

RELAY FOR LIFE ONLINE GUIDE

Sign Up. Set Up. Start Fundraising.

Welcome! Let's get started!

Follow the step-by-step directions below to set up your Relay For Life web page and get going.

Step 1: Find Your Event.

Visit RelayForLife.org and use the **Find an Event** link to locate your event.

Once the list of events appears, click on the name of your local Relay For Life event, and you will be taken to the event home page.

Step 2: Sign Up.

Click the **Sign Up** button to begin the registration process.



Step 3: Identify Yourself

Identify whether you are a New or Returning Participant.

If you registered online for an American Cancer Society event in the past, you can log in as a Returning User and all of your information will carry over to this year's Web site, including contacts you may have added to your address book!

If you haven't done so already, you may be prompted to update your credentials for your new Society Account. If you are a new participant, you can create a new account to begin the registration process.

A screenshot of the Relay For Life login page. It features a 'Log In' section with social media login options (Google, Facebook, Yahoo) and a traditional email/username and password login. A 'CREATE AN ACCOUNT' button is located at the top right. Below the login fields are 'LOG IN' and 'Forgot password?' links.

Step 4: Choose How You Will Participate.

Participants may choose to:

- **START A Team** and enter your team name and fundraising goal, and Company affiliation.
- **JOIN A Team** to locate and join your preferred team.

Or walk as an **Individual** or **Survivor**

A screenshot of the 'Register for an Event' page. It has two main sections: 'Returning Participants' with a 'Log In' button, and 'New Participants' with buttons for 'START A TEAM', 'JOIN A TEAM', and 'WALK THE SURVIVOR LAP'. A red arrow points to a section titled 'Tell Us What Kind of a Participant You Are', which contains radio button options for 'Yes, I want to sign up to fundraise online' and 'Survivor Lap Registration Only'.

**The participant type options on your local Relay For Life event may be slightly different than what is shown above. During this step, please select the desired participation type / payment option from what is available for your event.*

Step 5: Complete Registration.

Complete the registration process by answering all the questions, and following the instructions on each page.

A screenshot of the registration form's 'Contact Information' and 'Preferences' sections. The 'Contact Information' section includes fields for Name (First, Last, M.I., Suffix), Email address, Street address (1 and 2), City/State/ZIP, and Country. The 'Preferences' section includes checkboxes for 'Remember my contact information', 'Email me event-related information', and 'Email me when a donation is made toward my fundraising goal'. There is also a link to 'Read our privacy policy'.

Once you have completed the registration process, you'll get a confirmation screen.

Closing out of that will put you right into your dashboard!

A screenshot of the 'Thank you, Jane!' confirmation screen. It features a 'Registration Summary' table with the following data: Name: Jane Doe_Test, Address: 123 Hope Street, Hope City, NY 12345, Email: janedoe@gmail.com, Event Registration fee: \$0.00, Your fundraising kick-starter: \$0.00, Total amount due: \$0.00. Below the table, there are three columns of links under the heading 'What's Next?': 'Tell Others' (Share on Facebook, Share on Twitter), 'Donate' (Donate to a participant or team), and 'Get Information' (View Survivor Walk Details).

