

# Relay

# Sign Up. Set Up. Send.

Everything you need to know for Relay Online success.

Visit your Relay Online website and follow these three simple steps to sign up on Relay Online, set up your personal web page and send out emails to your friends and family.

# Sign Up.

Sign up by joining a team or take part in the survivor lap by clicking on your desired preference in the **Sign Up** box.

or ...

Click on **Start a Team** and follow the easy steps to get registered as a Team Captain and start your team.



## Set Up.

Next, go to the Participant Center and click on the **Personal Page** icon to customize your page. Add a photo and tell others the reason why you Relay.



#### Send.

Finally, email your friends, family and co-workers from the *Email* link. Ask them to join your team or donate money for Relay For Life.





Sign Up for the Relay For Life of Laramie County at: http://events.cancer.org/rflcheyennewy

For local event information, please contact John Farmer at <u>j.farmer@bresnan.net</u> or 307-214-9125

1.800.ACS.2345 www.cancer.org

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# **Start Relaying Online**

## From your Participant Center, you can:

- Create your own personal page with your own shortcut URL.
- Manage the email messages you're sending out to friends and family.
- Monitor your fundraising progress.
- Print your list of donations to keep track of your fundraising efforts.
- Thank your donors using suggested messages or customize your own messages.
- Identify and follow up with contacts who have yet to donate to your team.
- Easily import addresses from email accounts such as Outlook, AOL, Yahoo!, or other programs that are able to export a .csv file.



#### Get personal.

Set up your personal page on Relay Online.



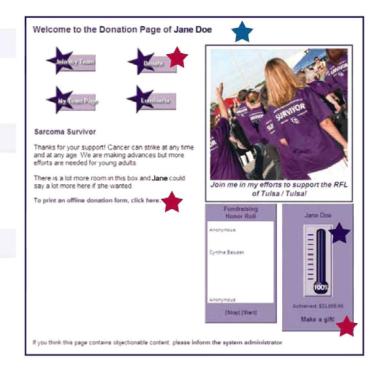
#### Donations made easy.

Donate directly to an individual or print out a form to mail your check.



### Reaching goals.

Check your progress towards your fundraising goal.





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For website questions, please contact Erin Kinney at <a href="mailto:ekinney@gmail.com">ekinney@gmail.com</a> or 307-631-0890