

THE PARTICIPANT EXPERIENCE

1

Chapter 1: Register Online

- Society Account
 - Creating a New Account
 - Logging in to Your Existing Society Account
- Start a Relay Online Team - Team Captains
- Join a Relay Online Team - Team Members
- Register as a Survivor / Walk the Survivor Lap

Society Account

The American Cancer Society account login process has been upgraded to a new enhanced single sign-on. This update ensures proper security and a consistent experience across all American Cancer Society applications.

The main benefits are –

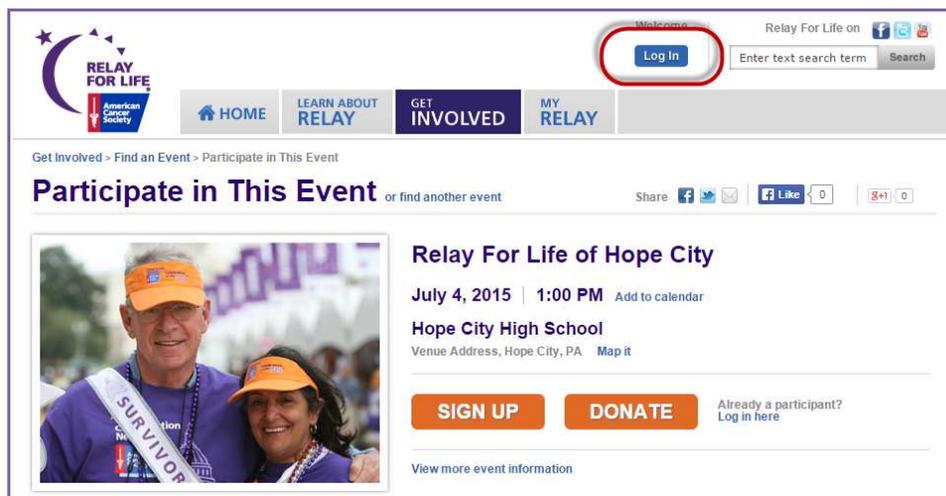
- Now you can login using your preferred social account login credentials or with your email address
- You will be recognized on all of our event sites, so there will be no need for multiple user names and passwords
- Enhanced account security across all Society applications

Creating a New Account

(For first-time American Cancer Society online event participants)

If you have never participated in an American Cancer Society event online (this includes Relay For Life, Making Strides Against Breast Cancer, Bark For Life, DetermiNATION, etc.) you can create a brand new Society Account which you can use for any future ACS online activity!

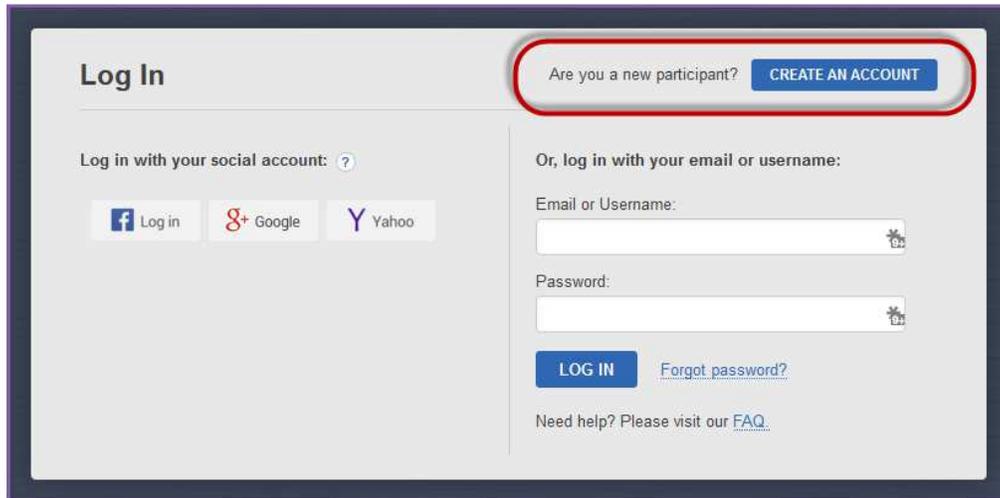
1. From your internet browser, type your event's friendly URL (www.relayforlife.org/EventNameST) and your event website will appear. If you do not know your event's friendly URL, you can search for your Relay at relayforlife.org.
2. Click on the **Log In** link in the upper right-hand corner.



