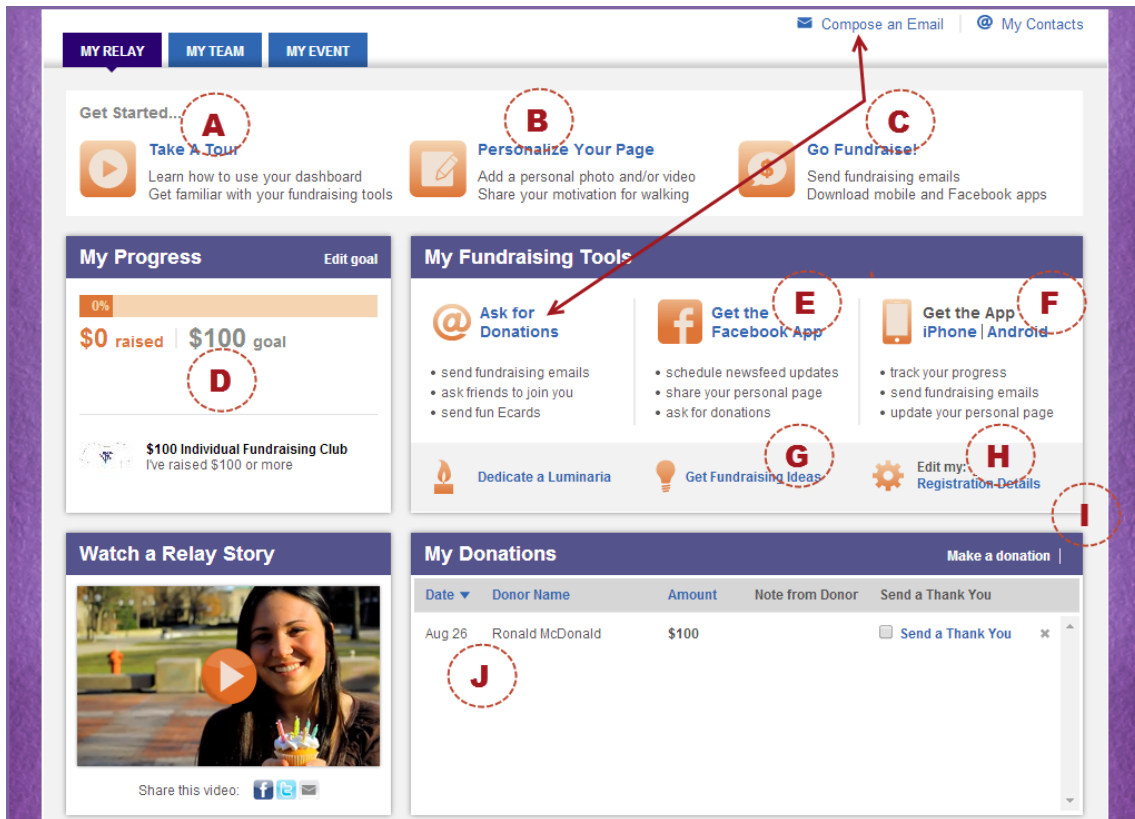
An overview of each tab of the Relay Dashboard is listed below. Please see the following sections of the dashboard guide for a detailed explanation of the fundraising tools available to you.

MY RELAY **MY TEAM** **MY EVENT**

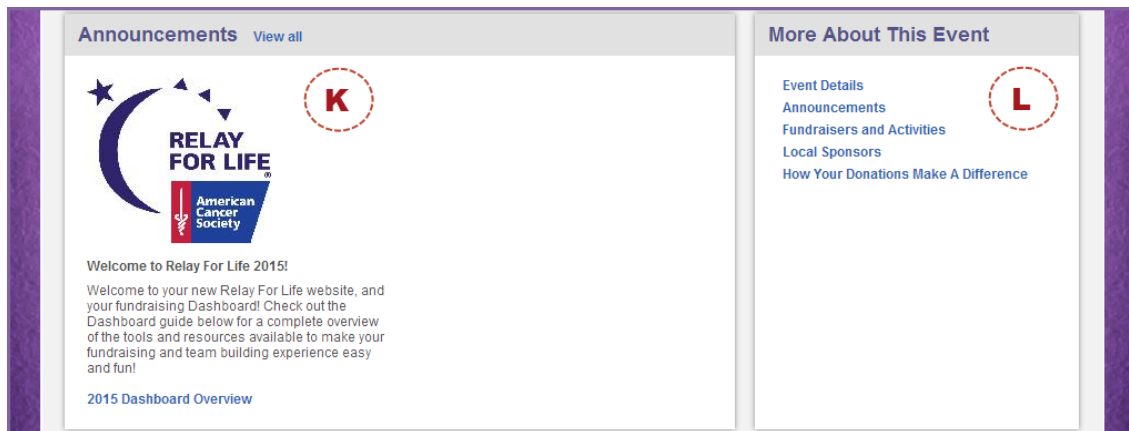
Dashboard Overview

If you have any questions, please contact your ACS staff person

1. **My Relay Tab** - from the My Relay tab you can perform the following functions:
 - A. Tour the tools available in the Relay Dashboard
 - B. View and edit your personal page
 - C. Send an email to your family and friends, asking for their support
 - D. View and edit your fundraising efforts towards your goal
 - E. Use Facebook to extend your request for support to your social media friends
 - F. Get the mobile Relay For Life app
 - G. Get fundraising ideas
 - H. Update your registration answers
 - I. Donate to yourself
 - J. View your online donation history and send Thank Yous

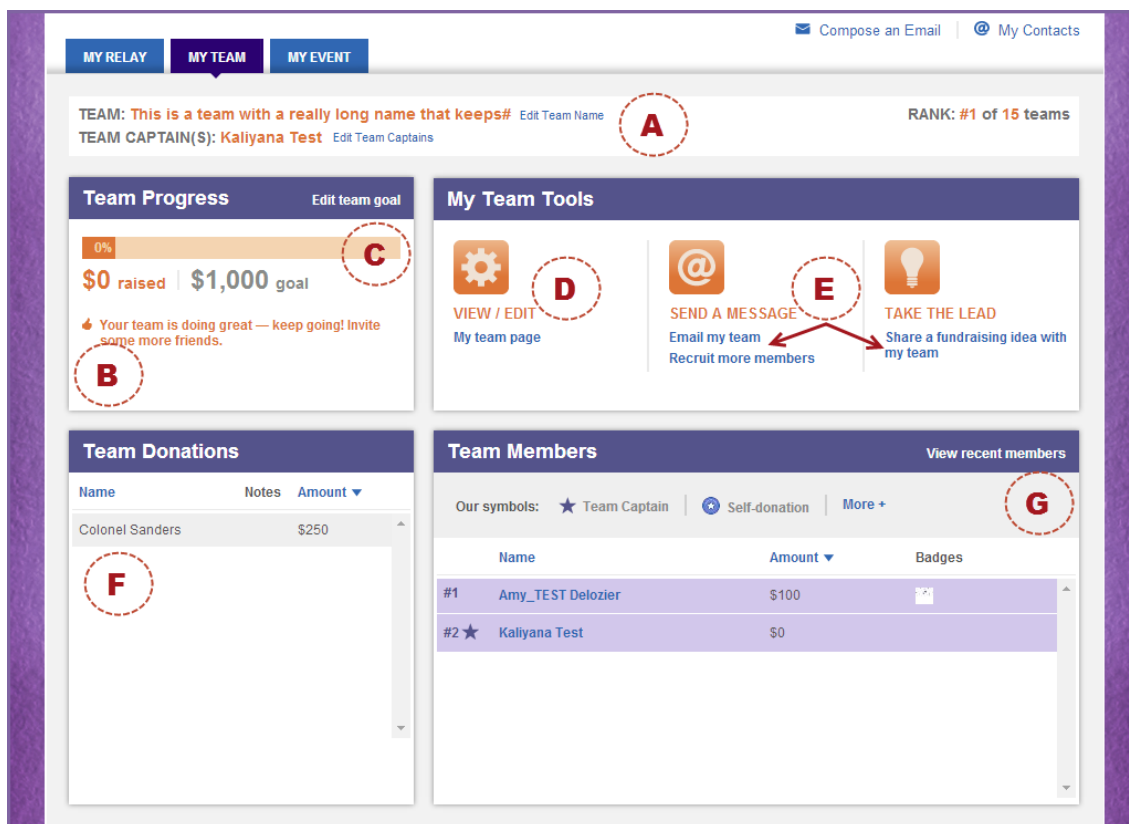


- K. Stay up to date with the latest event announcements
- L. Access event information



2. **My Team Tab** - from the My Team tab you can perform the following functions:

- A. Update the team name/team captains (Team Captain only)
- B. View your team fundraising efforts towards the collective goal
- C. Edit the team fundraising goal (Team Captain Only)
- D. View the team page / Edit the team page (Edit function available to Team Captain only)
- E. Send messages inviting friends, family and coworkers to join your team, or send fundraising tips to your team members
- F. View your team's recent online donation history
- G. See a roster of your teammates, including amount raised



3. **My Event Tab** - from the My Event tab of the Relay Dashboard, you can keep up to date with how your Relay For Life is building towards a great event:

- A. View your event fundraising efforts towards the collective goal
- B. See event photos from a Flickr stream

- C. View a list of all participants online
- D. View a list of all team registered online
- E. View a list of all companies registered online
- F. See details on top event sponsors

Compose an Email | My Contacts

MY RELAY | MY TEAM | MY EVENT

Welcome to the 2015 Relay For Life of National Community BP!

Event Progress

2% raised | \$2,800 raised | \$100,000 goal

A

Event Photos

[View all photos](#)

B

Top Participants (total: 26)

Name	Amount	Badges
Amy_TEST Delozier	\$100	
Reygan Shaak	\$10	
Tim Given	\$0	
Tabitha Tester_test	\$0	
Sdfdf Sdgr	\$0	

C

Top Teams (total: 15)

Name	Amount	Badges
This is a team with a really long name that keeps#	\$350	
Kaliyana's Test Team	\$290	
Agustin's Team	\$85	
Reygan's Raising Raiders	\$40	
BB Test Casers	\$0	

D

Top Companies (total: 85)

Name	Teams	Members	Amount
Delta Air Lines - NCTP	0	0	\$303,495.33
Express Scripts	0	0	\$5,500
Awesome Computers	0	0	\$2,000
Aperture Science	3	13	\$725
Jaycees	0	0	\$0
Any Systems - NCTP	0	0	\$0

E

Event sponsored by

[View all](#)

F

3

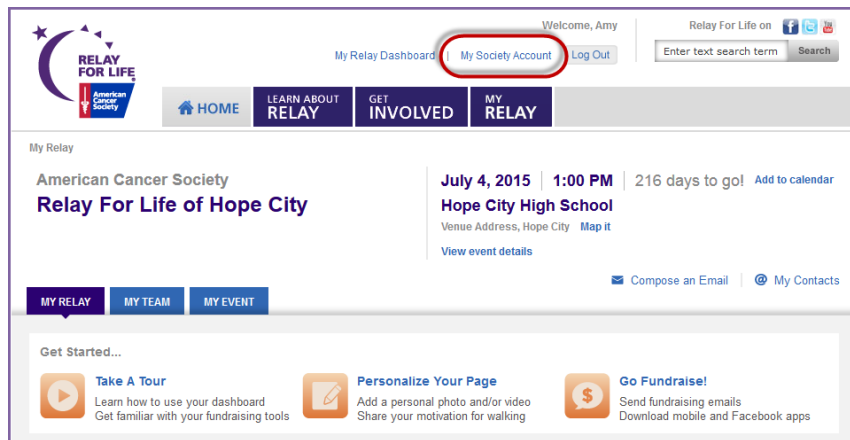
Chapter 3: Managing Your Online Information

- Update Your Relay For Life Online Profile
- Update Your Login Preferences
- Update Your Email Preferences
- Trouble accessing your Relay Dashboard? Try these steps.

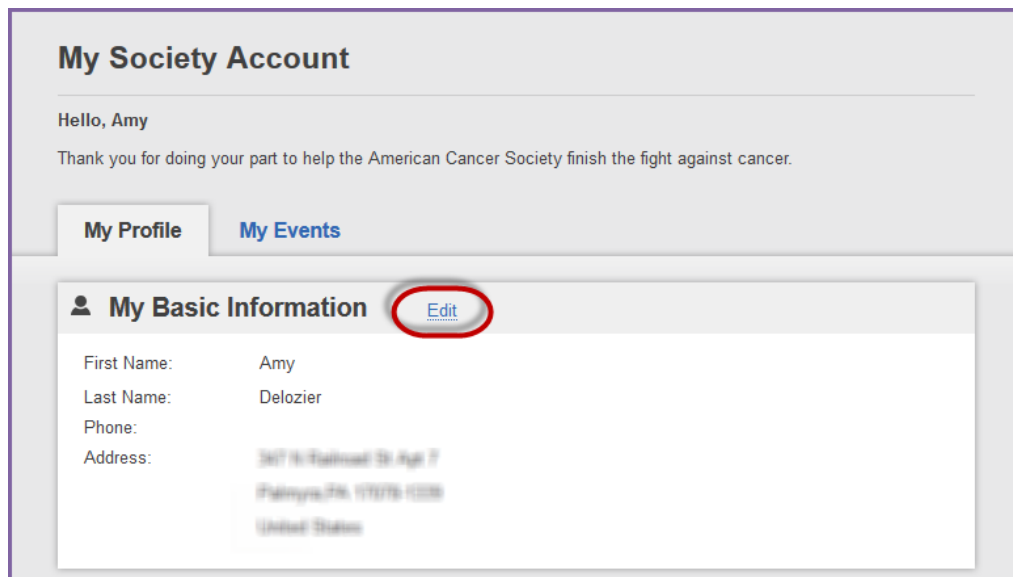
After you register online to participate in Relay For Life, you can manage and update your profile – including your name, contact information, username/password, and email preferences.

Update Your Relay For Life Online Profile

1. Using your username and password, log into your **Society Account** (see [Chapter 1](#) for more information on your Society Account). You will be automatically taken to your Relay Dashboard.
2. In the upper right-hand corner of the screen, click on the **My Society Account** link next to your name.

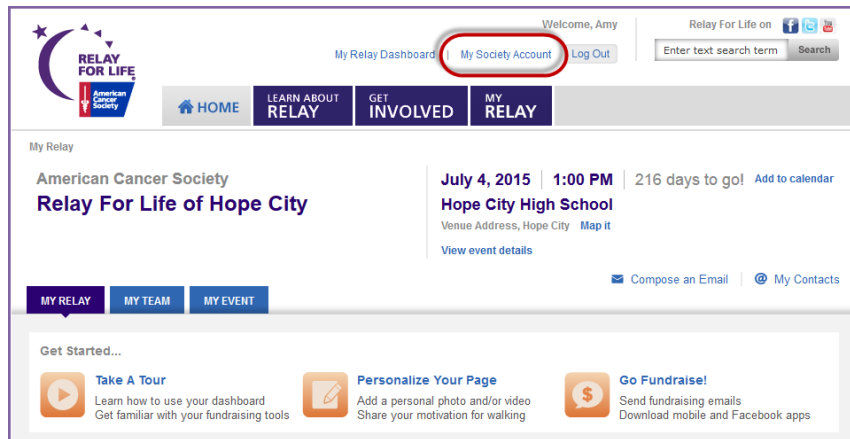


3. Click the blue **Edit** link to make changes to your biographical and contact information. Click **Update** to save your changes.

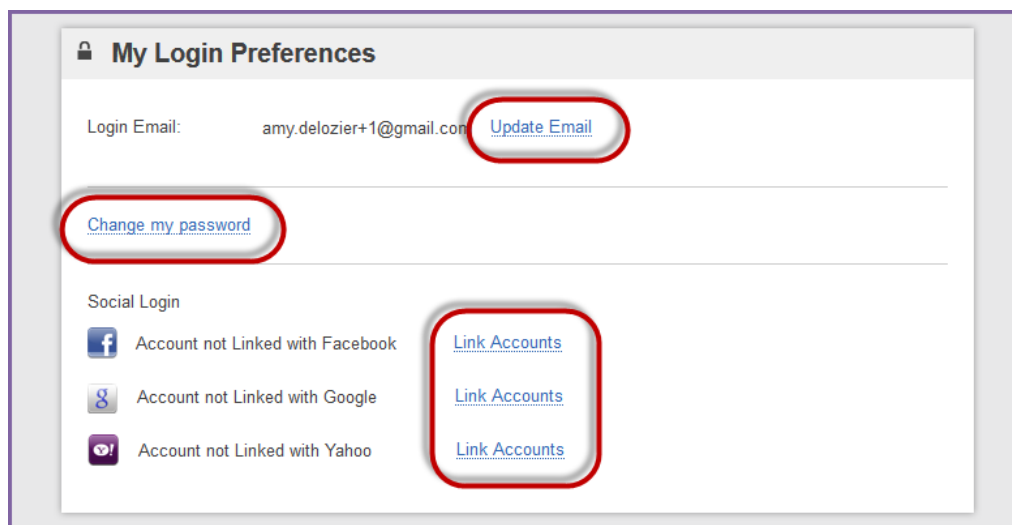


Update Your Login Preferences

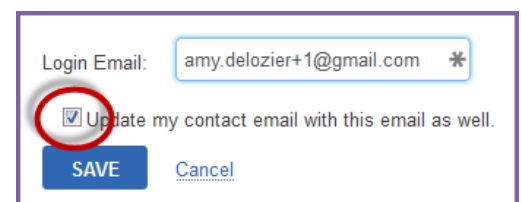
1. Using your username and password, log into your **Society Account** (see [Chapter 1](#) for more information on your Society Account). You will be automatically taken to your Relay Dashboard.
2. In the upper right-hand corner of the screen, click on the **My Society Account** link next to your name.



