



**Adding a Sponsorship Amount**

After the Company Information has been created (see [Adding a Sponsor - Company Information](#)) the Sponsorship amount can be added. The dollar amount will appear in Reports and be reflected in the thermometer for total dollars raised on the Event Greeting Page.

Please Note: **Company Sponsorship** money is different than **Company Gift** money. If money is added under Company Sponsorship details and is also added as a Company Gift – that money will be double counted.

Login to the EMC and select the event you would like to manage.

- Click on the **Customer Service** tab.
- Click **Manage Companies**, under the Related Actions menu.
- **Find** the Company name in the list. Click **Define Sponsorship Details**.

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Daffodil Dash - Columbia Valley 2016

**Your Customer Service**

If you have the appropriate permissions, from this Customer Service area, you can work with:

- Participants registered for this event to view and update their contact, registration, and gift information as well as register new participants
- Teams of participants to view and update their detail, gift, and member information as well as enter new gifts received for them
- Companies who sponsor teams for this event to view and edit their detail, coordinator, and gift information as well as add new companies
- Gifts given directly in support of the event
- Unconfirmed Gift List to confirm cash, check, and offline credit card payments when received or reject gifts to remove them from the list
- Upload files to add new participant registration, answers to additional registration questions, and gifts to the online database in bulk

Note: For assistance with these tasks, click the Help link above the top navigation bar.

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**Customer Service > Daff\_Dash\_BC\_SIR\_Columbia\_Valley\_2016** | Daffodil Dash - Columbia Valley 2016

[Add a new company](#)

This is a list of the prospect and confirmed companies that can be associated with teams participating in this TeamRaiser or may be sponsors of the event. (Note that companies may be both.) To work with the details and contacts of a company, use Edit Company. To work with the gifts, fundraising thermometer, and public-facing page for a company, use Manage Company. To add sponsor information to a company that can be associated with teams, use the Define Sponsorship Details action displayed after the company is created.

- Local Companies -

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Company Name:	Action	Company Gifts
ABC Company ABC Company	<a href="#">Edit Company</a> <a href="#">Manage Company</a> <a href="#">Define Sponsorship Details</a> <a href="#">Delete Company</a>	\$0.00

# Adding a Sponsorship Amount



Canadian Cancer Society  
Société canadienne du cancer

- Complete all the fields indicated below. Many fields are included in the Sponsorship Report.
- Click **Finish**.

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1. Define Sponsorship Details

Selected Organization:  
ABC Company

\* 1. **Public Name for the Sponsoring Organization or Company:**  
The name that identifies this organization or company on pages and lists that display to site visitors, participants, and donors (may be the same as the Administrative Name)

2. **Sponsorship Notes:**  
Provides details about this sponsor  
  
*Add details or notes for reference.*

3. **Amount Requested:**  
Identifies the monetary amount that this sponsor is asked to contribute

4. **Amount Committed:**  
Identifies the total monetary amount this sponsor has agreed to contribute

5. **Amount Paid:**  
Defines the monetary amount that has been received from the sponsor

*These three fields are included in the Sponsorship Report.*

6. **Amount Pending:**  
Identifies the monetary amount yet to be collected from this sponsor (This field is read only.)

7. **Sponsorship Status:**  
Identifies the phase in the sponsorship process that this sponsor has completed  
  
*Update the Sponsorship Status*

8. **Sponsorship Ask Date:**  
Specifies the date on which this sponsor was contacted

9. **Sponsorship Projected Close Date:**  
Specifies the projected date for completion

10. **Sponsorship Type:**  
Determines if this sponsor is a national, regional, local, or other type of sponsor

11. **Sponsorship Gift Type:**  
Defines the type of gift that this sponsor will provide  
  
*Update the Sponsorship Gift Type and Payment Type*

12. **Payment Type:**  
Defines the method of payment that this sponsor will use



**Adding the Sponsorship Amount to the Thermometer**

If the amount added above was in the form of Cash and not a GIK it can be added to the Thermometer on the Event Greeting Page.

- Click on the **Customer Service** tab.
- Click **Manage Companies**, under the Related Actions menu.
- **Find** the Company name in the list. Click **Manage Company**.
- Click on **Edit Thermometer Amount**.

**Note: Do not add a new gift.** If a new gift is added and the thermometer is updated the funds will be double counted.

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Related Actions

- ▶ [Add a new company](#)

This is a list of the prospect and confirmed companies that can be associated with teams participating in this TeamRaiser or may be sponsors of the event. (Note that companies may be both.) To work with the details and contacts of a company, use Edit Company. To work with the gifts, fundraising thermometer, and public-facing page for a company, use Manage Company. To add sponsor information to a company that can be associated with teams, use the Define Sponsorship Details action displayed after the company is created.

- Local Companies -

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Company Name:	Action	Company Gifts
ABC Company ABC Company	<a href="#">Edit Company</a> <a href="#">Manage Company</a> <a href="#">Define Sponsorship Details</a> <a href="#">Delete Company</a>	\$0.00

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1. Edit Gifts

Related Actions

- ▶ ~~Add a new gift~~

**DO NOT ADD A NEW GIFT**

This is the list of gifts that this company has given or pledged to this TeamRaiser. You can remove all or part of these gifts from the fundraising thermometer on company pages with Edit Thermometer Amount.

Total Amount Recorded:	\$0.00
Adjust Fundraising Thermometer Amount:	\$1,500.00

[Edit Thermometer Amount](#)

*\*To resynchronize the thermometer, click Edit Thermometer Amount and submit the appropriate amount to use in the thermometer.*

Click on Edit Thermometer Amount to add Sponsorship Dollars to the total Raised Amount

Gifts



- Add the **Amount of the Sponsorship** to the New Adjust Thermometer Amount field. If an amount already exists, add the sum total of the two amounts.
- **Click Submit**

### Adjust Event Thermometer

Current Total: \$0.00

Adjust Thermometer: \$1,500.00

### New Adjust Thermometer Amount:

\$2000.00 X

Submit

Cancel

Add the amount of the Sponsorship.  
If an amount already exists, add the  
sum total of the two amounts.

Click Submit

**Note:** It will take a few minutes for the system to update and the new amount to appear. Try closing and opening a new browser window if the page does not update after 5-10 mins.

Any questions? Please email [digital@cancer.ca](mailto:digital@cancer.ca)