The screenshot shows the Relay For Life website interface. At the top right, there is a navigation bar with a 'Log In' button circled in red. Below the navigation bar, there is a search bar and social media icons. The main content area features a banner for 'Participate in This Event' with a photo of two survivors. To the right of the photo, the event details are listed: 'Relay For Life of Hope City', 'July 4, 2015 | 1:00 PM', and 'Hope City High School'. Below the event details, there are 'SIGN UP' and 'DONATE' buttons, and a link for 'Already a participant? Log in here'.

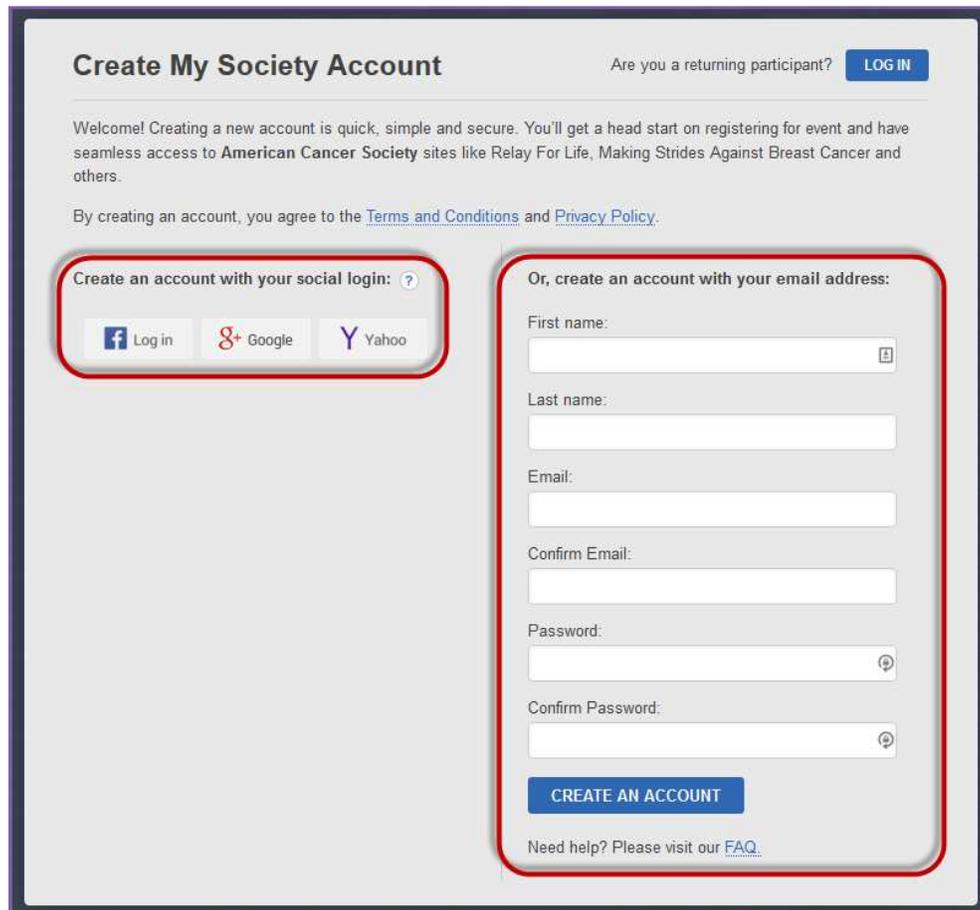
If you have any questions, please open a support ticket at helpme.cancer.org

3. To begin the process of creating your new Society account, click the blue **Create an Account** button.



The screenshot shows a 'Log In' page. On the left, there are social login options for Facebook, Google, and Yahoo. On the right, there is a section for logging in with an email or username, including input fields for 'Email or Username' and 'Password', a 'LOG IN' button, and a 'Forgot password?' link. A red circle highlights the 'CREATE AN ACCOUNT' button in the top right corner.