3. Scroll down to the **Login Preferences** section.



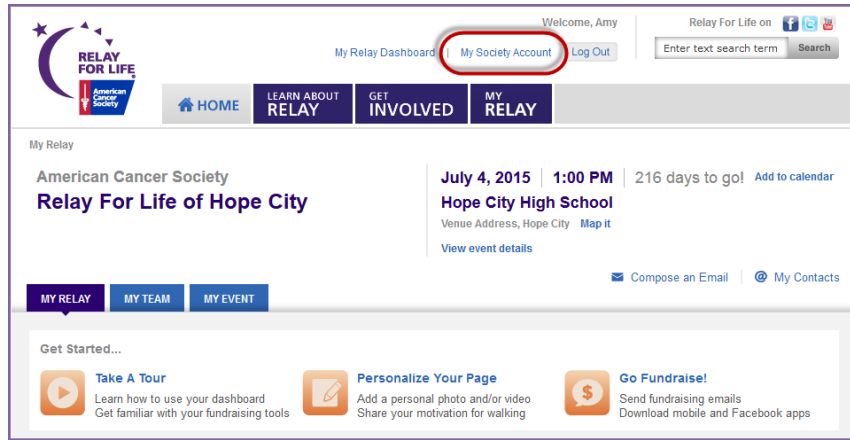
4. Click the appropriate blue links to make changes to your login email and/or password. Make sure you always click **Save / Update** once you've made the desired changes.
 - a. **Note:** If you want to simultaneously update your contact email, you also receive emails at your new email address, check the box before saving.



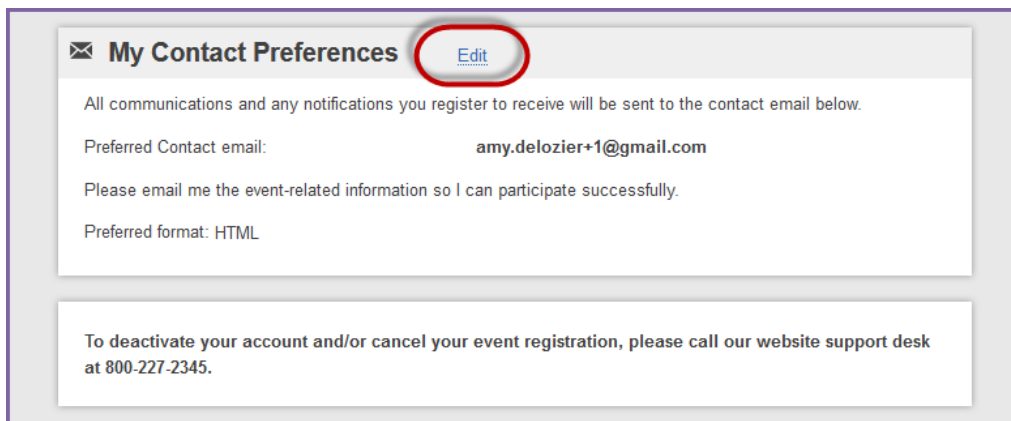
5. You can also choose to link your Society Account to your Facebook, Google or Yahoo login, which will allow for easier login in the future.

Update your Email Preferences

1. Using your username and password, log into your **Society Account** (see [Chapter 1](#) for more information on your Society Account). You will be automatically taken to your Relay Dashboard.
2. In the upper right-hand corner of the screen, click on the **My Society Account** link next to your name.



3. Scroll down to the **My Contact Preferences** section.
4. Click the blue **Edit** link to make changes to your contact preferences. Click **Update** to save your changes.
 - a. You can change your contact email address
 - b. Opt in/out of receiving emails
 - c. Select HTML or Plain Text as your preferred email format. HTML is recommended, as that allows you to get the full Relay For Life experience from each email, with photos and links.



Trouble accessing your Relay Dashboard? Try these steps.

Clear your Browser's Cache

Most browsers have what we call "caching issues," which basically means your computer is remembering something you don't want it to. This is common when you frequently use the back button on a site, and can also happen to if you're using a shared computer. To clear your cache, follow the instructions below based on which browser you're using:

Firefox:

- Go to 'Tools'
- Click 'Options'
- Go to the 'Privacy' tab
- In the center of the page, click the 'Clear your recent history' link
- Go to the 'Advanced' tab, and click on "Network"
- Under "Offline Storage", click 'Clear now'
- Click OK.

Internet Explorer:

- Go to 'Tools'
- Click 'Internet Options'
- In the General tab, click "Delete" under the 'Browsing history' section
- Check all desired options, then click 'Delete'
- Click OK.

Google Chrome:

- From the menu, select 'Tools'
- Select Clear browsing data
- In the dialog that appears, select the checkboxes for the types of information that you want to remove
- Use the menu at the top to select the amount of data that you want to delete. Select beginning of time to delete everything
- Click Clear browsing data

Please note that clearing your cache may take several minutes, during which time your computer may appear to freeze or the browser may appear to stop responding/lock up. Please be patient and allow this process to finish. If you continue to experience problems after clearing your cache, completely quit the browser (close all open windows, regardless of what site is open in that window), then reopen the browser. This will clear session data, which can also cause caching issues.

Note: *If this is your first time logging in since November 2014, you may also need to migrate your participation record to the new Society Account. Learn more about the new Society Account in [Chapter 1](#). If you need additional assistance creating or accessing your new Society Account, feel free to call our web site support desk at 877-957-7848. We're always ready to assist you with any question you might have.*

4

Chapter 4: Managing Your Personal Relay Website

- Update your fundraising goal
- Customize your Personal Page
 - Edit your Personal Page
 - Upload a photo or video to your Personal Page
- Create a personal URL

As an online Relay participant, you have a personal webpage that allows you to share your reason to Relay while also recognizing your fundraising success and donors. This section of the manual will provide you with instructions on how to view and edit your personal Relay webpage.

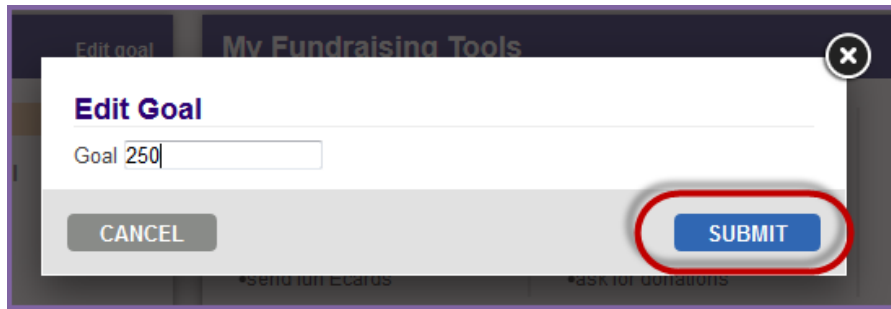
Update Your Fundraising Goal

You can set a fundraising goal during the registration process; this goal may be updated and increased as you reach fundraising success.

1. Using your username and password, log into your **Relay Dashboard**.
2. From the My Relay tab, click **Edit Goal** in the **My Progress** box (top left hand side).

The screenshot shows the American Cancer Society Relay For Life of Hope City dashboard. At the top, it displays the event name, date (July 4, 2015), time (1:00 PM), and days remaining (291 days to go). Below this, there are navigation tabs for 'MY RELAY', 'MY TEAM', and 'MY EVENT', with 'MY RELAY' circled in red. The 'Get Started...' section includes 'Take A Tour', 'Personalize Your Page', and 'Go Fundraise!'. The 'My Progress' section shows a progress bar at 0% for a \$100 goal, with an 'Edit goal' button circled in red. The 'My Fundraising Tools' section includes 'Ask for Donations', 'Get the Facebook App', and 'Get the App'.

3. Enter a new individual fundraising goal before clicking **Submit**.



Customize Your Personal Page

As an online Relay participant, you have access to a personal fundraising page that can be customized to reflect your reason for getting involved in Relay For Life and can be used to collect lifesaving donations.

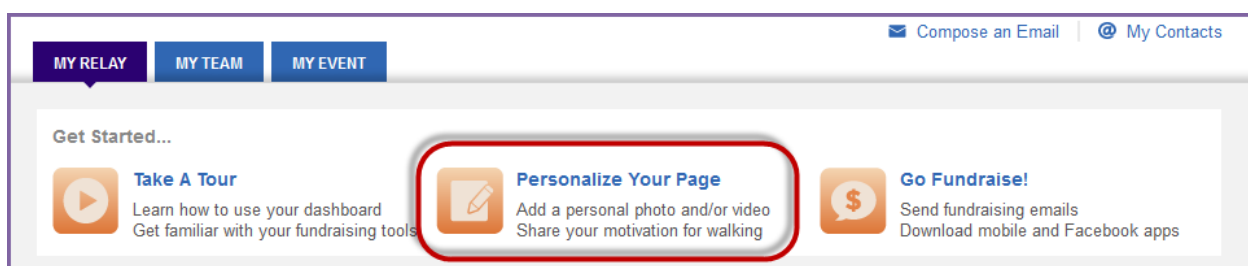
Edit Your Personal Page

The Relay Dashboard offers you the opportunity to edit and update your personal fundraising page. By sharing your reason to Relay and photos or video, you can create a compelling webpage for your team building and fundraising efforts.

Did you know? Relay participants who update their personal page raise on average 7 times more than those who do not. Begin your Relay experience by customizing your personal Page.



1. Using your username and password, log into your **Relay Dashboard**.
2. From the My Relay tab, click the **Personalize Your Page** link under the Get Started header (top of the page).



If you have any questions, please contact your ACS staff person

- Your personal page will appear with several links so that you may make the appropriate edits.

« Back to My Dashboard

Text Size Share Like 0 +1 0

My URL: http://main.acsevents.org/site/TR?fr_id=63298&pg=personal&px=38916690 Edit My URL This page is public Edit

Upload a photo or video

Hi, I'm Amy TestCaptain

Edit My Page Name

Team: Amy's Test Team | Join my team
Event: Relay For Life of Hope City on July 4, 2015

0%
\$0 raised | \$100 goal

Support Amy TestCaptain

DONATE NOW DEDICATE A LUMINARIA JOIN MY TEAM

or mail in your donation by check

Why I Participate in a Relay For Life Event
I participate because I know that by raising funds and walking in the American Cancer Society Relay For Life event, I will help save lives from cancer. Edit My Story

Thank you to my supporters!

- Edit the **title** of the page.
 - Beside the header of the page, click **Edit My Page Name**.

Hi, I'm Amy TestCaptain

Edit My Page Name

Team: Amy's Test Team | Join my team
Event: Relay For Life of Hope City on July 4, 2015

- Enter a new page title and click **Save**.

Hi, I'm Amy - Welcome!

Save

Team: Amy's Test Team | Join my team
Event: Relay For Life of Hope City on July 4, 2015

- Edit your story:
 - Beside the message of the page, click **Edit My Story**.
 - Enter new content to your page before clicking **Save**.
 - You can use the toolbar to format the text in your Relay Story
 - Do not copy and paste content from an external source**, as hidden text formatting may affect the overall page display.

Why I Participate in a Relay For Life Event

I participate because I know that by raising funds and walking in the American Cancer Society Relay For Life event, I will help save lives from cancer.

It's overwhelming to think that millions of people will be diagnosed with cancer this year. It might be someone close to us – or you or me...

A Relay For Life event is not only a way to join my community to fight back against cancer, but it is also a way to inspire hope by raising funds and cancer awareness to help those facing the disease.

Why I'm Fundraising

Relay participants, including me, all raise funds because in some way and because a Relay For Life event gives me is my opportunity to honor the cancer survivors in my life have lost, and help raise funds to support the American Cancer mission.

Why I Support the American Cancer Society

Every day, the American Cancer Society helps people find cancer or find it early, when it is easiest to treat. They provide services to cancer patients throughout their journey. The organization is investing in crucial research to prevent, treat, and ultimately, cure all cancers.

I have signed up to fundraise and walk in my local Relay For Life event. I hope you will consider joining my team or making a donation in support of my efforts.

Together, we can finish the fight!

Edit My Story

SAVE or Cancel

The screenshot shows a text editor window with a toolbar at the top. The toolbar includes options for font family, font size, text color, background color, bold, italic, underline, bulleted list, numbered list, link, unlink, and undo/redo. The text area contains the same content as the left panel, with the 'SAVE' button in the top right corner circled in red.

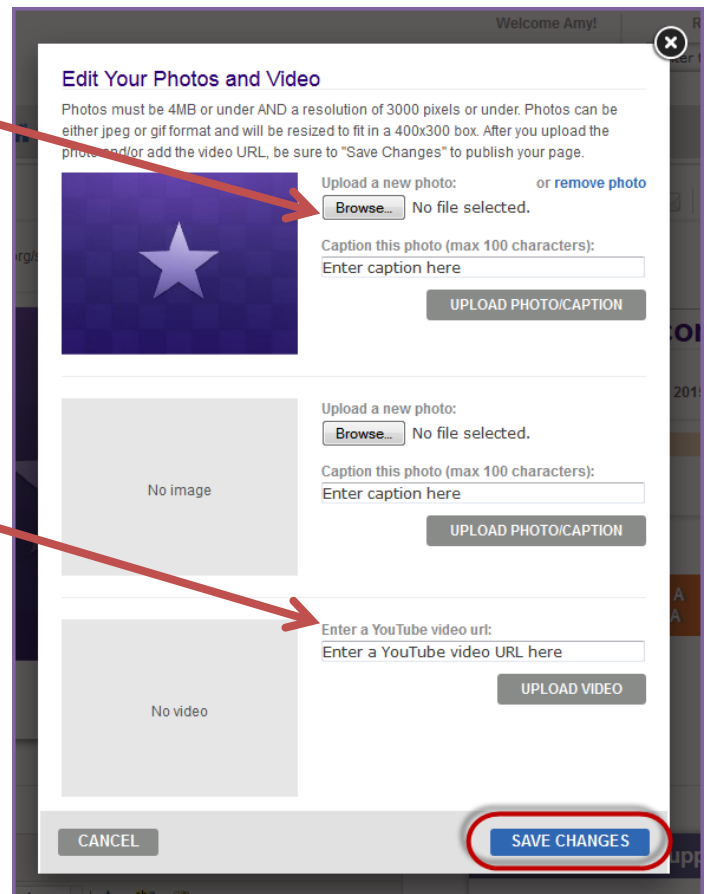
Upload a photo or video to your Personal Page

1. To add a photo or video to your personal page, click the **Upload Photos/video** button beside the photo area.



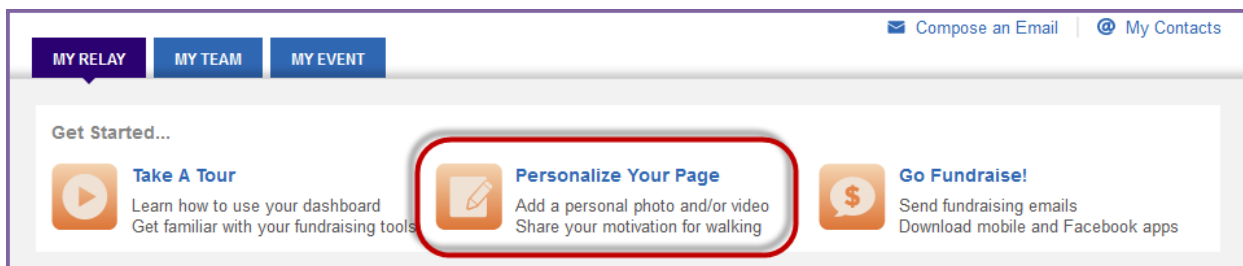
- a. **Photo** – Insert up to 2 images to display on your personal page by uploading a file that contains a digital photograph. You may upload photos up to 4MB and 300x400 pixels.
- *Before you upload your image file, you may want to open it in your favorite graphics application and resize or crop the image to ensure the best fit, especially if the photo is quite large. Here is an easy web-based photo resizer you can use to get your pictures down to the right size: <http://www.picsize.com/>*

- i. **Browse** – Click the browse button to find a photo located on your computer and upload to your personal page.
 - ii. **Caption** – Enter a caption for the photo/s you uploaded to your personal page.
 - iii. **Save Changes** – Click to see your new image/s reflected on the personal page.
- b. **Video** – Insert a video to display on your personal page by uploading a URL link that contains the video clip.
 - i. Enter the URL to a video to see the clip embedded on your personal page and
 - ii. Click **Save Changes** to see your new video reflected on the personal page.

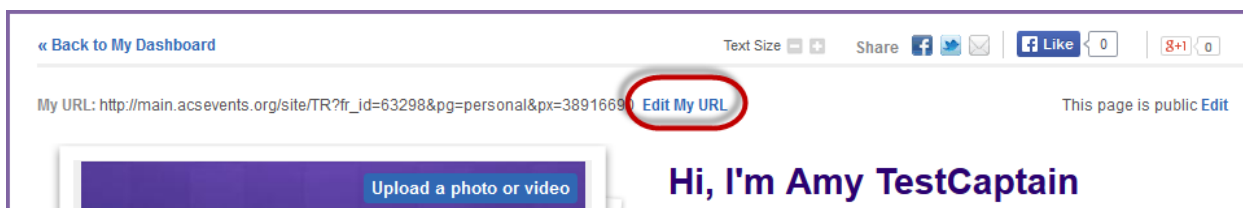


Create a Personal URL

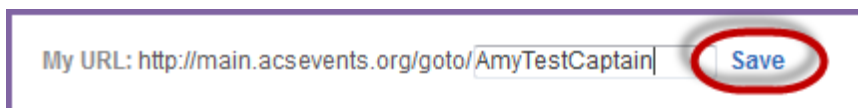
1. Using your username and password, log into your **Relay Dashboard**.
2. From the My Relay tab, click the **Personalize Your Page** link under the Get Started header (top of the page).



3. Your personal page will appear with several links so that you may make the appropriate edits.
4. At the top of the page, find the **My URL** information.



5. Click **Edit My URL** to create a personal page URL to your webpage. Enter in the end, personal section of the URL. Example for personal page URL: <http://main.acsevents.org/goto/MelissaSmith>



6. Click **Save**. Once a personal URL has been created, the participant may add it to their email signature, post it on the Social Media sites, and provide a direct link for potential donors on paper materials.

