



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.

Go to: RelayForLife.org > Get Involved > 'Find an Event' to locate your event, then click 'Sign Up'.



Step 2: Start your team.

Click 'Start a team' and enter your team name and fundraising goal.



Step 3: Choose your participation type.

Choose your participation type and whether you want to pay with your credit card or at your local office with cash or check.

Select your participation type

☒ Pay Registration by Credit Card
 I will pay my registration fee by credit card now.

☐ Pay Registration by Cash or Check
 I will pay my registration fee by cash or check later.

☐ Survivor Walk Only (No Fee)
 I am a survivor who is not a team captain or team member, but I would like to walk in the Survivor lap.

\$10.00

Step 4: Continue registration.

Log in if you participated in a Relay event last year, or designate yourself as a new user. Enter your username and password from last year before beginning the registration process to ensure that all of your information from last year will carry over to this year's Web site.

Are you a new or returning participant?

☒ I am a new participant. I have not previously registered online for any American Cancer Society events.

☐ I am a returning participant. I have previously registered online for an American Cancer Society event.

CANCEL

PREVIOUS

NEXT

Step 5: Complete registration.

Complete the registration process by following the instructions on each page.

Contact Information

*Name:

First

MI

Last

Suffix

*Email address:

*Street address 1

Street address 2

*City/State/ZIP:

City

State

ZIP

*Country:

United States

Phone Number:

Include area code

Preferences

☒ Remember my contact information. [Read our privacy policy](#)

☒ Email me event-related information
 Choose HTML or Plain text

☒ Email me when a donation is made toward my fundraising goal

Login user name

* User Name:

5-20 characters

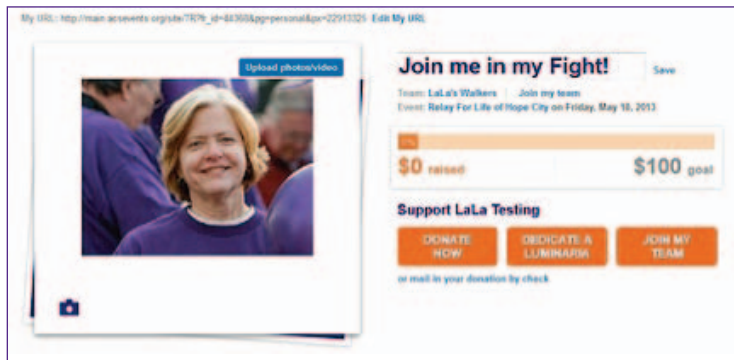
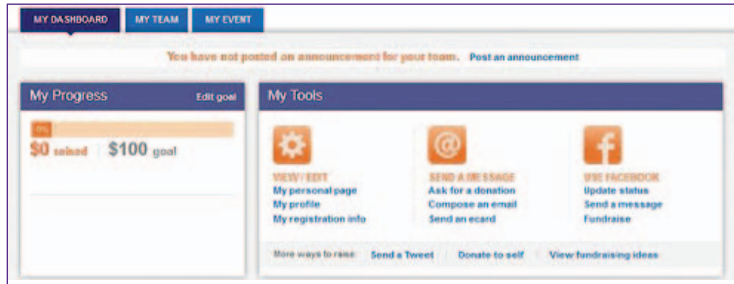
* Password:

* Repeat Password:



Step 6: Personalize your Web page.

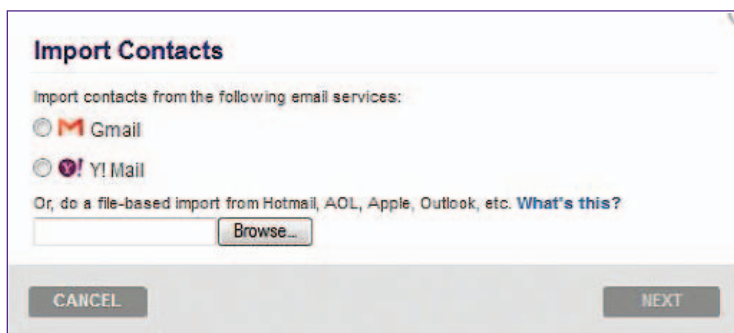
- Click 'My Personal Page' under 'View/Edit' under 'My Tools'.
- Click 'Edit my page name' to personalize your page title.
- Click 'Edit my Story' and add more about why you are participating... make it personal!
- Click 'Upload Photos/Video' to upload a personal photo (must be .jpg and smaller than 200 kb), or add a YouTube video URL.
- Click the 'Save' button in each section when done.



Step 7: Set up your address book.

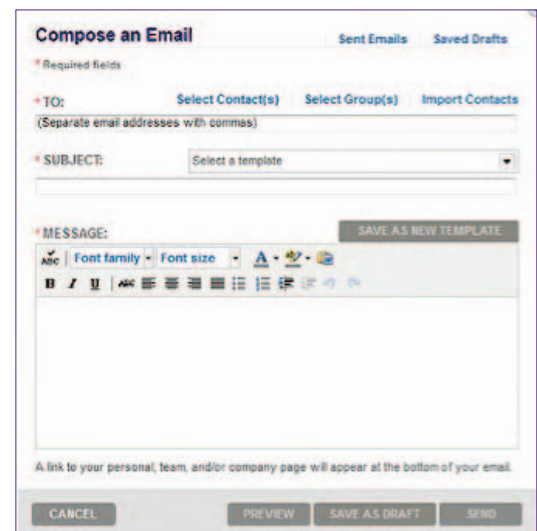
To add names and emails into your address book:

- Click 'Compose an Email' under 'Send a message' in the 'My Tools' section of the My Relay Dashboard
- You can choose to 'Import Contacts' from a file, or from an external email client by clicking on your preferred provider and following the online steps for uploading;
- Or you can 'Add a Contact' manually in your address book.



Step 8: Send emails to friends and family.

- Click 'Compose an email' under 'My Tools/Send a message' to enter a message
- If you need some help, you can choose a type of email to start with from the 'Select a template' list.
- 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 addresses 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.
- You can review previous messages under 'Sent Emails'.



Step 9: Keep track of your progress.

View 'My Progress' in the Relay Dashboard to see (or edit) your personal goal. View your donations received under 'My Donations' or 'Enter offline donations' as well.

By clicking links under 'My Tools' in the center of the page, you can make a donation to yourself, edit your profile, update your registration information, and find other great fundraising ideas.