4. You can choose to create your new account using our social login feature OR using your email address.
- Note:** If you choose to create an account with your email address, it must be a unique email address, not used by another ACS online event participant. Enter the required information, and **click Create an Account**.
 - If you need additional assistance creating your new Society Account, feel free to call our web site support desk at 877-957-7848. We're always ready to assist you with any question you might have.



The screenshot shows the 'Create My Society Account' page. It includes a welcome message and a 'LOG IN' button for returning participants. Two main sections are circled in red: 'Create an account with your social login' (with Facebook, Google, and Yahoo options) and 'Or, create an account with your email address' (with input fields for First name, Last name, Email, Confirm Email, Password, and Confirm Password, and a 'CREATE AN ACCOUNT' button).

Note: See [Chapter 3](#) for information on managing your Society Account.

If you have any questions, please open a support ticket at helpme.cancer.org

Logging in to Your Existing Society Account (For returning American Cancer Society online event participants)

If you have previously participated in an American Cancer Society event online (this includes Relay For Life, Making Strides Against Breast Cancer, Bark For Life, DetermiNation, etc.) you can login using the most recent email address with which you registered.

After this upgrade, you won't have to remember multiple email addresses if you participate in a variety of American Cancer Society events. Once you've updated your account and created a new password, you'll be able to access any of our event or program websites using your newly created American Cancer Society account login information.

1. From your internet browser, type your event's friendly URL (www.relayforlife.org/EventNameST) and your event website will appear. If you do not know your event's friendly URL, you can search for your Relay at relayforlife.org.
2. Click on the **Log In** link in the upper right-hand corner.



3. Use one of the Log In options to access your account.
 - a. If you were already registered before November 19, 2014, you will be unable to log into your event site until you upgrade to a new Society Account. (Don't worry, your dashboard will still function and receive donations in the meantime.)
 - b. If you need additional assistance creating your new Society Account, feel free to call our web site support desk at 877-957-7848. We're always ready to assist you with any question you might have.

A screenshot of the 'Log In' form. The form is titled 'Log In' and has a link for 'Are you a new participant? CREATE AN ACCOUNT'. Below the title, there are three social login options: 'Log in' with Facebook, Google, and Yahoo icons. To the right, there is a section for logging in with email or username, featuring two input fields: 'Email or Username:' and 'Password:'. Below these fields is a 'LOG IN' button and a link for 'Forgot password?'. At the bottom, there is a link for 'Need help? Please visit our FAQ.'.

If you have any questions, please open a support ticket at helpme.cancer.org

Start a Relay Online Team – Team Captains

Thank you for being a Relay For Life team captain.

As a team captain, you may begin your team building and fundraising as soon as you set up your team’s webpage. Team captains serve as role models for online fundraising and help build excitement for the event. Please use these step-by-step instructions to register your team online.

Good luck and have fun!

1. From your internet browser, type your event’s friendly URL (www.relayforlife.org/EventNameST) and your event website will appear. If you do not know your event’s friendly URL, you can search for your Relay at relayforlife.org.
2. Click on the **Sign Up** link.

The screenshot shows the Relay For Life website interface. At the top left is the Relay For Life logo with the American Cancer Society. To the right is a 'Welcome' message and a search bar. Below the logo is a navigation menu with 'HOME', 'LEARN ABOUT RELAY', 'GET INVOLVED', and 'MY RELAY'. The main content area is titled 'Participate in This Event' and features a photo of two participants wearing orange visors and purple shirts. To the right of the photo are event details: 'Relay For Life of Hope City', 'July 4, 2015 | 1:00 PM', and 'Hope City High School'. Below these details are two prominent buttons: 'SIGN UP' (highlighted with a red circle) and 'DONATE'. A 'Log in here' link is also present. At the bottom of the page, a banner displays '25 teams and 46 participants have raised \$2,795'.

3. You will be asked to create / log in to your Society Account (see [previous section](#) for more info on Society Account)
 - a. **Note:** If you just followed the process in the previous section to create / log in to your Society Account, you will still be logged in to this record and can continue with the registration process.