5

Chapter 5: Emailing From Your Relay Dashboard

- Manage Your Address Book
 - Access Your Address Book
 - Import Contacts into Your Relay Dashboard Address Book
 - Import Contacts from your Personal Email Provider
 - Import Contacts from a CSV File
 - Manually Add Contacts to Your Address Book
 - Edit a Contact
 - Delete a Contact
 - Create an Email Group
- Manage & Send Emails
 - Edit & Send a Message
 - Track Email Contacts

Sending emails from the Relay Dashboard is an easy way to spread the Relay For Life mission to end cancer and secure lifesaving funds.

This section of the online manual will show how easy it is to send email messages and follow up with your friends, family, and colleagues as you generate support for Relay For Life.

Did you know? Relay participants who send emails from the Relay Dashboard raise on average 6 times more than those who do not. Begin your Relay experience by sharing the news through email to your family, friends, and peers.



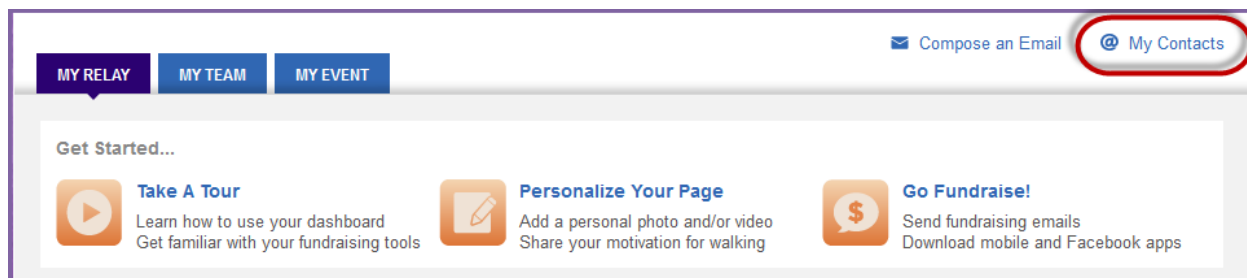
Managing Your Address Book

As an online Relay participant, you can manage an Address Book in the Relay Dashboard, making it easy to send emails to your friends, family, and co-workers asking for their support. After creating and managing your Address Book, with just a few clicks, you can select and send emails to them without typing their email addresses repeatedly.

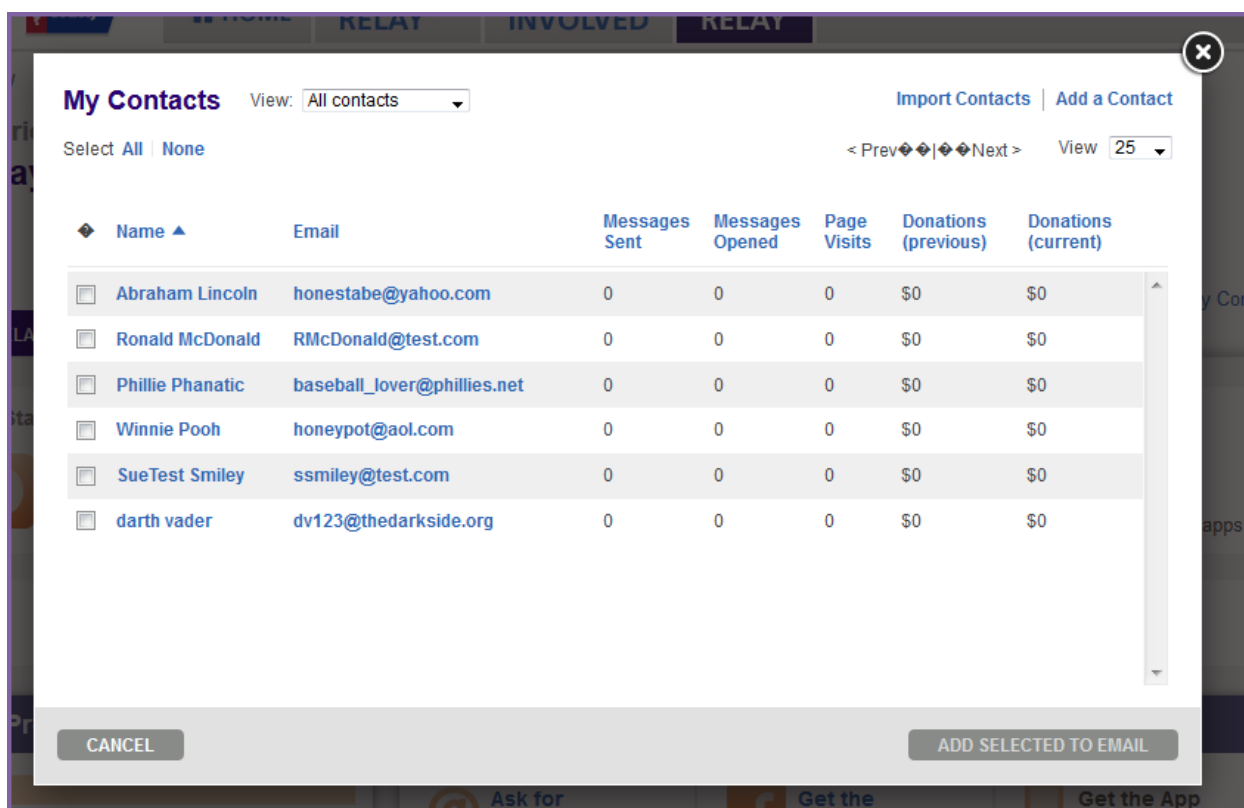
Note: The contact information in your address book is strictly for your use. Neither the American Cancer Society nor web system will send unsolicited email (spam) to your contacts in your address book, or sell the information to a third party.

Access Your Address Book

1. Using your username and password, log into your **Relay Dashboard**.
2. From any section of the Relay Dashboard, click the **My Contacts** link found on the right hand side of the page.



3. Your address book will appear and contain any contacts you uploaded, manually entered, or previously emailed.
 - a. If you registered as a returning participant, all contacts that you previously uploaded to or emailed from the Relay Dashboard will automatically be in your current Address Book.

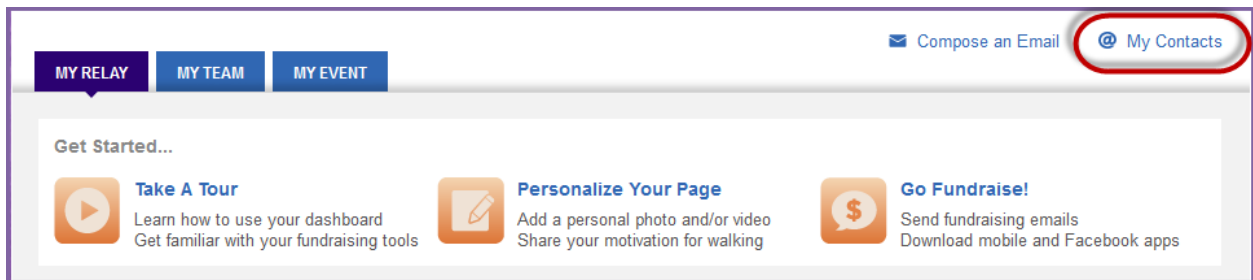


Import Contacts into Your Relay Dashboard Address Book

Before sending an email to your family and friends asking for support, take a moment to upload your contacts into the Relay Dashboard. This will make emailing even easier; with just a few clicks, you can select and send emails to them without typing their email addresses repeatedly.

Import Contacts from your Personal Email Provider

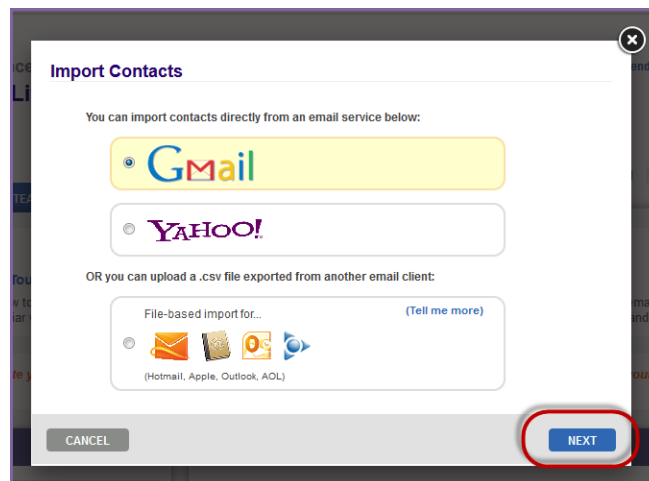
1. Using your username and password, log into your **Relay Dashboard**.
2. From any section of the Relay Dashboard, click the **My Contacts** link found on the right hand side of the page.



3. At the top of the **Contacts** overlay, click the **Import Contacts** link.

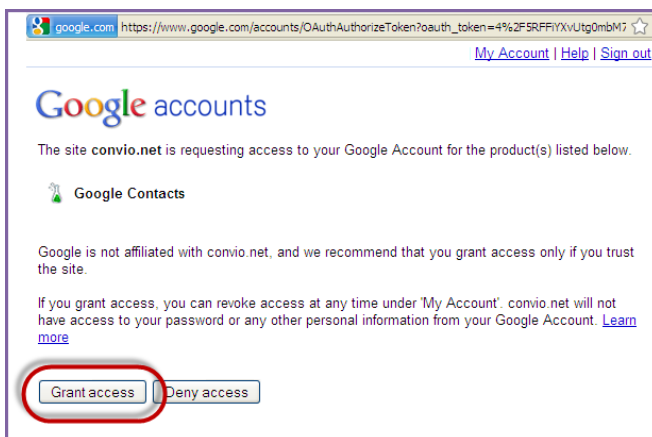


4. Choose the email service provider where your contacts are stored by **clicking the button** beside the source. Choose **Next**.

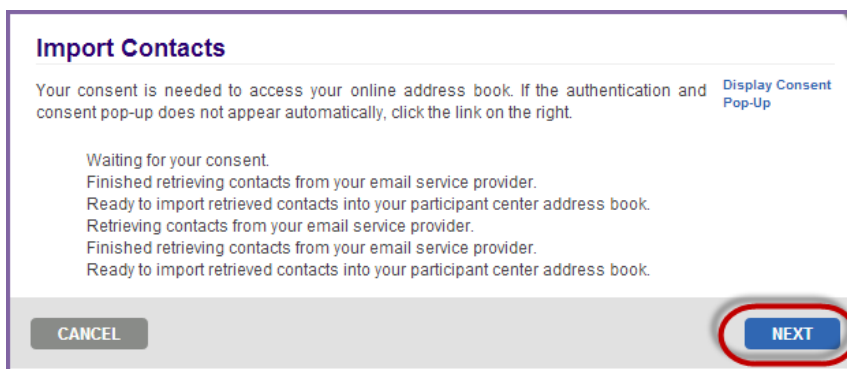


If you use an email service other than Gmail or Yahoo!, please export your current address book as a CSV file. Once the CSV file is created, you may upload them into the Relay Dashboard. More directions about importing a CSV file are available in the following section.

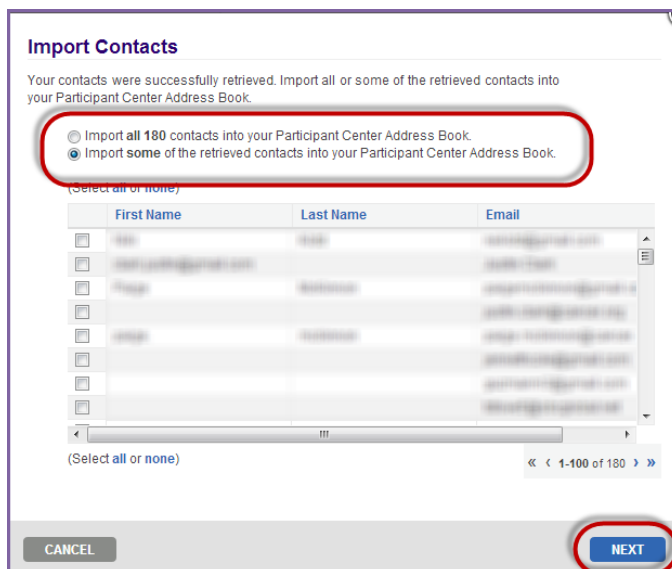
5. Enter the username and password for your email program and click **Sign In**.
6. Allow the Relay For Life website access to your email contacts by clicking **Grant Access**.



7. **Read** the consent agreement to allow the Relay Dashboard to access your online address book. **Click Next.**

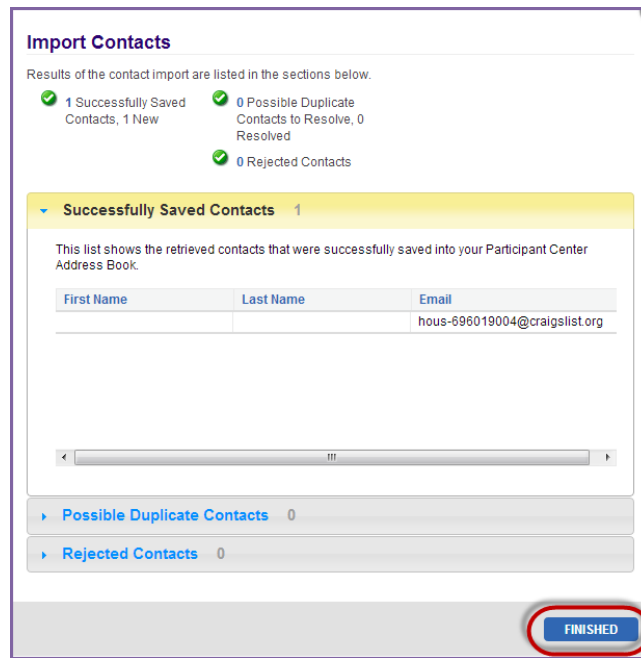


8. Determine if you wish to import all, or only some, of your email addresses into the Relay Dashboard by **checking the appropriate radio button.**



- a. If not all contacts are selected, individually choose which email addresses are to be uploaded by **checking the box** besides each record.
- b. Click **Next.**

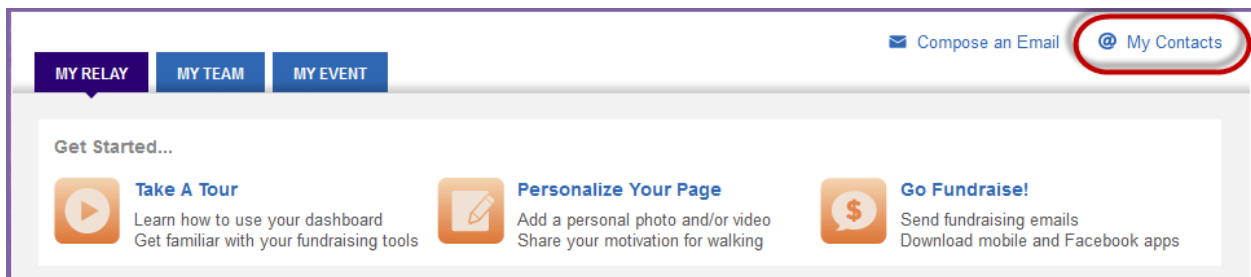
9. Review the contacts you have selected to add to the Relay Dashboard Address Book before clicking **Finish.**



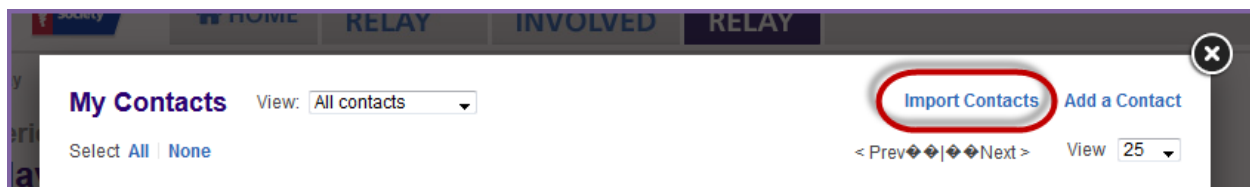
10. Your personal email Address Book has been successfully uploaded into the Relay Dashboard to help you communicate and follow up with your contacts as they support your efforts to fight cancer.

Import Contacts from a CSV File

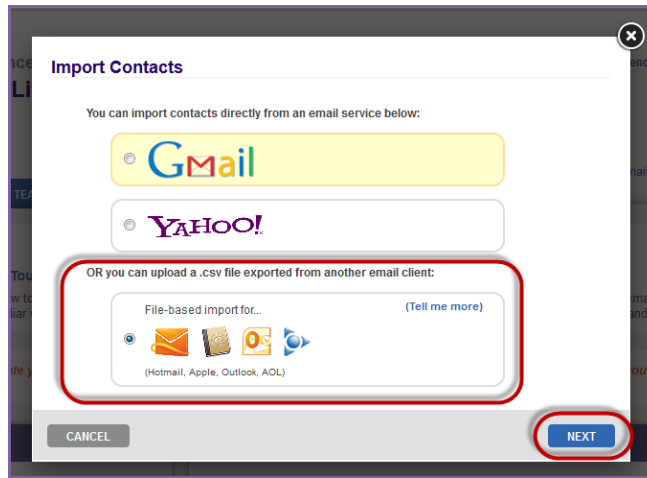
1. Using your username and password, log into your **Relay Dashboard**.
2. From any section of the Relay Dashboard, click the **My Contacts** link found on the right hand side of the page.



3. At the top of the **Contacts** overlay, click the **Import Contacts** link.



4. Choose to import your email addresses as a CSV file. Choose **Next**.

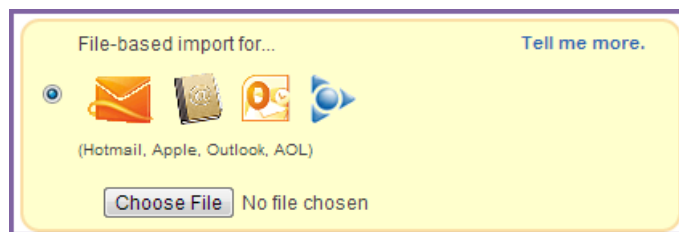


- a. Before uploading your contact file, ensure that the document is in the proper format and saved as a CSV or comma delimited option document as exemplified below.

