



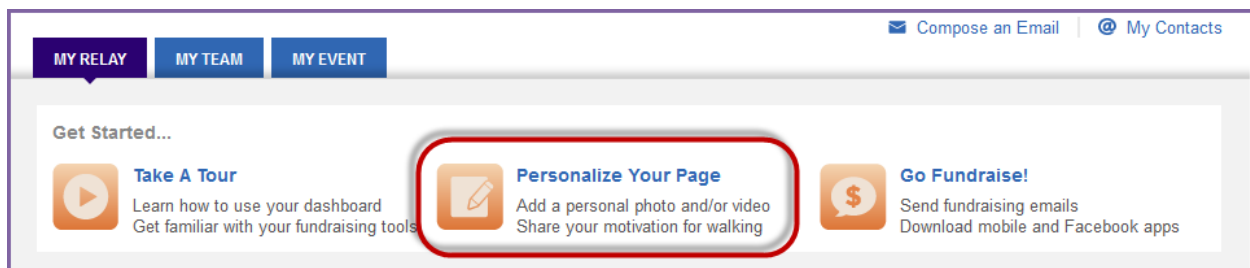
# Relay Online How To: Create and/or Release Your Personal URL

## Relay For Life Online Create and/or Release Your Personal URL

### Create a Personal URL

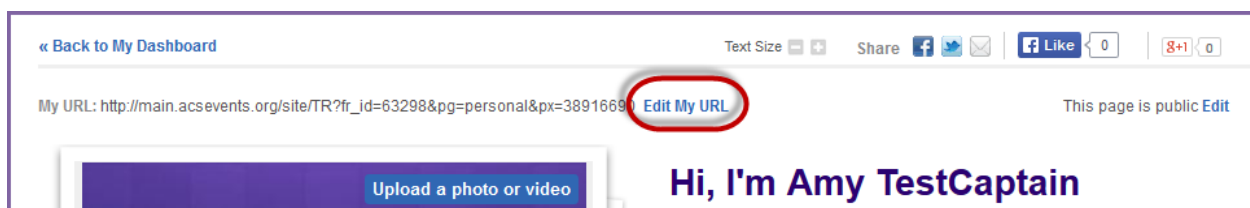
You have the ability to create a custom 'friendly' URL for your Personal or Team page! Personalized URLs are great for promoting your Relay For Life fundraising efforts through your email signature, sharing on Social Media sites, and providing a direct 'user friendly' link for potential donors on printed materials.

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).

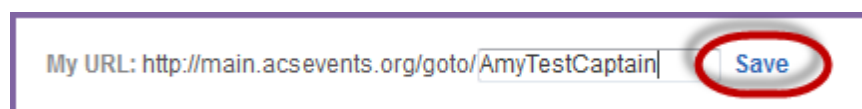


- To edit your Team URL, click the **My Team** tab then click the **My team page** link.

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



5. Click **Edit URL** to create a personalized URL for your webpage. Enter the personal portion of the URL.
  - Example for personal page URL: <http://main.acsevents.org/goto/MelissaSmith>
  - Example for team page URL: <http://main.acsevents.org/goto/TeamAwesome>

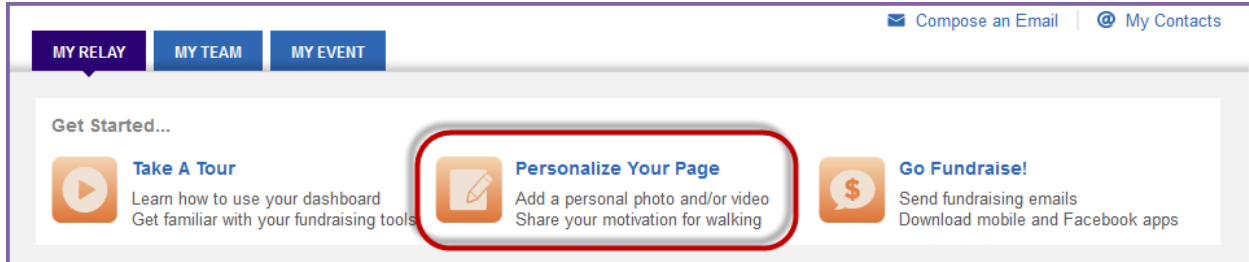


6. Click **Save**, and your new URL will be created!

## Releasing a Personal URL

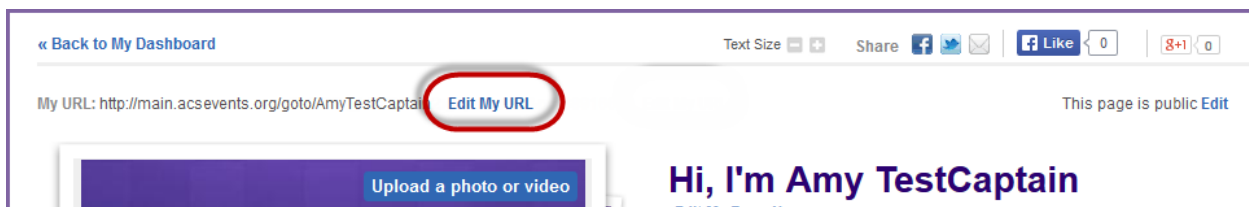
If you ever transfer events mid-season, you will want to release your personal URL on the old event so that you can establish that URL on the new event.

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).



- To release your Team URL, click the **My Team** tab then click the **My team page** link.

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



5. Click **Edit URL** to release the personal page URL. Simply DELETE the personal portion of the URL completely.



6. Click **Save**, and your URL will officially be released and you can use that same URL on the new site!

\*Please note, at the start of each Relay For Life season, when the new event websites launch, we release every URL from the prior year event on your behalf, so there is no need for you to take these steps at the close of Relay season.