The screenshot shows the 'Log In' page. At the top left is the 'Log In' heading. To the right is a link for 'Are you a new participant?' and a 'CREATE AN ACCOUNT' button. Below the heading are two main login options: 'Log in with your social account' and 'Or, log in with your email or username:'. The social account options include 'f Log in', 'g+ Google', and 'Y Yahoo'. The email/username login section has input fields for 'Email or Username:' and 'Password:', followed by a 'LOG IN' button and a 'Forgot password?' link. At the bottom, there is a link for 'Need help? Please visit our FAQ'.

If you have any questions, please open a support ticket at helpme.cancer.org

4. Once you have logged into the website, click the **Start a Team** button.



5. Enter information about the team you are creating before clicking **Next**:

- **Name your team**
- **Select your team fundraising goal (\$)**
- **Select if your team is affiliate with a company or organization**

6. Select the **participation option** that best fits your involvement in Relay For Life by clicking the radio button beside the participation type name and description.

7. If you have a discount code to apply to your registration fee, select **YES** from the drop down menu beside the question “**Do you have a discount code to use towards your registration fee?**” Enter the code in the field that appears.

8. Personalize your individual **Fundraising Goal**.

9. If you would like to make a donation to kick start your fundraising, select **YES** from the “**You can kick-off your fundraising by making a donation now**” drop down.

Once you confirm to make a donation during the registration process, select a gift value or enter a different amount. If you would prefer not to make a donation during your registration, select **No I'll donate later**.

- a. If you choose to start off your fundraising by making a donation during your registration, determine if you would like to make the gift anonymous by checking the appropriate box.

10. Click **Next**.

11. Complete the **Registration Form** with your personal information. Remember the * symbol means the field is required.

Register for this Event

We are so excited that you decided to join our fight against cancer. We are looking forward to seeing you at the Relay For Life event.

1 Your Team
2 Your Fundraising
3 Contact Information
4 Billing Information
5 Review & Confirm

Provide Your Contact Information * Required Field

*Name:
* First * Last

*Email address:

*Street address 1:

*City/State/ZIP code:
* City * State * ZIP

*Country:

Phone Number:
Include area code

Preferences

Email me when a donation is made toward my fundraising goal

Tell Us More About You

* Please select all that describe your experience with cancer. Please make between 1 and 5 selections from the choices below.

I have or had cancer

Caregiver for someone who has/had cancer

My relative has/had cancer

My friend has/had cancer

Other

* T-shirt size (Size availability may vary by event, and t-shirts are awarded to those who raise a \$100 minimum):
Raise at least \$100 to get a t-shirt.

* Indicate your team's affiliation:

* Has your team participated in this event in prior years? Yes No

* Is your team made up mostly of students? Yes No

Agree to Terms and Conditions Print Terms & Conditions

CONSENT AND RELEASE: PLEASE READ CAREFULLY BEFORE PROCEEDING!

This Consent, Release and Waiver of Liability (the "Release") is hereby executed on the date written below by the undersigned participant or volunteer (the "Participant") in favor of the American Cancer Society, Inc., their affiliated divisions and entities, including in each case, without limitation, their directors, officers, employees, volunteers, and agents (collectively "ACS"). The Participant desires to engage in certain activities and/or events with ACS, including but not limited to Relay for Life® and/or Making Strides Against Breast Cancer® (the "Activities") and understands that his/her participation in these Activities may include but are not limited to camping, picnicking, walking, jogging, running, golfing, other recreational activities, and any other events or activities reasonably anticipated to be performed by Participant as a part of or in any way associated with ACS Activities. The Participant acknowledges that he/she derives personal satisfaction and a benefit from participation with the ACS and its

* By checking this box, I agree to the above terms and conditions.

CANCEL
« PREVIOUS
NEXT »

If you are a returning participant, this information should be completed for you, making the registration process easier. Please be sure to check that all fields are updated for the current year.

- a. **Contact information**
- b. **Email preferences**
- c. Answer the **additional**

registration questions

regarding your relationship with cancer, t-shirt size, and team information.

12. Read the Waiver and click the box beside **"I agree to the terms and conditions"** before clicking **Next**.

New for Relay!