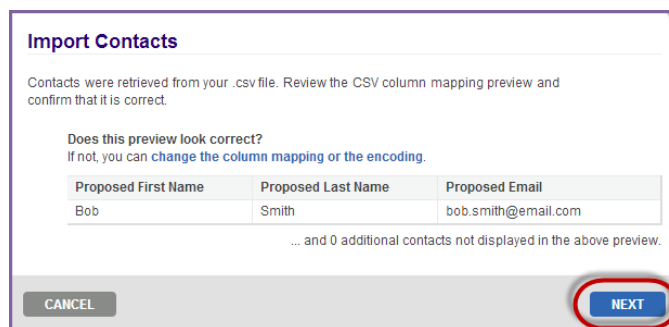
First	Last	Email
Bob	Smith	bob.smith@email.com

- b. [More instructions regarding formatting the CSV email address file can be found here](#)

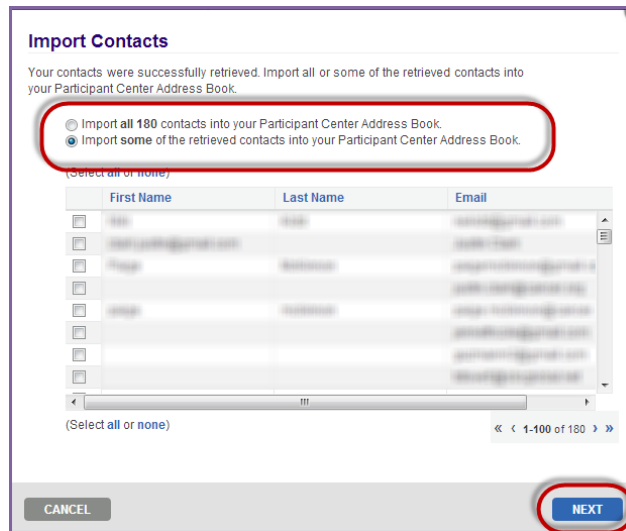
5. Browse for the CSV file on your computer before clicking **Next**.



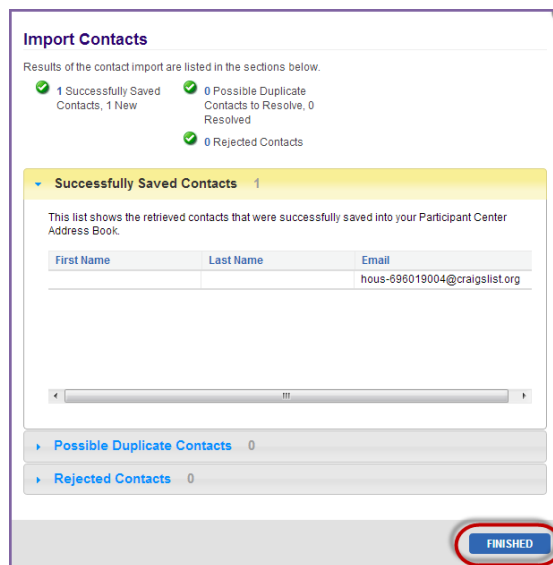
6. Review the preview of the addresses that have been uploaded into the Relay Dashboard. Click **Next**.



7. Determine if you wish to import all, or only some, of your email addresses into the Relay Dashboard by **checking the appropriate radio button**.



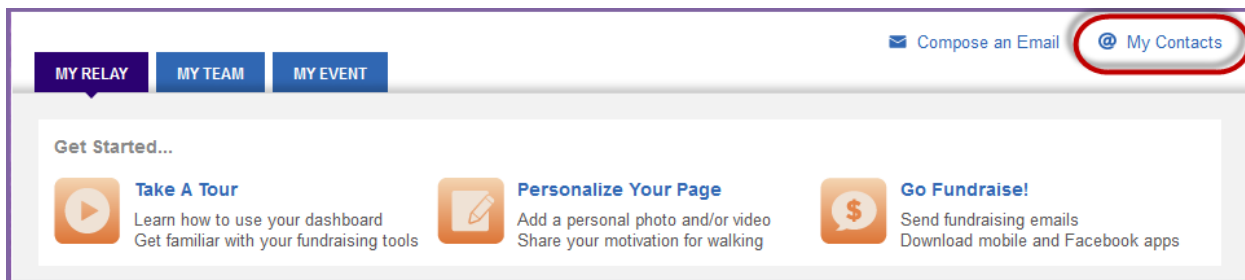
- a. If not all contacts are selected, individually choose which email addresses are to be uploaded by **checking the box** besides each record.
 - b. Click **Next**.
8. Review the contacts you have selected to add to the Relay Dashboard Address Book before clicking **Finish**.



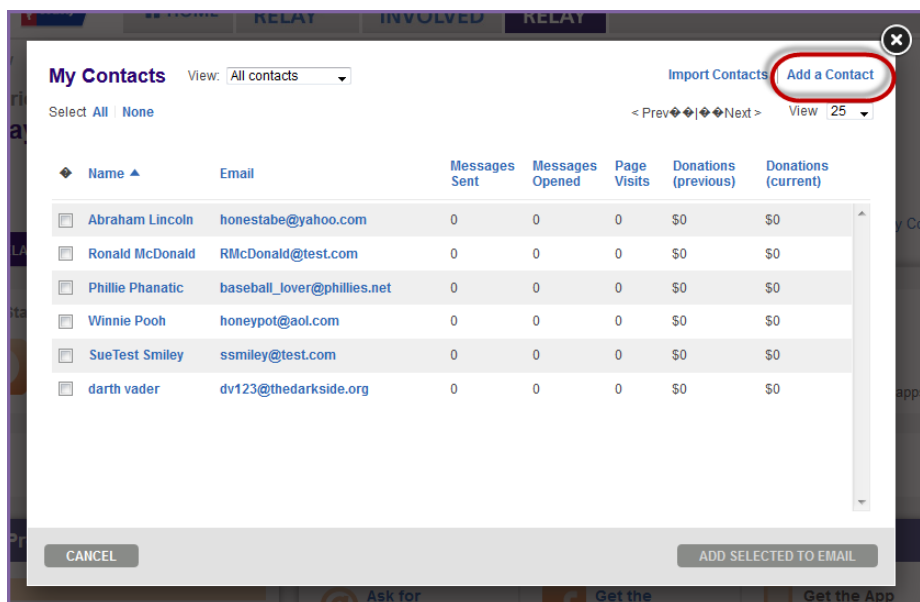
9. Your personal email Address Book has been successfully uploaded into the Relay Dashboard to help you communicate and follow up with your contacts as they support your efforts to fight cancer.

Manually Add Contacts to Your Address Book

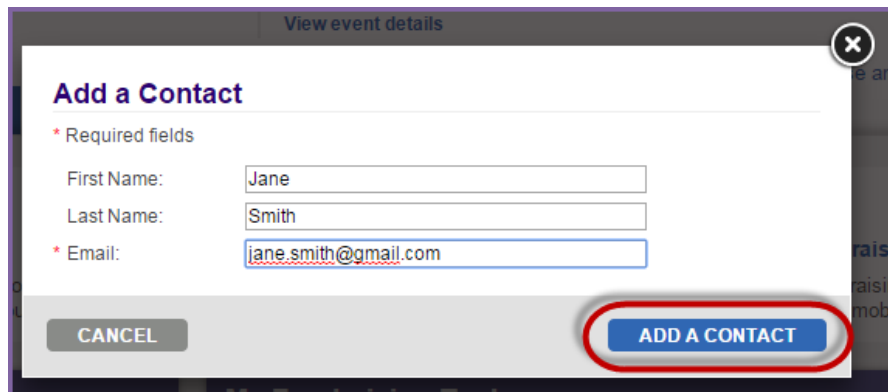
1. Using your username and password, log into your **Relay Dashboard**.
2. From any section of the Relay Dashboard, click the **My Contacts** link found on the right hand side of the page.



3. Your address book will appear and contain any contacts you uploaded, manually entered, or previously emailed.
 - a. If you registered as a returning participant, all contacts that you previously uploaded to or emailed from the Relay Dashboard will automatically be in your current Address Book.
4. To manually add a new contact, simply click on the **Add a Contact** link in the upper right-hand corner.

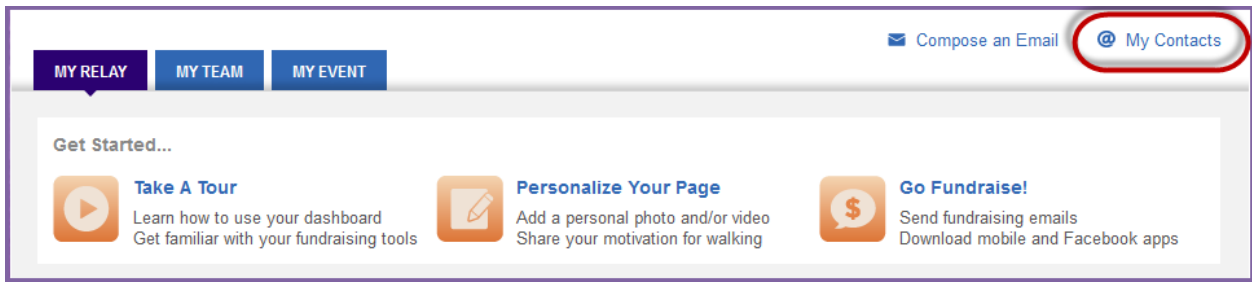


5. Add the new contact's First Name, Last Name and Email and click **Add a Contact**.

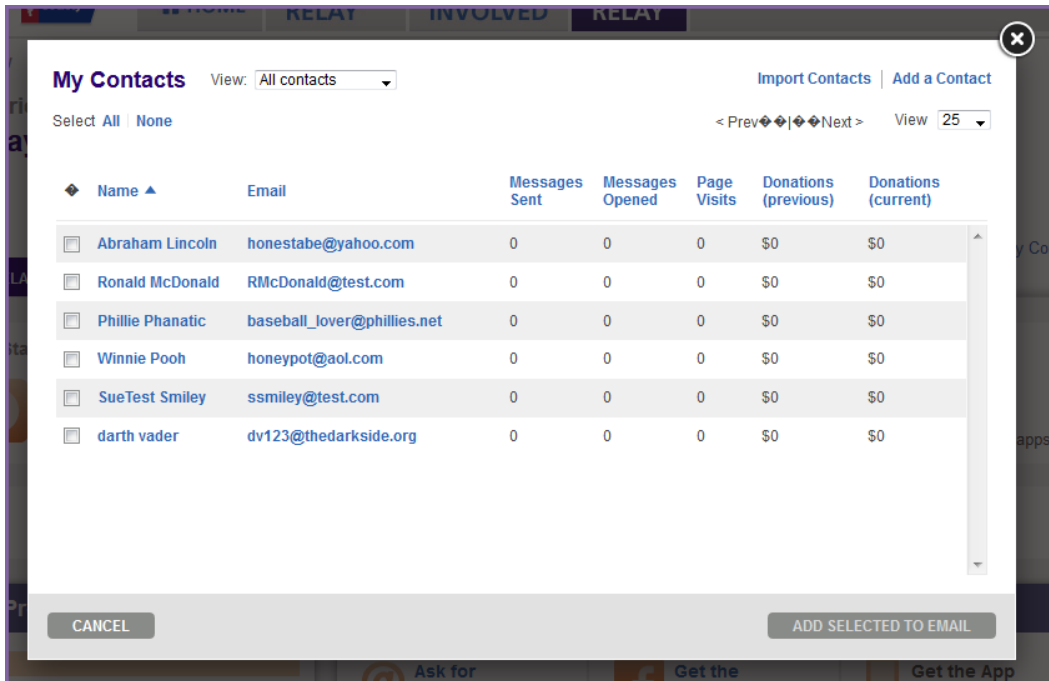


Edit a Contact in your Address Book

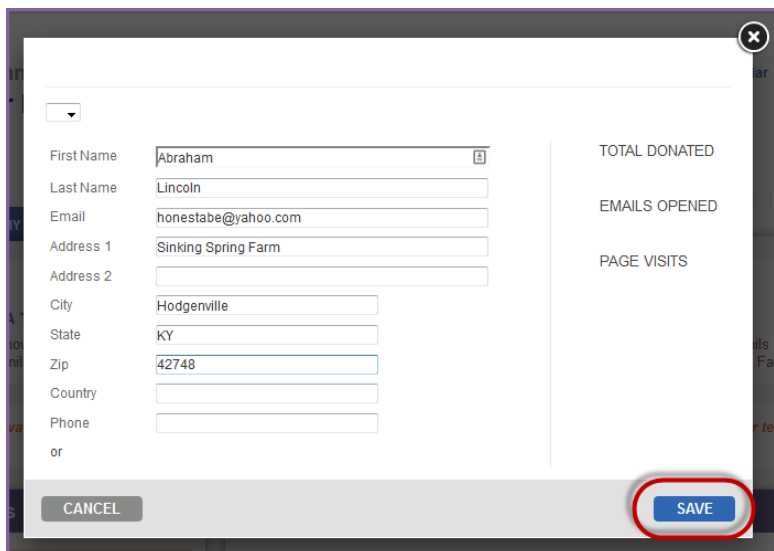
1. Using your username and password, log into your **Relay Dashboard**.
2. From any section of the Relay Dashboard, click the **My Contacts** link found on the right hand side of the page.



3. Your address book will appear and contain any contacts you uploaded, manually entered, or previously emailed.
 - a. If you registered as a returning participant, all contacts that you previously uploaded to or emailed from the Relay Dashboard will automatically be in your current Address Book.



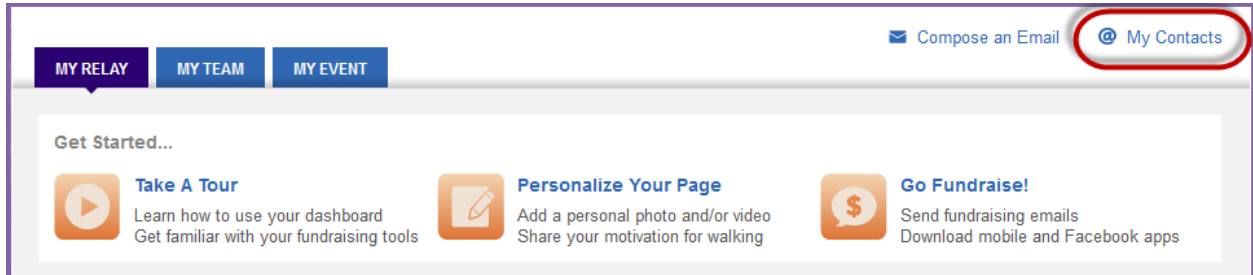
4. Simply click on the name of a contact you wish to edit.
5. Update the contact's information and click **Save**.



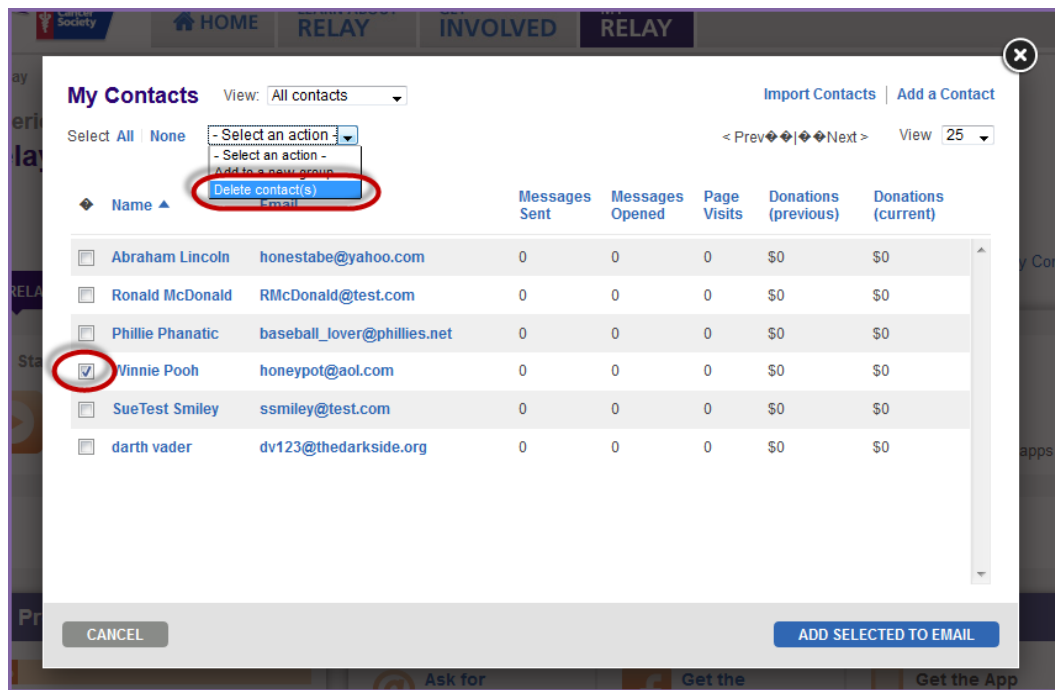
Delete a Contact in your Address Book

Please note, some contacts in your address book cannot be deleted. Team members and donors cannot be deleted from your address book.

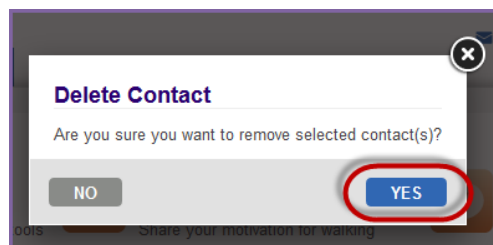
1. Using your username and password, log into your **Relay Dashboard**.
2. From any section of the Relay Dashboard, click the **My Contacts** link found on the right hand side of the page.



3. The overlay that appears will display email addresses that are currently in your Address Book. **Check the box** beside the contacts' name you wish to delete.
4. From the Select an action drop down menu, click **Delete contact(s)**.



