



Adding an email for new Team Notifications

Any emails added here will receive a notification email when a new Team Captain registers. This is great reminder for following up right away with the new TC, welcoming them to the event and offering any support or assistance.

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

- Click on the **Event Centre** tab.
- Click **Edit Event Options**, under the Related Actions menu.
- Click on **4. Edit Advanced Options**.
- Update the **New Team Notification email**.
- Click **Next** or **Save**.

Welcome back Amanda Oldershaw [Click here to log out](#) [Help](#)

[Event Center](#) [Event Web Site](#) [Event Emails](#) [Customer Service](#) [Reports](#) [+ Switch To Another Event](#)

Event Center Cops for Cancer - Tour de Rock 2016

Related Actions

- Edit Event Options** (circled in red)
- [Edit Event Properties](#)
- [Edit Event Coordinator Properties](#)
- [Manage Event Library](#)
- [Manage News Feeds](#)

Welcome to Your Event Management Center

Event Status
Accepting Registrations and Gifts

If you have appropriate permissions, from this Event Center, you can access:

- **Event Website** to work with TeamRaiser Web pages (including the left-side navigation area)
- **Event Emails** to work with three types of email messaging for corresponding with others about this TeamRaiser
- **Customer Service** to register participants and manage their information as well as manage team, company, and gift information
- **Reports** to view and run reports about the participant fundraising activity
- **Related Actions** (*listed to the left*) to work with event information or Test Drive the configuration with simulated participant and donor information

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

[Privacy Policy](#) [Is online giving safe?](#)

Welcome back Amanda Oldershaw [Click here to log out](#) [Help](#)

[Event Center](#) [Event Web Site](#) [Event Emails](#) [Customer Service](#) [Reports](#) [+ Switch To Another Event](#)

Event Center > Edit Advanced Options Cops for Cancer - Tour de Rock 2016

- Edit Event Information
- Edit Event Options
- Location Information
- Edit Advanced Options** (circled in red)
- Edit Event Status

Add email addresses here

2. New Team Notification:
Lists the email addresses of the administrators who should receive the notification that a new team has been created (Notes: Use commas between each address list. Leave this field blank if this notification is not used.)

copsforcancer@bc.cancer.ca