There are far fewer questions being asked during the registration process this year.

Waiver appears on the same screen, so the entire registration process is all in one step!

13. Review the contact and registration information you provided before clicking **Next** to complete the registration process.
- If your information is not correct, click the **Edit** button to make the necessary changes.

Register for this Event

We are so excited that you decided to join our fight against cancer. We are looking forward to seeing you at the Relay For Life event.

1 Your Team 2 Your Fundraising 3 Contact Information 4 Billing Information 5 **Review & Confirm**

Your Event and Team Information

Event: Relay For Life of Hope City
Team Name: Amy's Test Team

Personal Information [Edit](#)

Name: Amy TestCaptain
Email address: amytest@test.com
Street address 1: 123 Cure Street
City / State / Zip: Hope City / NY / 12345
Country: United States

Your Team: **Amy's Test Team**

You are registering for: **Relay For Life of Hope City, PA**

July 4, 2015
1:00 PM
Hope City High School

WE GAVE **14000** RIDES TO CANCER PATIENTS LAST YEAR

14. **Your Relay registration is complete!** After completing the registration process, you will receive a confirmation message and access to the Relay Dashboard where you may start building support to fight cancer.

HOME RELAY INVOLVED RELAY

Thank you, Amy!

You have registered for **Relay For Life of Hope City**
Your team is **Amy's Test Team**
A confirmation email has been sent to amytest@test.com.

Registration Summary

| | |
|---|---------------------------------------|
| Name: Amy TestCaptain | Event Registration fee: \$0.00 |
| Address: 123 Cure Street Hope City, NY 12345 | Your fundraising kick-starter: \$0.00 |
| Email: amytest@test.com | Total amount due: \$0.00 |

What's Next?

Tell Others

Donate
Donate to a participant or team

Get Information
View Survivor Walk Details

Join a Relay Online Team – Team Members

Thank you for being a Relay For Life team member. Please use these step-by-step instructions to join your team online.

By signing up online, you have access to a number of tools, such as a personal webpage to share your story, a message center to send out emails to your friends and family asking for their support, and an easy way to track your progress.

Good luck and have fun!

1. From your internet browser, type your event’s friendly URL (www.relayforlife.org/EventNameST) and your event website will appear. If you do not know your event’s friendly URL, you can search for your Relay at relayforlife.org.
2. Click on the **Sign Up** link.

The screenshot shows the Relay For Life website interface. At the top, there is a navigation menu with links for HOME, LEARN ABOUT RELAY, GET INVOLVED, and MY RELAY. A search bar is located in the top right corner. The main content area features a large photo of two participants wearing orange visors and purple shirts, one with a 'SURVIVOR' sash. To the right of the photo, the event details are listed: 'Relay For Life of Hope City', 'July 4, 2015 | 1:00 PM', and 'Hope City High School'. Below the details are two prominent buttons: 'SIGN UP' (highlighted with a red border) and 'DONATE'. A link for 'Log in here' is also present. At the bottom of the page, a summary bar indicates that '25 teams and 46 participants have raised \$2,795'.

3. You will be asked to create / log in to your Society Account (see [previous section](#) for more info on Society Account)
 - a. **Note:** If you just followed the process in the previous section to create / log in to your Society Account, you will still be logged in to this record and can continue with the registration process.

The screenshot shows the 'Log In' page. On the left, there are social media login options for Facebook, Google, and Yahoo. On the right, there is a section for logging in with an email or username, featuring input fields for 'Email or Username' and 'Password', and a 'LOG IN' button. A link for 'Forgot password?' is located below the password field. At the top right, there is a link for 'CREATE AN ACCOUNT'.

If you have any questions, please open a support ticket at helpme.cancer.org

- Once you have logged into the website, click the **Join a Team** button.



- To find the team you wish to join, click the drop down menu arrow. All the teams that have registered on the website will appear in a list. Select your team. Click **Next**.