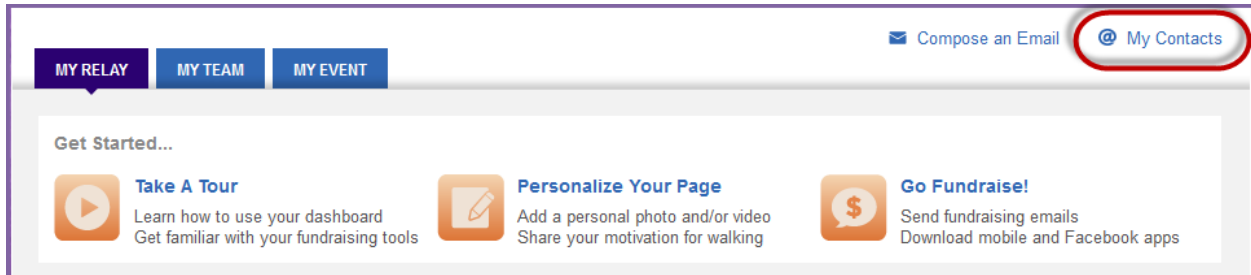
5. **Confirm** to delete the contact from the Relay Dashboard Address Book.



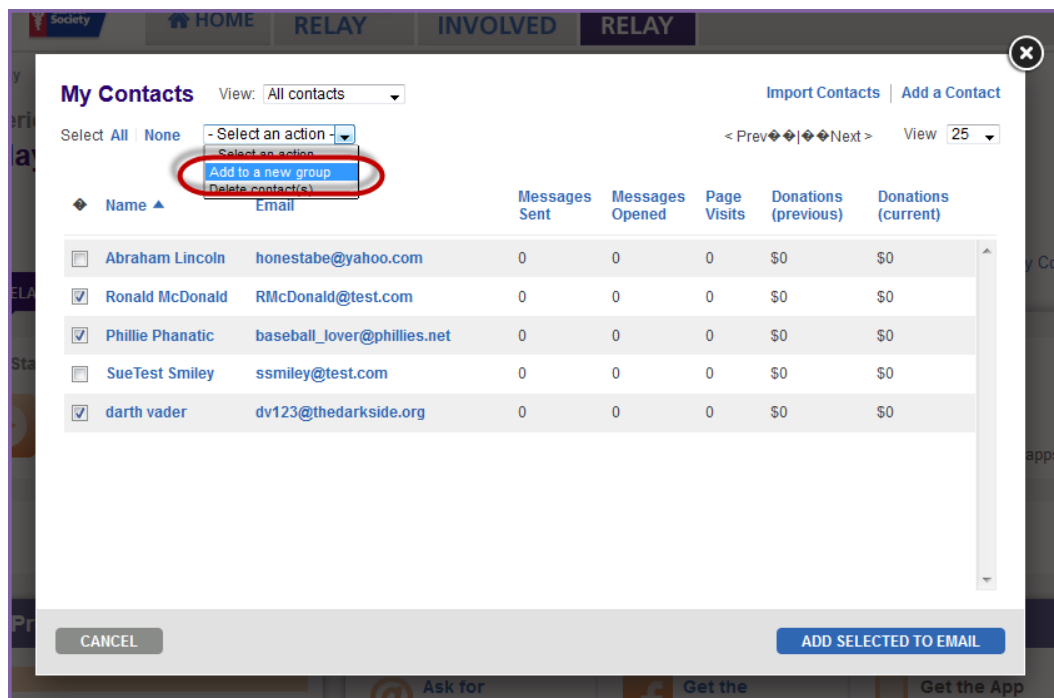
Create an Email Group

Creating groups for your email contacts is a great way to organize your contacts and communication through the Relay Dashboard.

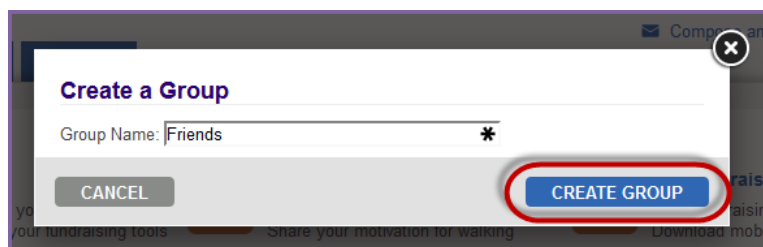
1. Using your username and password, log into your **Relay Dashboard**.
2. From any section of the Relay Dashboard, click the **My Contacts** link found on the right hand side of the page.



3. The overlay that appears will display email addresses that are currently in your Address Book. **Check the box** beside the contacts' name you wish to add to a new email group.
4. From the Select an action drop down menu, click **Add to a new group**.



5. Provide the group with a name and click **Create Group**.



- Once a group is created and contacts have been tied to the group, you can easily send emails to all group members simply by typing the group name into the email To: field

Manage and Send E-mails

The number one reason why people donate to the American Cancer Society Relay For Life is because someone asked. Take advantage of the tools available in the Relay Dashboard to ask your family, friends, and co-workers for support in the fight against cancer.

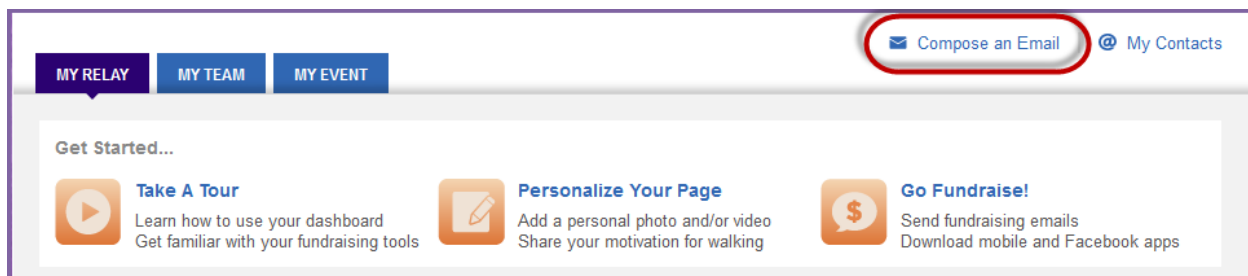
Using a well-crafted team building or donation request emails can help direct people to your personal page quickly and encourage support. All emails from the Relay Dashboard will automatically link the recipient back to your personal page and team page.

As you begin sending email messages, note that you can use the template emails available, save your own versions, or create a brand new message that speaks best for you.

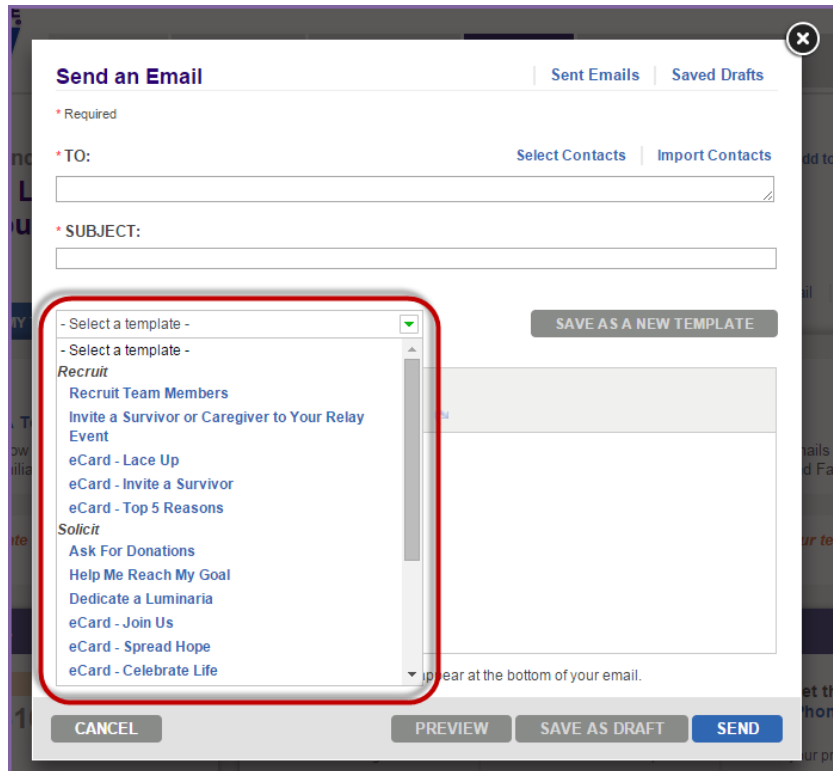
Start sending emails today and watch your team and fundraising soar!!

Edit and Send a Message

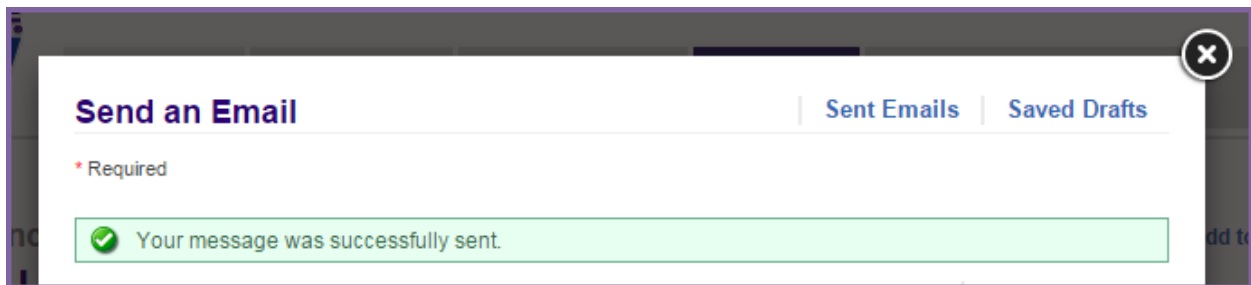
- Using your username and password, log into your **Relay Dashboard**.
- From any section of the Relay Dashboard, click the **Compose an email** link found on the right hand side of the page.



- The **Send an Email** overlay will appear.
 - Your name and your email address will automatically populate as the sender's address.
 - Begin typing the names of those you wish to email into the To: field. If email addresses are already in the Address Book, they will begin to auto-populate.
 - Click **Select Contact(s)** or **Select Group(s)** if you would like to see more options of individuals you may send the message to.
- If you need help deciding what to write in your email, choose one of the template messages. Click on the **Select a template** drop down menu to see the suggested messages available (i.e. Thank a Donor) Once you select the template of your choice, the email will appear for you to personalize or send as is



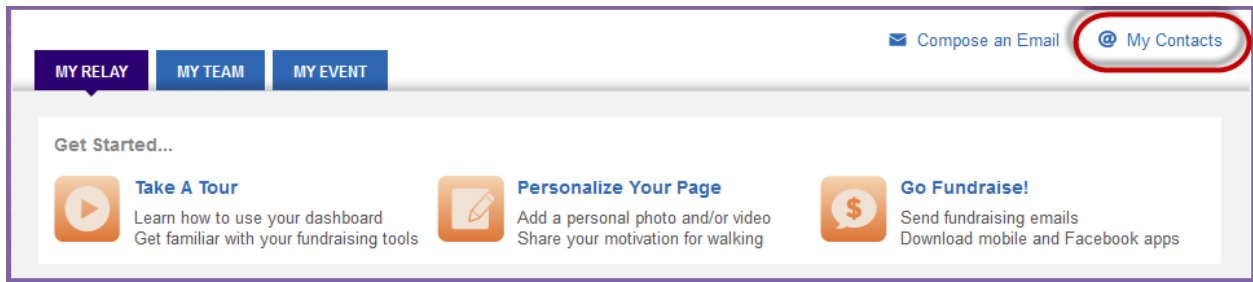
5. Make any changes to the **Subject** and the **Message** text.
6. Click **Preview** to see your email message before you send it.
7. Click **Save as Draft** if you want to save this message for future use.
8. Click **Send** to deliver this message to everyone you have added as a recipient of this email. A confirmation will appear letting you know the message has been sent and giving you an opportunity to continue sending emails.



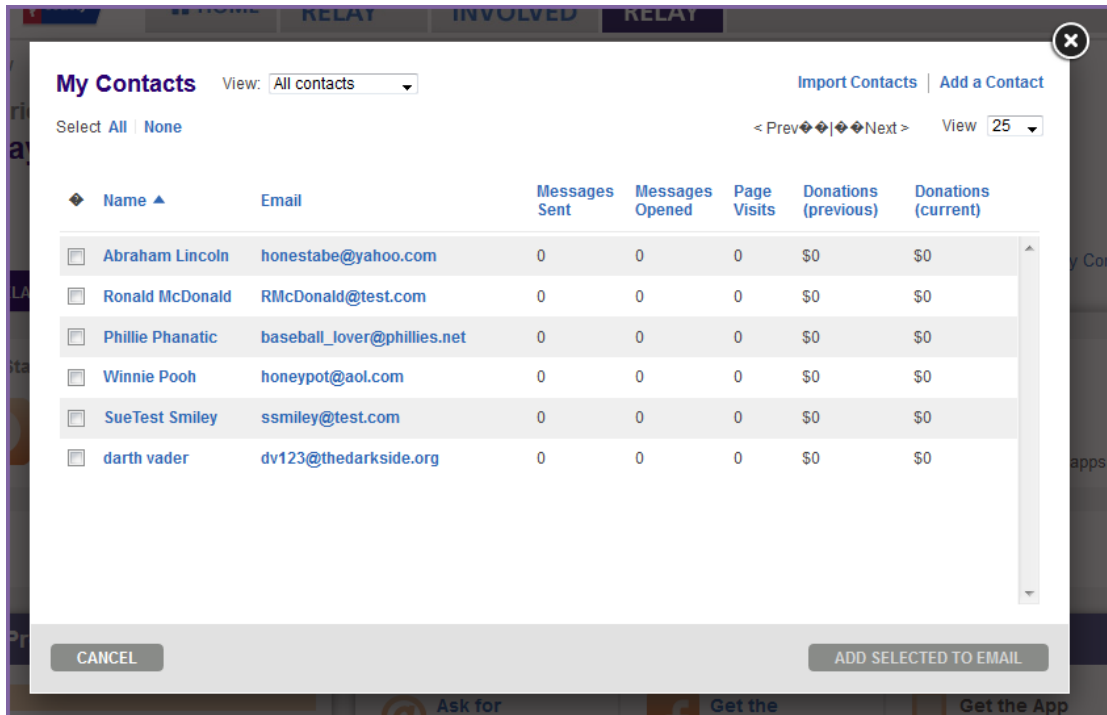
Track Email Contacts

By sorting your Relay Dashboard Address Book, you can easily track people that you've sent messages to, who have joined your team, and who have made donations to you. You can also keep track of those needing follow-up or Thank You emails.

1. Using your username and password, log into your **Relay Dashboard**.
2. From any section of the Relay Dashboard, click the **My Contacts** link found on the right hand side of the page.



3. Your address book will appear and contain any contacts you uploaded, manually entered, or previously emailed.

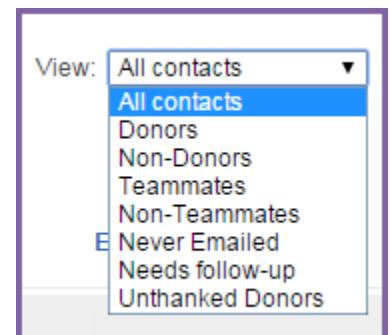


4. **Review** the columns beside each email contact to see the number of emails that you have sent to each individual, the number of emails opened, and if the contact has viewed your page or made a donation.

- Check the box** beside any of the contacts that you would like to email based on the information displayed. After selecting the contacts, click **Add Selected to Email**.

5. Use the drop down menu to filter the email contacts by groups.

- Donors:** Sort the list of individuals by those who have made a contribution so that you can be sure to thank them.
- Non-Donors:** Ask for support from those who have not made a gift online.
- Never Emailed:** Be sure to reach out to those who you have not yet emailed.
- Need follow-up:** Send another email to those who need a reminder message



6. You can send emails to the members of a certain group by selecting the individuals within the desired group. Click the box beside the contacts you wish to email and select **Add Selected To Email** to prepare a message, and follow [the steps outlined above](#) to compose and send your message.

6

Chapter 6: Managing Your Fundraising Success

- View Your Online Fundraising Progress
- View a List of Donors

After registering as an online Relay participant, you have great tools available to support your fundraising efforts. The Relay Dashboard can help you manage your gifts and donors while tracking your progress towards your fundraising goals.

View Your Online Progress

1. Using your username and password, log into your **Relay Dashboard**.
2. From the My Relay tab you can perform the following functions:

American Cancer Society
Relay For Life of Hope City

July 4, 2015 | 1:00 PM | 291 days to go! [Add to calendar](#)
Hope City High School
Venue Address, Hope City [Map it](#)
[View event details](#)

[Compose an Email](#) | [My Contacts](#)

MY RELAY | MY TEAM | MY EVENT

Get Started...

Take A Tour
Learn how to use your dashboard
Get familiar with your fundraising tools

Personalize Your Page
Add a personal photo and/or video
Share your motivation for walking

Go Fundraise!
Send fundraising emails
Download mobile and Facebook apps

Motivate your team to make a difference! Post fundraising tips, encouragement, and other announcements for your team.
[Post an Announcement for your team](#)

My Progress [Edit goal](#)

100%
\$125 raised | \$100 goal

Silver Club
I've raised \$350 or more

My Fundraising Tools

Ask for Donations
• send fundraising emails
• ask friends to join you
• send fun Ecards

Get the Facebook App
• schedule newsfeed updates
• share your personal page
• ask for donations

Get the App iPhone | Android
• track your progress
• send fundraising emails
• update your personal page

Dedicate a Luminaria | **Get Fundraising Ideas** | **Edit my: Account | Profile**

Watch a Relay Story

My Donations [Make a donation](#)

Date	Donor Name	Amount	Note from Donor	Send a Thank You
Nov 13	Darth Vader	\$25		<input type="checkbox"/> Send a Thank You ✕
Nov 13	Michael Jordan	\$200		<input type="checkbox"/> Send a Thank You ✕
Nov 07	Test2 Donation	\$25		<input type="checkbox"/> Send a Thank You ✕
Nov 07	Test1 Donation	\$100		<input type="checkbox"/> Send a Thank You ✕

Announcements

More About This Event

[Event Details](#)
[Announcements](#)
[Fundraisers and Activities](#)
[Local Sponsors](#)
[How Your Donations Make A Difference](#)

Questions? Jane Doe | jane.doe@cancer.org | (800) 227-2345 | or [view Online Help](#)

Follow this event on: [f](#) [t](#)





- a. Track your fundraising progress with the **My Progress** area.
- b. Edit Personal Fundraising **Goal**.
- c. View your **Donation History**.

