



**Updating Information on Greeting Page - RFL Only**

There are four areas that can be edited on the Greeting Page

1. Date and Time
2. Location Information
3. Contact Information
4. Event News

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

**1. Date and Time**

- Click on the **Event Centre** tab.
- Click **Edit Event Properties**, under the Related Actions menu.
- On **1. Identify Event Properties**.
- Update the **Date & Time** and the **Schedule** fields as required. This information shows on the Greeting Page and in the Participant Centre.
- Click **Save** or **Finish**.



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

[Event Center](#) > [Edit Event Properties](#) Relay For Life 2016 in Coquitlam

1. Identify Event Properties

1. Event Name:
2. Schedule:
3. Date & Time:
4. Location:
5. State:
6. City:
7. Map Link:

The Date & Time and Schedule fields show on the Greeting Page and in the Participant Centre.

- This is the information in the Participant Centre – under **Your Event**.

## Your participant centre

Canadian Cancer Society thanks you for your participation and fundraising. Use the tools here to help you reach your goal!

[Need Help Getting Started? >](#)

**Your Event**

**Relay For Life 2016 in Coquitlam**  
 Coquitlam, BC June 4, 2016  
 10 am to 10 pm  
 | [bsherwood@bc.cancer.ca](mailto:bsherwood@bc.cancer.ca)





## 2. Location Information

- Click on the **Event Centre** tab.
- Click **Edit Event Options**, under the Related Actions menu.
- On **3. Location Information**.
- Update the **Location Information** including the street address and postal code of the event site. This information shows on the *Greeting Page* and in the *Participant Centre*.
- Click **Next** to Save.

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Event Center Relay For Life 2016 in Coquitlam

**Related Actions**

- Edit Event Options** (highlighted with a red circle and a blue arrow pointing to the main content area)
- Test Drive
- 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?](#)

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Event Center > RFL\_BC\_GVR\_Coquitlam\_2016 Relay For Life 2016 in Coquitlam

- Edit Event Information
- Edit Event Options
- Location Information** (highlighted with a red circle)
- Edit Advanced Options
- Edit Event Status

- Location Name:** Identifies the place where the TeamRaiser event will be held.
- Street Address:** Identifies the street address of the location where the event will take place.
- City:** Identifies the city where the event takes place.
- State:** Identifies the state where the event will take place.
- Postal Code:** Identifies the Postal Code of the location where the event will take place.

This information appears on the **Greeting Page** and in the **Participant Centre**.

Blank fields show as **TBD** on the **Greeting Page**. Please fill in as much information as possible.

The Street address and the postal code is blank above, therefore it shows as TBD on the greeting page.



## IT'S A JOURNEY. GO THE DISTANCE.

Relay For Life is a community fundraising event where Canadians across the country join together in the fight against cancer.



### Date and time

June 4, 2016  
10 am to 10 pm



### Location

Percy Perry Stadium  
Street: TBD  
Coquitlam, BC Postal Code:  
TBD



### Contact

Brooke Sherwood  
604-215-5205  
[bsherwood@bc.cancer.ca](mailto:bsherwood@bc.cancer.ca)





3. Contact Information

- Click on the Event Centre tab.
Click Edit Event Coordinator Properties, under the Related Actions menu.
On 1. Identify Event Coordinator Properties.
Update the Coordinator Contact Information as required. This information shows on the Greeting Page and the email in the Participant Centre.
Click Save or Finish.

Screenshot of the Event Center dashboard showing the 'Edit Event Coordinator Properties' link highlighted in the Related Actions menu.

Screenshot of the 'Edit Event Coordinator Properties' form with fields for Name, Phone, and Email, and buttons for Finish, Save, and Cancel.

Summary card for the Relay For Life event with sections for Date and time, Location, and Contact information.



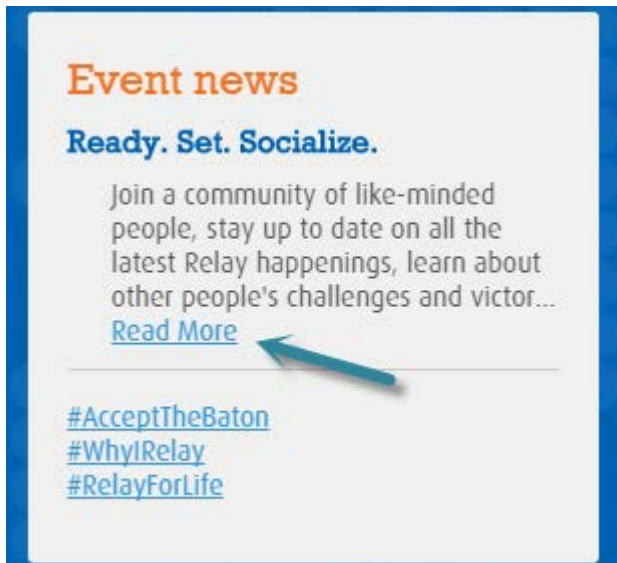
#### **4. Event News**

This is a new area that can be customized with local event happenings. To have this area updated please email [digital@cancer.ca](mailto:digital@cancer.ca) with the information laid out in the following format:

- **Headline**
- **Copy**

The copy will automatically truncate when the character limit has been met on the home page. Once the reader clicks "Read More", a new page will open with the complete text requested.

Items can be updated as often as needed. The new item will show in the Event News box. Older items will still appear once the Read More button is selected.

A screenshot of a blue-bordered box titled "Event news" in orange. Below the title is the headline "Ready. Set. Socialize." in blue. The main text reads: "Join a community of like-minded people, stay up to date on all the latest Relay happenings, learn about other people's challenges and victor...". A blue "Read More" link is underlined, with a blue arrow pointing to it from the right. Below the text are three social media hashtags: "#AcceptTheBaton", "#WhyIRelay", and "#RelayForLife", all in blue and underlined.

**Event news**

**Ready. Set. Socialize.**

Join a community of like-minded people, stay up to date on all the latest Relay happenings, learn about other people's challenges and victor...

[Read More](#)

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[#AcceptTheBaton](#)  
[#WhyIRelay](#)  
[#RelayForLife](#)