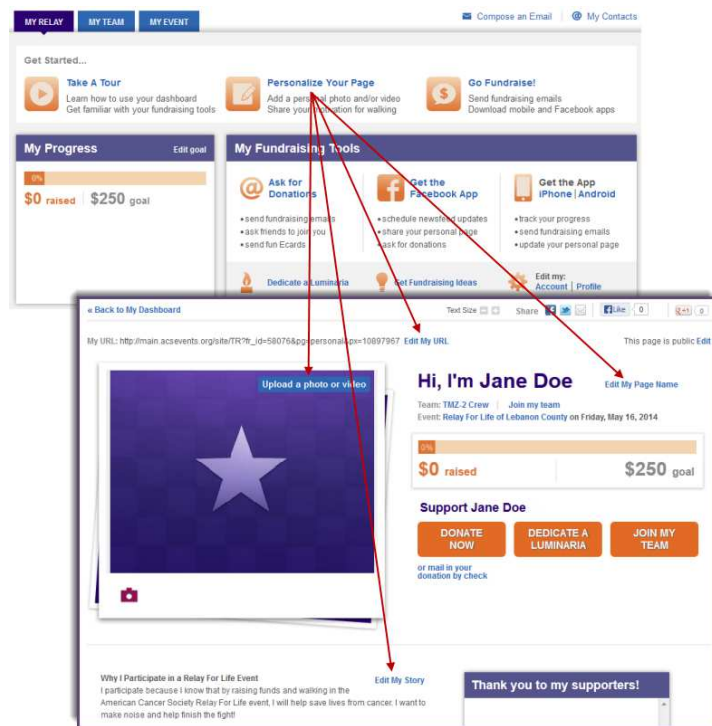
Celebrate. Remember. Fight Back.™

Step 6: Personalize Your Web Page.

While in your dashboard, click 'My Personal Page' under the 'View/Edit' menu within the 'My Tools' section:

- **Edit My Page Name** to personalize your page title.
- **Edit My Story** and add more about why you are participating... make it personal!
- **Upload photos/video** to upload a personal photo (must be .jpg and smaller than 200 kb), or add a YouTube video.
- **Edit My URL** to create your own personal short URL. You can easily share your short URL in emails, on Facebook and Twitter!

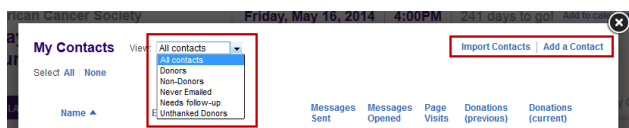
Click the 'Save' button in each section when done.



Step 7: Set Up and Manage Your Address Book.

While in your dashboard, click 'My Contacts' on the right-hand side:

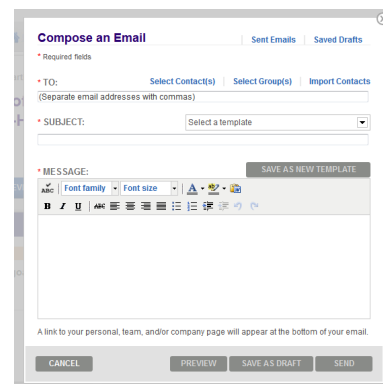
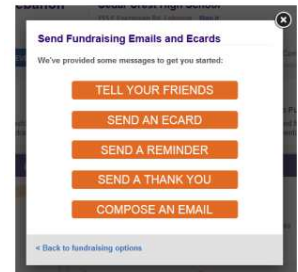
- You can choose to **Import** contacts from a file, or from an external email client by following the online steps for uploading, or you can enter addresses manually from AOL, Outlook, Gmail, and more.
- You can sort your contacts by their interactions (donors vs non-donors). Team captains will also have the option to view team members.



Step 8: Send Emails to Friends and Family.

In your dashboard, click 'Ask For Donations' the 'My Fundraising Tools' section:

- A new window will appear where you can select the type of email you wish to send! You can select one of our templates, and e-card, or you can create your own message!
- If you set up an address book, click **choose from your contact list** and check the names you would like to appear in the "TO" field of the screen.
- If you did not set up an address book, you may type address in the address block (these addresses will be added to your address book for future use).
- Customize the message with the reason you are involved, or create your own message.
- View previous messages in the **Sent Emails** tab.



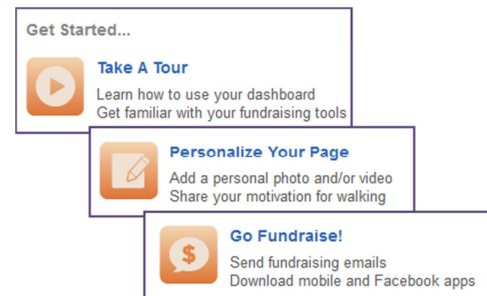
Step 9: Keep Track of Your Progress.

Track your fundraising progress under the 'My Progress' and 'My Donations' sections:

- See how much you've raised towards your personal goal, any fundraising badges you've received, and event update your goal under the 'My Progress' section.
- View your donations received, and send a Thank You to your donors under 'My Donations'

Step 10: And SO MUCH MORE!!!!

Check out the features in the 'Get Started' toolbar of your dashboard. There you'll find all your 'next steps' and tips to make you a successful fundraiser.



Visit RelayForLife.org.

If you have any questions or concerns, please contact your local staff partner or call the American Cancer Society at 1.800.277.2345.