View a List of Donors

1. Using your username and password, log into your **Relay Dashboard**.
2. From the My Relay tab you can see a list of all donors who have contributed to your fundraising efforts. Here you may also view any personal messages sent by your supporters and directly connect to the email tool to send a thank you message.



The screenshot shows a web interface titled "My Donations" with a "Make a donation" link. Below the title is a table with columns for Date, Donor Name, Amount, Note from Donor, and Send a Thank You. The table contains four rows of donation data.

Date ▼	Donor Name	Amount	Note from Donor	Send a Thank You
Nov 13	Darth Vader	\$25		<input type="checkbox"/> Send a Thank You ×
Nov 13	Michael Jordan	\$200		<input type="checkbox"/> Send a Thank You ×
Nov 07	Test2 Donation	\$25		<input type="checkbox"/> Send a Thank You ×
Nov 07	Test1 Donation	\$100		<input type="checkbox"/> Send a Thank You ×



Chapter 7: Tracking Your Team's Efforts

- View Team's Progress
- View a List of Team Members
- Share Fundraising Tips with Your Team

The Relay Dashboard allows team members and team captains the ability to monitor their collective efforts to fight cancer. The My Team section page displays a gift summary of donations made to all participants on the team, progress indicators, team gift history, and team member roster. The 'My Team' page is only available for Team Captains and Team Members; this page is not available for individuals not associated with a team.

If you are the team captain, you will see additional links and actions that can be made as you inspire your group to increase their efforts to end cancer. More information is available in the [next chapter](#) of the manual.

View Your Team's Progress

1. Using your username and password, log into your **Relay Dashboard**.
2. From the **My Team tab**, you can:

The screenshot displays the 'My Team' dashboard for the American Cancer Society Relay For Life of Hope City. At the top, it shows the event date (July 4, 2015, 1:00 PM) and venue (Hope City High School). The 'MY TEAM' tab is selected, showing the team name 'Test Team' and captain 'Amy_TEST Delozier'. The 'Team Progress' section shows a progress bar at 12% with \$125 raised towards a \$1,000 goal. The 'My Team Tools' section includes options to view/edit the team page, send a message, and take the lead. The 'Team Donations' table lists two donations: Ronald McDonald (\$100) and TestTeam Donation (\$30). The 'Team Members' table lists three members: Amy_TEST Delozier (\$350), Jane Doe_Test (\$0), and Testy Testerson (\$0).

Name	Notes	Amount
Ronald McDonald		\$100
TestTeam Donation		\$30

Name	Amount	Badges
#1 ★ Amy_TEST Delozier	\$350	
#2 Jane Doe_Test	\$0	
#3 Testy Testerson	\$0	

- a. Track your team fundraising progress with the **Team Progress** area.
- b. See how your team ranks among the other teams participating in your Relay
- c. View your **Team Donation History**.
- d. See a full list of team members, plus how much they've each raised

View a List of Team Members

1. Using your username and password, log into your **Relay Dashboard**.
2. From the My Team tab, locate the **Team Members** section (middle right hand side of the page).
 - a. See a list of all team members plus their fundraising successes and milestone levels.
 - b. View members who have recently joined your team and connect directly with the Relay Dashboard email system to send them a welcome message.

The screenshot displays the 'My Team' dashboard. It features four main sections: 'Team Progress' with a 12% progress bar and '\$125 raised | \$1,000 goal'; 'My Team Tools' with three icons: a gear for 'VIEW / EDIT My team page', an '@' symbol for 'SEND A MESSAGE Email my team Recruit more members', and a lightbulb for 'TAKE THE LEAD Share a fundraising idea with my team'; 'Team Donations' with a table listing 'Ronald McDonald' (\$100) and 'TestTeam Donation' (\$30); and 'Team Members' (highlighted with a red box) which includes a legend for symbols (Team Captain, Self-donation) and a table of members: Amy_TEST Delozier (\$350, Team Captain badge), Jane Doe_Test (\$0), and Testy Testerson (\$0).

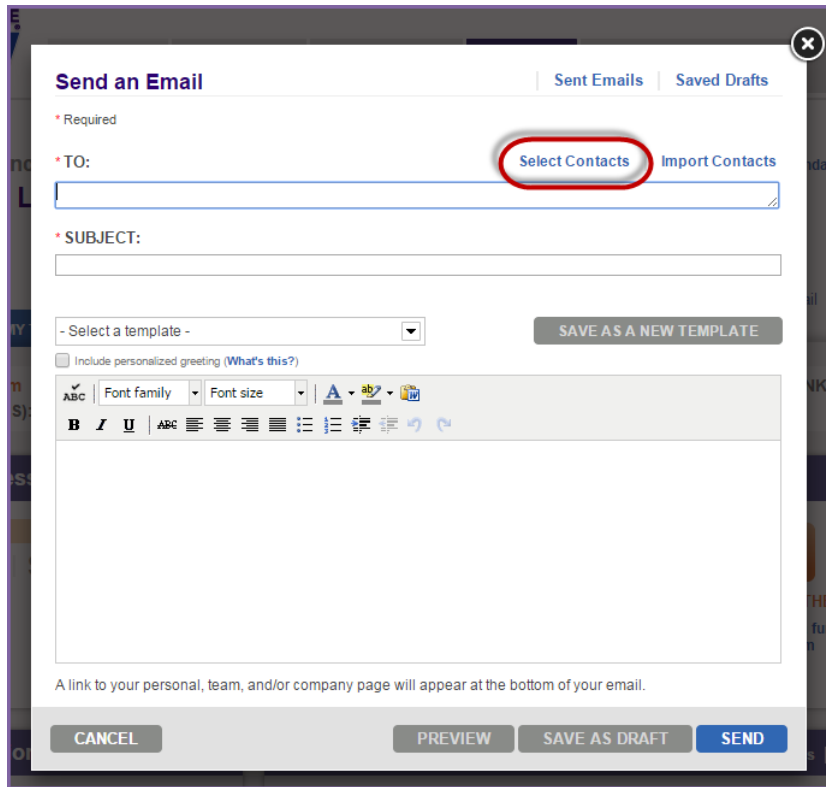
Share Fundraising Ideas with Your Team

1. Using your username and password, log into your **Relay Dashboard**.
2. From the My Team tab, click the **Share a fundraising idea with my team** link in the My Team Tools box (right hand side of the page).

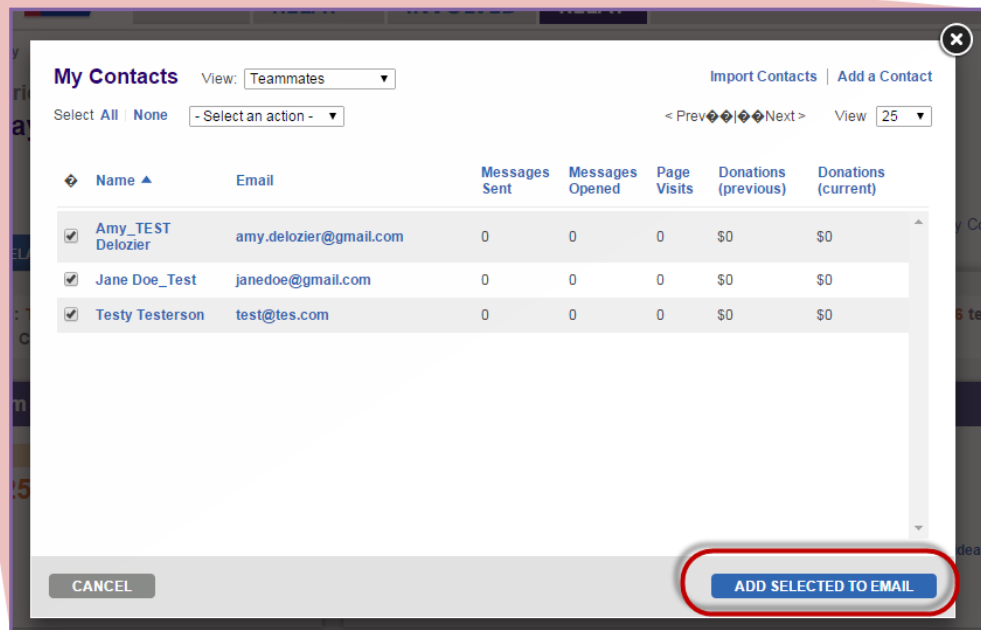
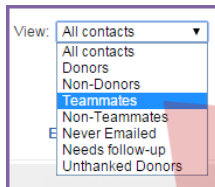
This screenshot shows the 'My Team' dashboard with the 'MY TEAM' tab selected. The 'TAKE THE LEAD' button in the 'My Team Tools' section is highlighted with a red box. The dashboard also shows the team name 'Test Team', team captain 'Amy_TEST Delozier', and a rank of '#4 of 26 teams'.

3. The **Send an Email** overlay will appear. At the top of the page, click **Select Contacts**.

If you have any questions, please contact your ACS staff person

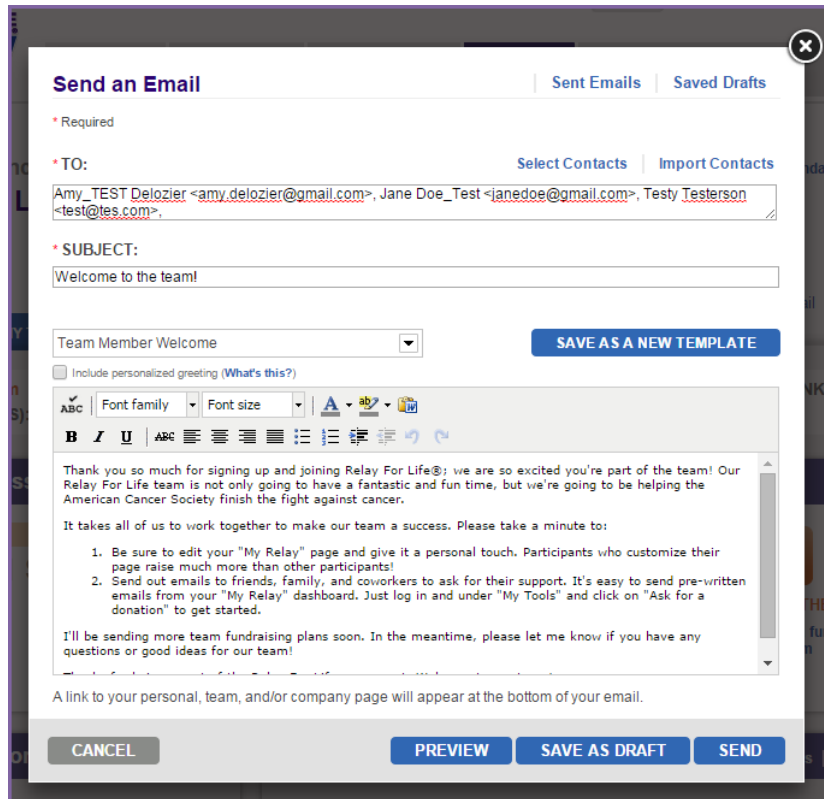


4. Using the drop down menu to filter the email contacts by the **Teammates** group.
5. Click the box beside the contacts you wish to email and select **Add Selected To Email** to prepare a message.

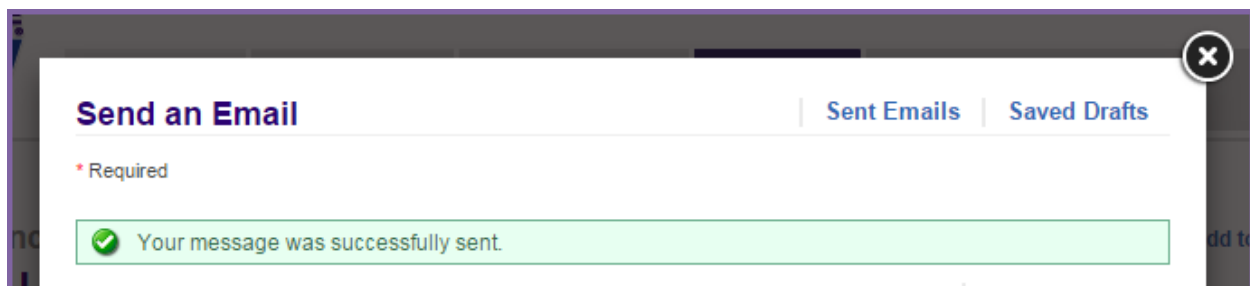


6. A message page will display with your selected individuals automatically listed in the **To:** field. Choose from any Suggested Messages or start crafting your own message from the blank email displayed.

- a. Your name and your email address will automatically populate as the sender's address.
- 7. Make any changes to the **Subject** and the **Message** text.
- 8. Click **Preview** to see your email message before you send it.
- 9. Click **Save as Draft** if you want to save this message for future use.



- 10. Click **Send** to deliver this message to everyone you have added as a recipient of this email. A confirmation will appear letting you know the message has been sent and giving you an opportunity to continue sending emails.





Chapter 8: Online Fundraising Tools – Team Captains Only

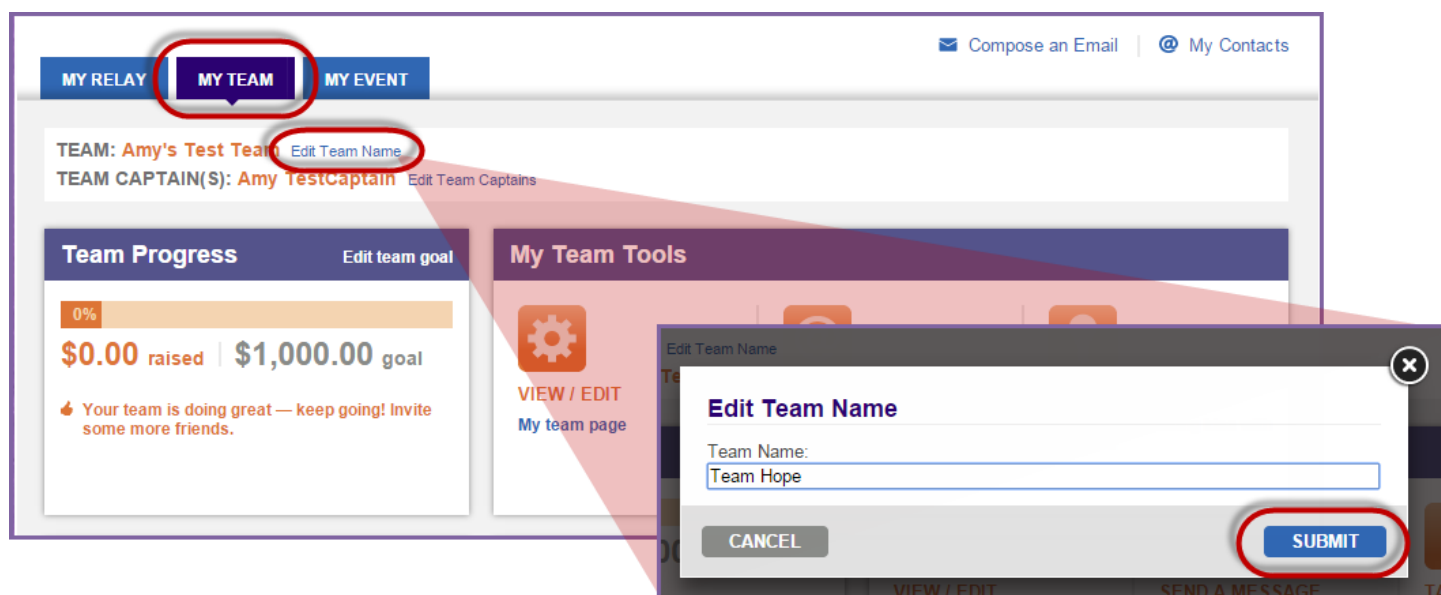
- Update Your Team Name
- Change the Team’s Fundraising Goal
- View/Edit Your Team Page
- Create a Team URL
- Post an Announcement for your Team in the Relay Dashboard
- Send an Email to Your Team Members
- View Your Team’s Progress
- View a List of Team Members

Team Captains are the leaders of Relay For Life, providing support and guidance to their teammates. The Relay Dashboard provides a number of tools specifically for Team Captains to help lead the group to success.

Enjoy these tools and have fun!

Update your Team Name

1. Using your username and password, log into your **Relay Dashboard**.
2. From the **My Team** tab, locate the team information at the top of the section. Click **Edit** beside the team name.
3. Enter the new team name and click **Submit** to save changes.

