



Updating Event Coordinator Information

The Event Coordinator Information displays on the event Greeting page/home page. It also appears in the RFL Participant Centre.

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

- Click on the **Event Centre** tab.
- Click **Edit Event Coordinator Properties**, under the Related Actions menu.
- Add or update the Event Coordinator Information.
- Click **Finish** or **Save**.

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Event Center Relay For Life 2016 in Prince George

Related Actions

- ▶ [Edit Event Options](#)
- ▶ [Edit Event Properties](#)
- ▶ [Edit Event Coordinator Properties](#)
- ▶ [Manage Event Library](#)

Welcome to Your Event Management Center

Event Status
Accepting Gifts Only

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.

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Event Center > Edit Event Coordinator Properties Relay For Life 2016 in Prince George

1. Identify Event Coordinator Properties

This information shows on the Event Greeting Page and in the Participant Centre.

1. **Name:**

2. **Phone:**

3. **Email:**

or