- Select the **participation option** that best fits your involvement in Relay For Life by clicking the radio button beside the participation type name and description.
- If you have a discount code to apply to your registration fee, select **YES** from the drop down menu beside the question **“Do you have a discount code to use towards your registration fee?”** Enter the code in the field that appears.
- Personalize your individual **Fundraising Goal**.
- If you would like to make a donation to kick start your fundraising, select **YES** from the **“You can kick-off your fundraising by making a donation now”** drop down. Once you confirm to make a donation during the registration process, select a gift value or enter a different amount. If you would prefer not to make a donation during your registration, select **No I'll donate later**.

If you have any questions, please open a support ticket at helpme.cancer.org

- a. If you choose to start off your fundraising by making a donation during your registration, determine if you would like to make the gift anonymous by checking the appropriate box.

10. Click **Next**.

11. Complete the **Registration Form** with your personal information. Remember the * symbol means the field is required.

Register for this Event

We are so excited that you decided to join our fight against cancer. We are looking forward to seeing you at the Relay For Life event.

1 Your Team
2 Your Fundraising
3 Contact Information
4 Billing Information
5 Review & Confirm

Provide Your Contact Information * Required Field

*Name:
* First * Last

*Email address:

*Street address 1:

*City/State/ZIP code:
* City * State * ZIP

*Country:

Phone Number:
Include area code

Preferences

Email me when a donation is made toward my fundraising goal

Tell Us More About You

* Please select all that describe your experience with cancer. Please make between 1 and 5 selections from the choices below.

I have or had cancer

Caregiver for someone who has/had cancer

My relative has/had cancer

My friend has/had cancer

Other

* T-shirt size (Size availability may vary by event, and t-shirts are awarded to those who raise a \$100 minimum):
Raise at least \$100 to get a t-shirt.

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* By checking this box, I agree to the above terms and conditions.

CANCEL
« PREVIOUS
NEXT »

If you are a returning participant, this information should be completed for you, making the registration process easier. Please be sure to check that all fields are updated for the current year.

- a. **Contact information**
- b. **Email preferences**
- c. Answer the **additional**

registration questions regarding your relationship with cancer and t-shirt size.

12. Read the Waiver and click the box beside **"I agree to the terms and conditions"** before clicking **Next**.

New for Relay!

There are far fewer questions being asked during the registration process this year.

Waiver appears on the same screen, so the entire registration process is all in one step!

13. Review the contact and registration information you provided before clicking **Next** to complete the registration process.
- If your information is not correct, click the **Edit** button to make the necessary changes.

Register for this Event

We are so excited that you decided to join our fight against cancer. We are looking forward to seeing you at the Relay For Life event.

1 Your Team 2 Your Fundraising 3 Contact Information 4 Billing Information 5 **Review & Confirm**

Your Event and Team Information

Event: Relay For Life of Hope City
Team Name: Amy's Test Team

Personal Information [Edit](#)

Name: SueTest Smiley
Email address: ssmiley@test.com
Street address 1: 987 Fight Back Ave.
City / State / Zip: Hope City / NY / 12345
Country: United States

[CANCEL](#) [« PREVIOUS](#) [NEXT »](#)

Your Team:
Amy's Test Team

You are registering for:
Relay For Life of Hope City, PA

July 4, 2015
1:00 PM
Hope City High School

WE GAVE
14000
RIDES TO
CANCER PATIENTS
LAST YEAR

14. **Your Relay registration is complete!** After completing the registration process, you will receive a confirmation message and access to the Relay Dashboard where you may start building support to fight cancer.

HOME RELAY INVOLVED RELAY

Thank you, SueTest!
You have registered for **Relay For Life of Hope City**
Your team is **Amy's Test Team**
A confirmation email has been sent to ssmiley@test.com.

Registration Summary [Print Summary](#)

| | | | |
|----------|---|--------------------------------|--------|
| Name: | SueTest Smiley | Event Registration fee: | \$0.00 |
| Address: | 987 Fight Back Ave Hope City, NY 12345 | Your fundraising kick-starter: | \$0.00 |
| Email: | ssmiley@test.com | Total amount due: | \$0.00 |

What's Next?

Tell Others
[Share on Facebook](#)
[Share on Twitter](#)

Donate
[Donate to a participant or team](#)

Get Information
[View Survivor Walk Details](#)

If you have any questions, please open a support ticket at helpme.cancer.org

Register as a Survivor / Walk the Survivor Lap

Thank you for joining Relay For Life as a cancer survivor.