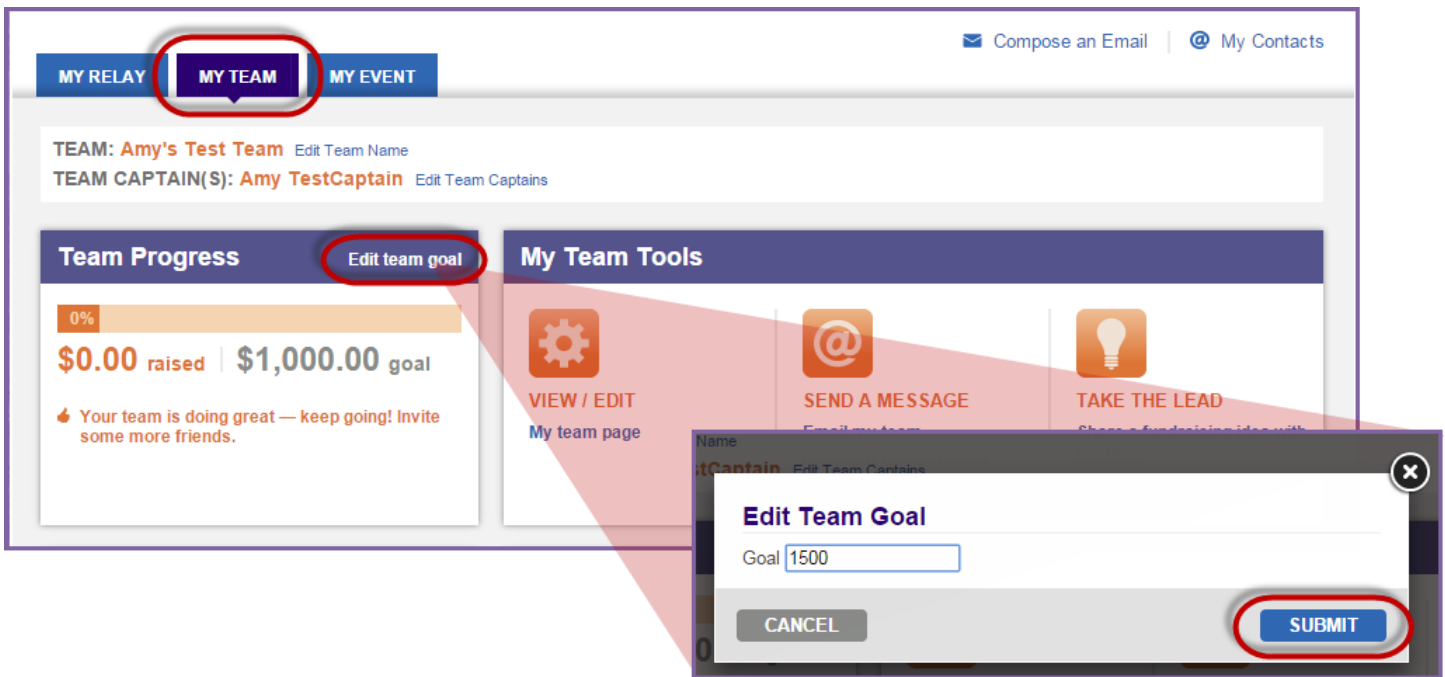


Change your Team Fundraising Goal

While the team captain may set a group fundraising goal during the registration process, this goal may be updated as you reach fundraising success.

1. Using your username and password, log into your **Relay Dashboard**.

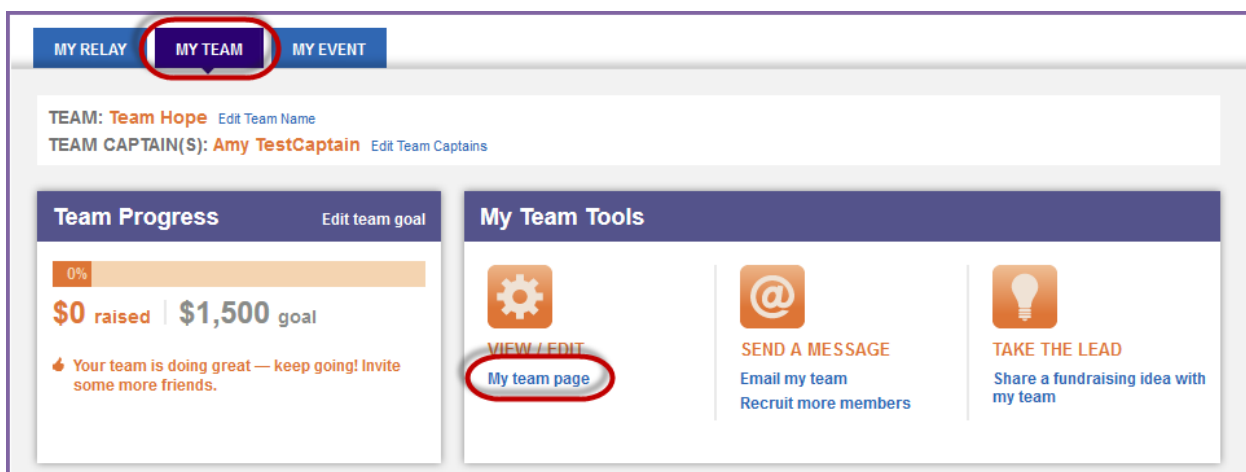
- From the My Team tab, click **Edit team goal** in the **Team Progress** box (top left hand side)
- Enter a new team goal before clicking **Submit**.



View / Edit Your Team Page

The Relay Dashboard offers team captains the opportunity to edit and update the team page. By sharing the team's reason to Relay and photos or video, you can create a compelling webpage to help you recruit teammates and donations.

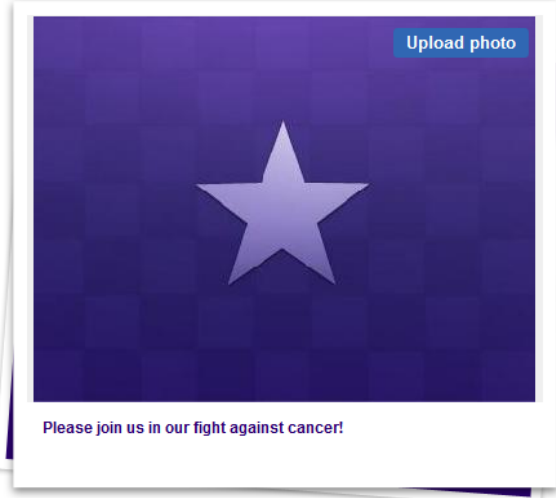
- Using your username and password, log into your **Relay Dashboard**.
- From the My Team tab, click the **My Team Page** link in the My Team Tools box (right hand side of the page).



- Your team page will appear with several links so that you may make the appropriate edits.

« Back to My Dashboard Text Size Share 0 0

My Team URL: http://main.acsevents.org/site/TR?fr_id=63298&pg=team&team_id=1682129 [Edit Team URL](#)



Please join us in our fight against cancer!

Hi, we're Test Team

Event: Relay For Life of Hope City on July 4, 2015
Company: None | [Edit Company](#)

\$480 raised **\$1,000** goal

Support Test Team

DONATE NOW

DEDICATE A LUMINARIA

JOIN OUR TEAM

Meet our team members ★ Denotes Team Leader

★ Amy_TEST Delozier	\$350
Jane Doe_Test	\$0
Testy Testerson	\$0
Team Gifts	\$130

Thank you to our supporters!

Darth Vader	\$25
Michael Jordan	\$200
Ronald McDonald	\$100
Test1 Donation	\$100
Test2 Donation	\$25
TestTeam Donation	\$30

Why We Formed a Relay For Life Fundraising Team [Edit Our Story](#)

Welcome to our team page! Almost all of us have been touched by cancer in some way, so we've decided to make a difference by raising money and walking in our local American Cancer Society Relay For Life event.

At the event, our team will take turns walking around the track to raise money and awareness to help the American Cancer Society in the world's largest movement to end cancer.

Our team is taking action to help finish the fight. Please join our team or make a donation. Saving lives from cancer starts with one team, one participant, and one dollar at a time.

DONATE NOW


DEDICATE A LUMINARIA

JOIN OUR TEAM

Cheer us on!

Also post on Facebook
 Posting as Amy Delozier (Change)
Comment

Facebook social plugin



4. Edit the team's company affiliation by selecting **Edit Company** under the header of the page before clicking **Save**.

Hi, we're Test Team
Event: Relay For Life of Hope City on July 4, 2015
Company: None [Edit Company](#)

- 5. Edit your team's story
 - a. Beside the message of the page, click **Edit Our Story**.
 - b. Enter new content to your team page before clicking **Save**.
 - i. You can use the toolbar to format the text in your Relay Story

The screenshot shows a team page editor. On the left, there is a text area with the following content:
Why We Formed a Relay For Life Fundraising Team
Welcome to our team page! Almost all of us have been touched by cancer in some way, so we've decided to make a difference by raising money and walking in our local American Cancer Society Relay For Life event.

At the event, our team will take turns walking around the track to raise money and awareness to help the American Cancer Society in the world's largest movement to end cancer.

Our team is taking action to help finish the fight. Please join our team or make a donation. Saving lives from cancer starts with one team, one participant, and one

On the right side of the text area, there is a blue button labeled "Edit Our Story" circled in red. Below the text area is a rich text editor toolbar with various formatting options (bold, italic, underline, font family, font size, link, unlink, list, indent, outdent, undo, redo). At the bottom right of the editor, there is a blue button labeled "SAVE" and a grey button labeled "Cancel", both circled in red.

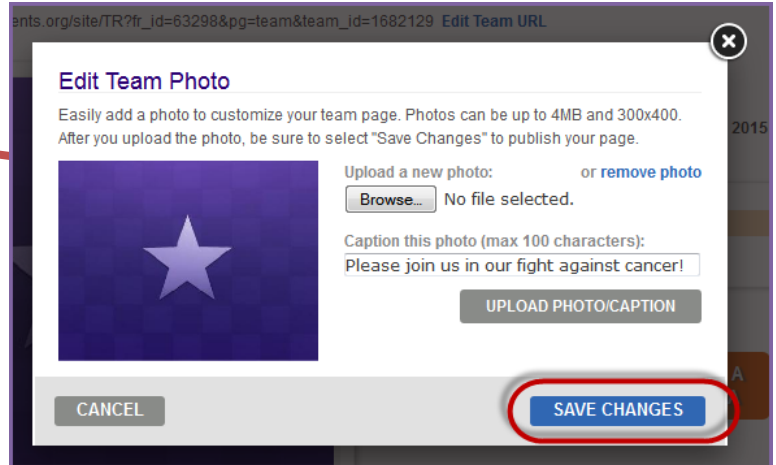
- 6. To add a photo to your team page click the **Upload photo** button beside the image area.

The screenshot shows a photo upload area. It features a large blue square with a white star in the center. Below the square, there is a white box with the text "Please join us in our fight against cancer!". In the top right corner of the blue square, there is a blue button labeled "Upload photo" circled in red.

- a. **Photo** – Insert one photo to display on your team page by uploading a file that contains a digital photograph. You can upload photos up to 4MB and 300x400 image size.
- *Before you upload your image file, you may want to open it in your favorite graphics application and resize or*

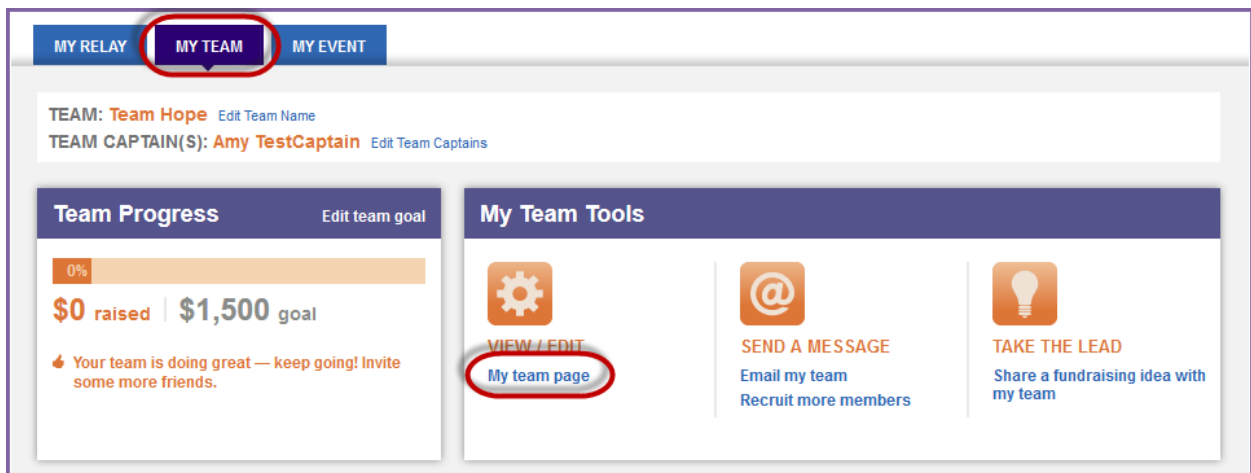
crop the image to ensure the best fit, especially if the photo is quite large. Here is an easy web-based photo resizer you can use to get your pictures down to the right size: <http://www.picsize.com/>

- i. **Browse** – Click the browse button to find a photo located on your computer and upload to your personal page.
- ii. **Caption** – Enter a caption for the photo/s you uploaded to your personal page.
- iii. **Save Changes** – Click to see your new image/s reflected on the team page.

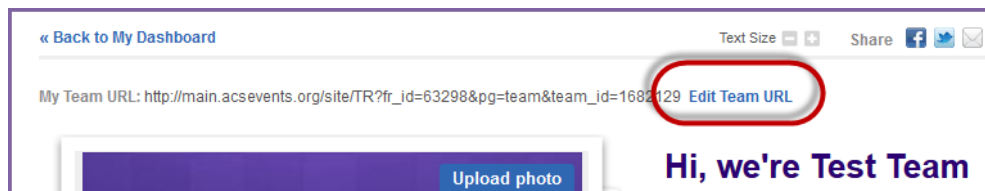


Create a Team URL

1. Using your username and password, log into your **Relay Dashboard**.
2. From the My Team tab, click the **My Team Page** link in the My Team Tools box (right hand side of the page).



3. Your personal page will appear with several links so that you may make the appropriate edits.
4. At the top of the page, find the **My Team URL** information.



5. Click **Edit Team URL** to create a custom page URL to your team webpage. Enter in the end, personal section of the URL. Example for personal page URL: <http://main.acsevents.org/goto/TeamAwesome>

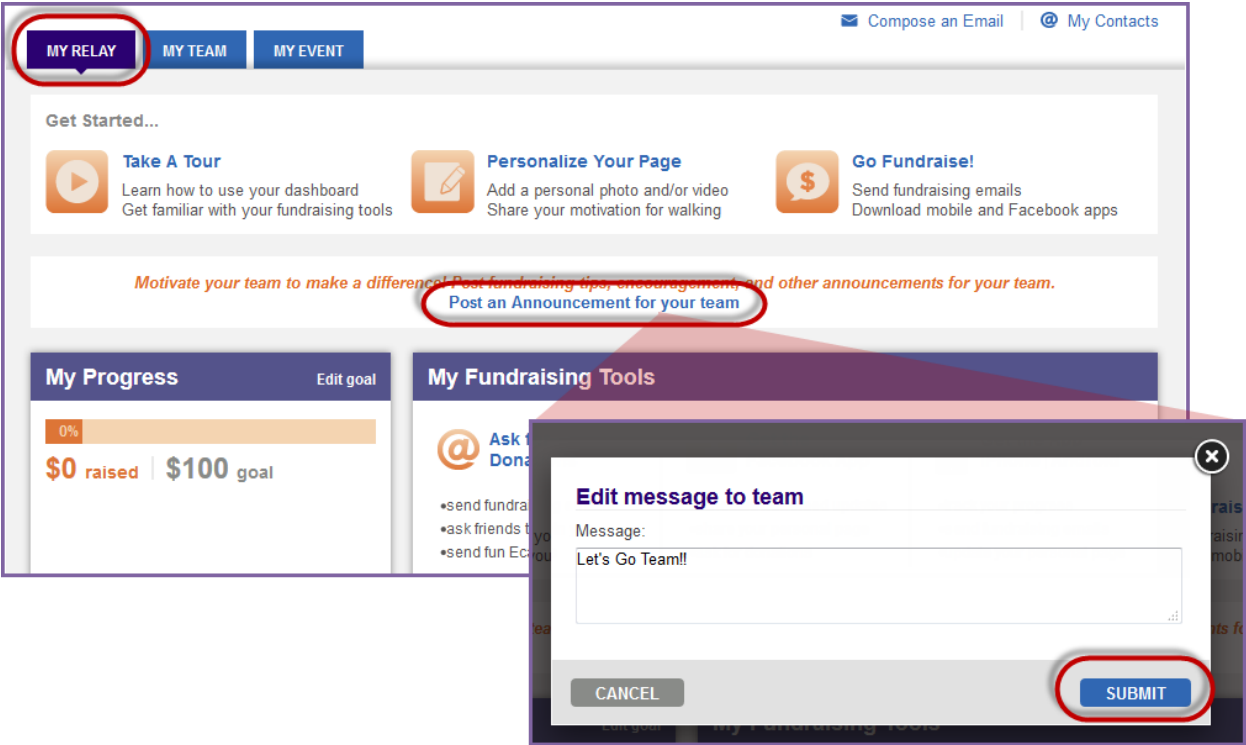
My Team URL:

6. Click **Save**. Once a team URL has been created, the team captain / team members may add it to their email signature, post it on the Social Media sites, and provide a direct link for potential donors on paper materials.

Post an Announcement for your Team in the Relay Dashboard

Keep your teammates inspired and motivated to Relay For Life by posting words of encouragement in their Relay Dashboard. The message will appear on the Relay Dashboard whenever they log into the website.

1. Using your username and password, log into your **Relay Dashboard**.
2. From the **My Relay** tab, click the **Post an announcement** link above the My Fundraising Tools box (center of the page).
3. Type the message you would like to share to inspire, motivate, or encourage your online team members. Click **Submit** to update the message.

