

## Chapter 2: Event Center Customization

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### Edit Event Center

1. From the EMC, click the **Event Center** tab and under Related Actions select **Edit Event Options**.
2. Work your way through the following 'Event Center' details making updates where necessary.

### Edit Event Options

1. Edit Event Options
  - a. Different Event Fundraising Goal: Enter the **volunteer season goal**, as this will populate the fundraising meter on the greeting page.
  - b. Click 'Next'
2. Location Information
  - a. Event Location Details and Local Office Mailing Address: Verify that the information in each of these data fields is correct.
  - b. Click 'Next'
3. Edit Advanced Options
  - a. New Team Notification (*Optional*): Enter your email address if you wish to be notified whenever a new team registers for your event. You can enter multiple email addresses; simply put a comma between each email.
  - b. Click 'Next'
4. Edit eCommerce Options
  - a. eCommerce Store Associated With the Event Products: Your event has been defaulted to the 2017 Luminaria Store which offers the Traditional Bag for \$10. If you need additional product options, please visit <http://relayforlife.org/LuminariaStores> to see a full list of the available stores (tab 1). Swap out the 5-digit ID for the store you need.
    - i. If you wish to offer a store that does not appear on this list, please complete a detailed [Event Web Site Help Ticket](#). Include a list of the names and prices of the products you wish to offer (see available products on tab 2).
  - b. Content Entered By Event Manager about the Products or Store (*Optional*): Enter custom content regarding your Event's Luminaria Ceremony, if desired. Content entered here will appear on the luminaria page.
  - c. Click 'Finish'

## Edit Event Properties

1. Event Name: Verify the Event Name is correct.
2. Schedule: Verify the Event Start Time
3. Date & Time: Verify the Event Date
4. Event Location Details: Verify that the event location name, state and city are correct.
5. Sponsor Lines: *Sponsor lines 1-5 can be updated at any point throughout the year if your event decides to start a new social media feed.*

- a. Sponsor name (1): This can be left blank, as it does not appear anywhere this year.
- b. Sponsor name (2): Official RelayForLife.org YouTube Channel. Please leave as is.
- c. Sponsor name (3): Twitter feed. This is defaulted to the national Twitter page. If your event has a Twitter feed, please enter the web address of your twitter feed. Must remain in "https://twitter.com/..." format.
- d. Sponsor name (4): Facebook feed. This is defaulted to the national Facebook page. If your event has a page on Facebook, enter the local Facebook ID.
  - i. To find your Facebook ID, simply plug the URL into <https://findmyfbid.com/>
- e. Sponsor name (5): This is defaulted to the national Instagram album. If your event has an Instagram or Flickr account, enter the appropriate ID to display your local photos in the EVENT PHOTOS section on your website. [Click here](#) for detailed Instagram instructions

6. Click 'Finish'

Event Center > Edit Event Properties

1. Identify Event Properties

1. Event Name: Relay For Life of Hope City
2. Schedule: 1:00 PM
3. Date & Time: July 4, 2015
4. Location: Hope City High School
5. State: PA
6. City: Hope City
7. Map Link:
8. Sponsor name (1): Welcome to the Relay 2015!!!
9. Sponsor name (2): http://www.youtube.com/relayforlifedotorg
10. Sponsor name (3): http://www.twitter.com/relayforlife
11. Sponsor name (4): 9351208393
12. Sponsor name (5): 59427061@N08

Finish Save or Cancel

## Edit Event Coordinator Properties

1. Name: Verify ACS Staff Person or volunteer name.
2. Phone: Verify ACS Staff Person or volunteer phone
3. Email: Verify ACS Staff person cancer.org email or volunteer email.
4. Click 'Finish'

## Submit Event Changes

**ACS Staff:** We have a centralized process for submitting various types of event requests, which allows us to update all American Cancer Society databases.

1. Log into EMT
2. Scroll down to the 'Resources' section
3. Click the Update an existing event link
4. This link will take you to the Event Change Request Form
5. Complete and submit this form. Please fill out all required fields, and be very specific about the change(s) you are requesting.

See [Appendix B](#) for more information on submitting different event change requests.

## Edit Milestones

You can enter email addresses to be notified when participants reach certain milestone levels.

1. Click 'Edit' next to the milestone levels you want to receive notifications for. Type the email address and click 'Add.'

**1. Recipients of Participant Milestone Achieved Notification as Designated by Event Managers:**

Identifies the email addresses (defined by Event Managers) for people who should be sent the notification that contains the report showing the participants who achieved this milestone

<input type="text" value="janedoe@gmail.com"/>	<input type="button" value="Remove"/>
<input type="text" value="suesmiley@yahoo.com"/>	<input type="button" value="Add"/>

- a. If that person no longer wishes to receive email notifications, you can select that email address from the list and click 'Remove.'
2. Click 'Finish'