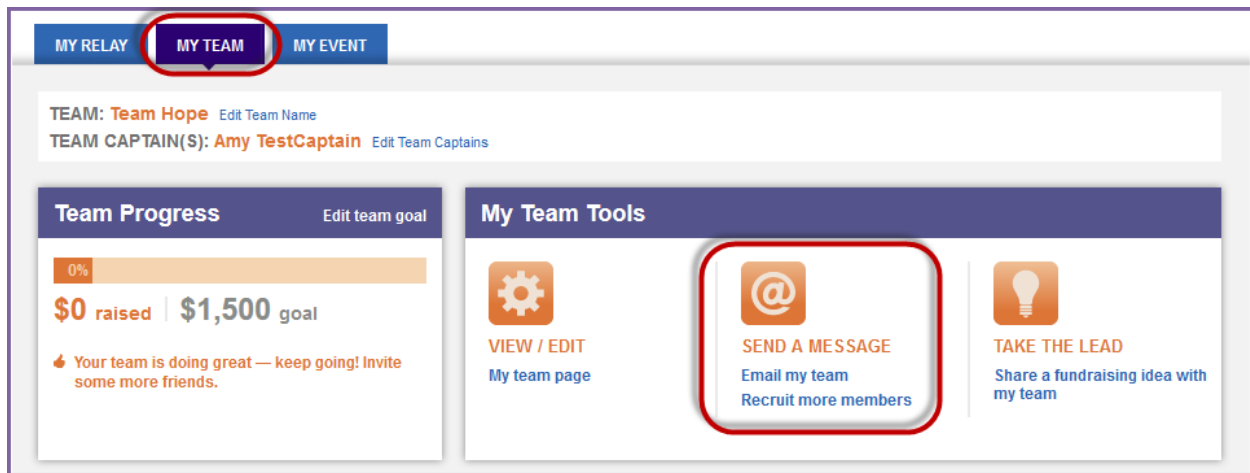


4. The message will then appear on your team members' My Relay home page.

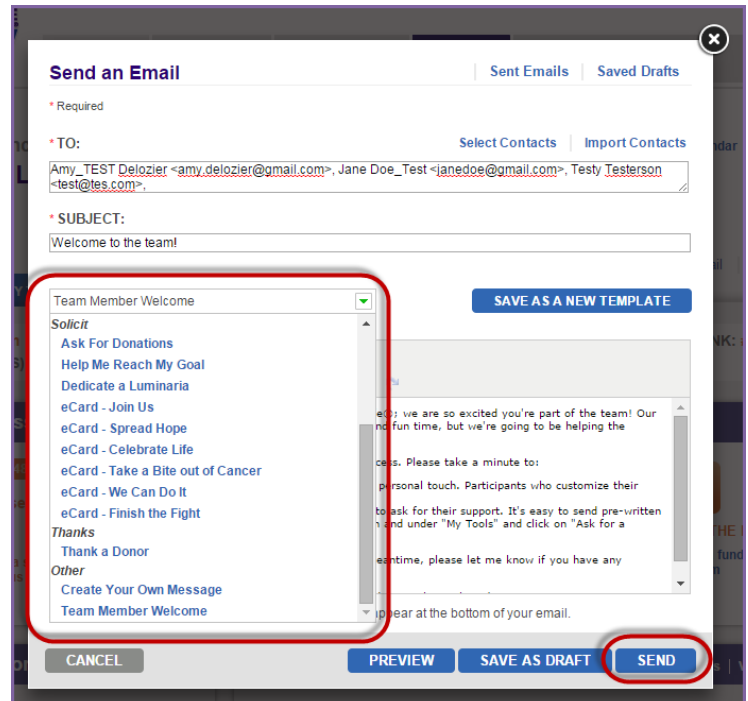
Send an Email to Your Team Members

As an online Relay team captain, you can easily send email messages from the Relay Dashboard to your teammates. Provide encouragement, team fundraising opportunities, useful event information, and more with the click of a few buttons!

- Using your username and password, log into your **Relay Dashboard**.
- From the My Team tab, click the **Email my team** link in the My Team Tools box (right hand side of the page).



- The **Send an Email** overlay will appear.
 - Your name and your email address will automatically populate as the sender's address.
 - Your teammates email address will auto-populate into the To: field.
- If you need help deciding what to write in your email, choose one of the template messages. Click on the **Select a template** drop down menu to see the suggested messages available (i.e. Team Member Welcome). Once you select the template of your choice, the email will appear for you to personalize or send as is.
- Make any changes to the **Subject** and the **Message** text.
- Click **Preview** to see your email message before you send it.
- Click **Save as Draft** if you want to save this message for future use.
- Click **Send** to deliver this message to your teammates. A confirmation will appear letting you know the message has been sent and giving you an opportunity to continue sending emails.



View Your Team's Progress

1. Using your username and password, log into your **Relay Dashboard**.
2. From the **My Team tab**, you can:

The screenshot displays the 'My Team' dashboard for the American Cancer Society Relay For Life of Hope City. At the top, it shows the event date (July 4, 2015, 1:00 PM) and venue (Hope City High School). A navigation bar includes 'MY RELAY', 'MY TEAM' (highlighted with a red circle), and 'MY EVENT'. Below this, team information is shown: 'TEAM: Test Team' and 'TEAM CAPTAIN(S): Amy_TEST Delozier'. A progress bar indicates 12% completion, with '\$125 raised' and '\$1,000 goal'. The 'My Team Tools' section offers options to 'VIEW / EDIT My team page', 'SEND A MESSAGE Email my team Recruit more members', and 'TAKE THE LEAD Share a fundraising idea with my team'. The 'Team Donations' table lists two entries: Ronald McDonald (\$100) and TestTeam Donation (\$30). The 'Team Members' table lists three members: Amy_TEST Delozier (\$350), Jane Doe_Test (\$0), and Testy Testerson (\$0). The footer includes contact information and social media links.

Name	Notes	Amount
Ronald McDonald		\$100
TestTeam Donation		\$30

Name	Amount	Badges
#1 ★ Amy_TEST Delozier	\$350	
#2 Jane Doe_Test	\$0	
#3 Testy Testerson	\$0	

- a. Track your team fundraising progress with the **Team Progress** area.
- b. See how your team ranks among the other teams participating in your Relay
- c. View your **Team Donation History**.
- d. See a full list of team members, plus how much they've each raised

View a List of Team Members

1. Using your username and password, log into your **Relay Dashboard**.
2. From the My Team tab, locate the **Team Members** section (middle right hand side of the page).
 - a. See a list of all team members plus their fundraising successes and milestone levels.
 - b. View members who have recently joined your team and connect directly with the Relay Dashboard email system to send them a welcome message.
 - c. Use the **View team roster** link to download a complete list of team members with additional registration information.

The screenshot displays the Relay Dashboard interface. The 'Team Progress' section shows a 12% progress bar, with \$125 raised towards a \$1,000 goal. The 'My Team Tools' section includes options for 'VIEW / EDIT My team page', 'SEND A MESSAGE Email my team Recruit more members', and 'TAKE THE LEAD Share a fundraising idea with my team'. The 'Team Donations' section lists two donations: Ronald McDonald (\$100) and TestTeam Donation (\$30). The 'Team Members' section, highlighted with a red box, shows a list of team members with columns for Name, Amount, and Badges. The list includes Amy_TEST Delozier (\$350), Jane Doe_Test (\$0), and Testy Testerson (\$0). The 'Team Members' section also includes links for 'View recent members' and 'View team roster'.

Name	Amount	Badges
#1 ★ Amy_TEST Delozier	\$350	?
#2 Jane Doe_Test	\$0	
#3 Testy Testerson	\$0	

9

Chapter 9: Donate Online

- Make an Online Donation
- Print an Offline Donation Form
- Make a Luminaria Donation

Make an Online Donation

Thank you for supporting Relay For Life with an online donation. Please use the following instructions to help you complete a secure credit card donation to a participant, team, or a Relay For Life event.

Your contribution is helping to create a world with less cancer and more birthdays. Thank you!

1. From your internet browser, type your event's friendly URL (www.relayforlife.org/EventNameST) and your event website will appear. If you do not know your event's friendly URL, you can search for your Relay at relayforlife.org.
2. Click on the **Donate** link.
3. Upon clicking the Donate button, you can select who the donation will support: a **Team**, **Participant** or the general **Event**. Click the appropriate link.

The screenshot shows the Relay For Life website interface. At the top, there is a navigation bar with links for HOME, LEARN ABOUT RELAY, GET INVOLVED, and MY RELAY. The main content area is titled 'Participate in This Event' and features a photo of two survivors. The event details are: 'Relay For Life of Hope City', 'July 4, 2015 | 1:00 PM', and 'Hope City High School'. There are 'SIGN UP' and 'DONATE' buttons. A callout box highlights the 'DONATE' button, showing a dropdown menu with options: 'Donate to a participant', 'Donate to a team', and 'Donate to this event'.

4. If selecting to make your donation to a participant or team, a listing of available online Relayers or teams will appear as your search results.

Note: If you select to donate to a participant, only those participants who currently have funds raised will appear in the list, however you can use the search function to locate any participants currently registered on the online website.

- a. If necessary, use the search function to help to find who you wish to donate to.
- b. Click **Donate** beside the right participant/team.

Get Involved > Find an Event > Participate in This Event > Top Participants

Top Participants

Share 0 0

Relay For Life of Hope City [« Back to event page](#)

Take a look at our top 100 Relay For Life fundraisers! Use the search field below to find a participant not listed.

Search for Participant

First Name Last Name **SEARCH**

★ Team Captain | Self-donation

Name	Team	Amount
★ Amy_TEST Delozier	Test Team	\$350.00

DONATE »

Get Involved > Find an Event > Participate in This Event > Top Teams

Top Teams

Share 0 0

Relay For Life of Hope City [« Back to event page](#)

Search for Team

Team Name **SEARCH**

Team Name	Team Leader	Team Members	Donations
Test Team	Amy_TEST Delozier	3	\$480.00
This is a team with a really long name that keeps#	Kaliyana Test	1	\$250.00
Kaliyana's Test Team	Sansa Test	5	\$220.00

JOIN » **DONATE »**

5. After clicking **Donate** beside the team/participant, you will be directed to the donation form.
 - a. If you had selected to **Donate** to the Event, you will also be directed to the donation form.
 - b. Be sure to check the orange box at the top right corner of the page to ensure your donation is being credited to the appropriate participant, team and event.

Donate

Your donation will directly help the American Cancer Society create a world with less cancer and more birthdays. - Test Team

1 YOUR CONTACT INFORMATION * Required fields

* First Name:

* Last Name:



* Street Address 1:

* City:

Your donation is in support of
Test Team

Relay For Life of Hope City
July 4, 2015
1:00 PM
Hope City High School

← Back to previous page

Donate

Your donation will directly help the American Cancer Society create a world with less cancer and more birthdays. - Test Team

1 YOUR CONTACT INFORMATION * Required fields

* First Name:

* Last Name:

* Street Address 1:

* City:

* State:

* Zip Code:

* Country:

Phone Number:

* Email:

Preferences: Please remember my contact information
 I would like to receive communications from the American Cancer Society. Please note, not selecting this option will remove you from any important event email notifications.

2 YOUR GIFT

* Gift Amount: \$35 \$50 \$80 \$100
 Other: \$

* Would you like this to be a recurring donation? No Yes

Does your employer match gifts?


Private note for the person or team you are supporting:





How would you like your name to appear on the public donor wall?
 Display my name as it appears above in Contact Information
 Display the following:
Do not display my name

Would you like your donation amount to appear on the public donor wall? Yes No

3 YOUR BILLING INFORMATION

Choose your payment method below.

Pay with Paypal 

Pay with Credit Card    

My billing information is the same as my contact information

* First Name:

* Last Name:

* Street Address 1:

* City:

* State:

* ZIP:

Country:

* Account Number:

* CVV Number:

* Expiration Month:

* Expiration Year:

Please review your information for accuracy, then click the "Donate" button. DONATE

The American Cancer Society cares about your privacy and protects your information. Your information will help us better serve your needs and the needs of your community, and we do not sell your information to third parties. For questions about our privacy policy, please visit www.cancer.org. -Test Team

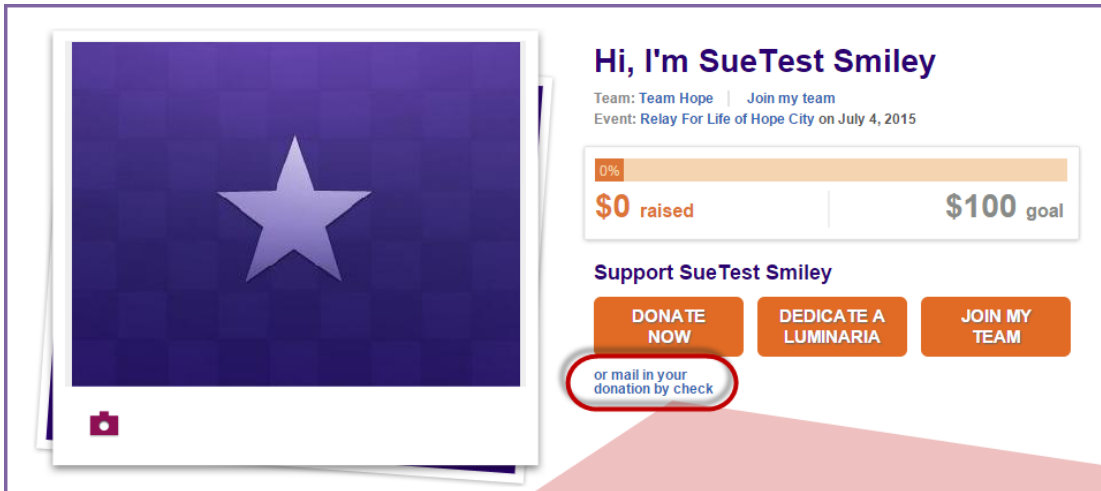
The American Cancer Society is a qualified 501(c)(3) tax-exempt organization and donations are tax-deductible to the full extent of the law. No goods or services were provided for this gift. Please consult your tax advisor regarding specific questions about your deductions.

6. Step 1: **YOUR CONTACT INFORMATION**
 - a. Enter your **Contact Information**.
 - b. Select / unselect the preferences:
 - i. Please remember my contact information
 - ii. I would like to receive communications from the American Cancer Society. Please note, not selecting this option will remove you from any important event email notifications.
7. Step 2: **YOUR GIFT**
 - a. **Select the gift amount** or enter a specific donation amount.
 - b. Identify if the donation is a **one-time gift or a recurring gift** (monthly, quarterly, etc.).
 - c. Provide information, if known, about your employer's **matching gift** program.
 - d. **Write a private note** to the person/team that you are supporting.
 - e. Choose how you would like the gift and gift amount to be **recognized on the public donor wall**.
8. Step 3: **YOUR BILLING INFORMATION**
 - a. Enter your **Billing Information** and **credit card** details.
9. Click the **Donate** button to complete the transaction.

Print an Offline Donation Form

Thank you for supporting Relay For Life with a cash or check donation.

1. From a Participant's Page, click on the link "**or mail in your donation by check**" link. An offline donation form will appear will appear for you to print out



Hi, I'm SueTest Smiley
Team: Team Hope | Join my team
Event: Relay For Life of Hope City on July 4, 2015

0%
\$0 raised | **\$100** goal

Support SueTest Smiley

DONATE NOW | **DEDICATE A LUMINARIA** | **JOIN MY TEAM**

[or mail in your donation by check](#)

**American Cancer Society
Offline Donation Form**

Participant Information
Event Name: Relay For Life of Hope City
Participant Name: SueTest Smiley
Participant Cons ID: 38916850
Team Name: Team Hope

Please Indicate Your Donation Amount Below:
 \$500 \$250 \$100 \$50 \$25 Other Amount: _____

Please make your checks payable to: American Cancer Society

Donor Information
Name: _____
Address: _____

2. Complete the form and include it with your donation. Be sure to mail the form to the local American Cancer Society office listed.
3. Don't forget to send a separate email to the participant to let them know you are sending in a donation to the American Cancer Society.

Make a Luminaria Donation

1. From your internet browser, type your event's friendly URL (www.relayforlife.org/EventNameST) and your event website will appear. If you do not know your event's friendly URL, you can search for your Relay at relayforlife.org.
2. Click on the **Dedicate a Luminaria** link on the event greeting page or select the **Dedicate a Luminaria** from the Get Involved drop down navigation bar.

The screenshot shows the Relay For Life website interface. At the top, there is a navigation bar with 'HOME', 'LEARN ABOUT RELAY', 'GET INVOLVED', and 'MY RELAY'. The 'GET INVOLVED' menu is open, showing options: 'Donate', 'Find an Event', 'Sign Up/Volunteer', and 'Dedicate a Luminaria' (highlighted with a red circle). Below the navigation, the main content area features a photo of two survivors, event details for 'Relay Nation of Hope City' on July 4, 2015, and a fundraising total of \$8,212.26. On the right, there are sections for 'Event sponsored by', 'TOP PARTICIPANTS', and 'TOP TEAMS'. At the bottom, there are three call-to-action boxes: 'Remember or honor a loved one who has battled cancer with a luminaria tribute bag >>', 'Cancer survivors and caregivers find a community of hope and support >>', and 'Find out more details about your community Relay For Life event >>'.

- When the Luminaria page appears, choose if you would like to credit the luminaria donation a **Team**, **Participant** or the general **Event** by selecting the desired radial button.

- If donating to a team or individual, type in the individual/group information in the search field before clicking **Search**. If donating to an event, simply begin completing the donation form (skip to step 5).

- a. From the search results, click **select** beside the Team/Participant you wish to make a luminaria donation to. Click **Next**.

5. Identify the luminaria donation level you would like to contribute by clicking **Select** next to the desired option.

6. Personalize the luminaria bag:
 - a. Add **In Honor** or **In Memory**.
 - b. Provide the **name** and (optional) **message** to be displayed on the luminaria.
 - c. 'Click **Next**.

7. Review your donation

- a. Select **Edit** to make changes to the luminaria personalization.
- b. Delete the luminaria from your gift order by choosing **Remove**.
- c. Add an additional donation to the donation process by typing in a value in the **Additional Donation** field.
- d. The **Add More** link will allow you to light another luminaria.
- e. When done reviewing the donation, click **Next**.

Luminaria Text Size Share

1 Assign Donation 2 Select Luminaria 3 Personalize Luminaria **4 Review Order** 5 Billing Information 6 Confirm Donation

You luminaria donation will contribute to Team Hope's fundraising goal.
You currently have 1 item totaling \$10.00 in your cart.

Review your Luminaria order:

QUANTITY	ITEM	PRICE
<input type="text" value="1"/>	Luminaria 2015 - \$10 - Traditional Bag (\$10.00 each) In Honor Of Aunt May	\$10.00

TOTAL PRICE: \$10.00

Additional donation to Team Hope: \$

CANCEL ADD MORE << PREVIOUS **NEXT >>**

8. Enter your **Billing Information** and **credit card** details before clicking Next.
9. Provide a final confirmation of your luminaria donation before clicking **Submit**.