As a cancer survivor, you may join a Relay event as a **team captain**, a **team member**, or as an **individual participant who only wishes to walk in the survivor lap**. Your online registration should reflect how you wish to participate in Relay For Life in addition to your history with cancer.

Please use the following instructions to help you register online for your Relay event's **survivor lap only**. *If you are a team captain or team member, please use the instructions to [start](#) or [join](#) a team to guide your online registration.*

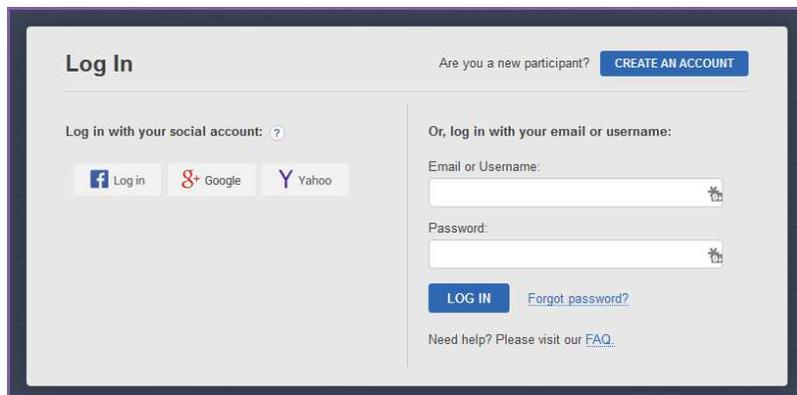
Good luck and have fun!

1. From your internet browser, type your event's friendly URL (www.relayforlife.org/EventNameST) and your event website will appear. If you do not know your event's friendly URL, you can search for your Relay at relayforlife.org.
2. Click on the **Sign Up** link.



The screenshot shows the Relay For Life website interface. At the top, there is a navigation bar with the Relay For Life logo and the American Cancer Society logo. The main navigation menu includes links for HOME, LEARN ABOUT RELAY, GET INVOLVED, and MY RELAY. A search bar is located in the top right corner. Below the navigation, the page title is "Participate in This Event" with a sub-link "or find another event". The event details for "Relay For Life of Hope City" are displayed, including the date "July 4, 2015" at "1:00 PM" and the venue "Hope City High School". A "SIGN UP" button is highlighted with a red circle, and a "DONATE" button is also visible. A banner at the bottom of the event page states "25 teams and 46 participants have raised \$2,795".

3. You will be asked to create / log in to your Society Account (see [previous section](#) for more info on Society Account)
 - a. **Note:** *If you just followed the process in the previous section to create / log in to your Society Account, you will still be logged in to this record and can continue with the registration process.*



The screenshot shows the "Log In" page. It features a "Log In" heading and a "CREATE AN ACCOUNT" link for new participants. There are two main login options: "Log in with your social account" and "Or, log in with your email or username:". The social login options include Facebook, Google, and Yahoo. The email/username login section includes fields for "Email or Username:" and "Password:", a "LOG IN" button, and a "Forgot password?" link. A "Need help? Please visit our [FAQ](#)." link is also present at the bottom.

If you have any questions, please open a support ticket at helpme.cancer.org

- Once you have logged into the website, click the **Walk the Survivor Lap** button.
- If you did not previously register online for Relay For Life, click the **Walk the Survivor Lap** button.



- Select the **participation option** that best fits your involvement in Relay For Life by clicking the radio button beside the participation type name and description.
 - As a walker in the Survivor Lap, you may select the **“Survivor Lap Registration Only”** option.
- Personalize your individual **Fundraising Goal**.
- If you would like to make a donation to kick start your fundraising, select **YES** from the **“You can kick-off your fundraising by making a donation now”** drop down. Once you confirm to make a donation during the registration process, select a gift value or enter a different amount. If you would prefer not to make a donation during your registration, select **No I’ll donate later**.
 - If you choose to start off your fundraising by making a donation during your registration, determine if you would like to make the gift anonymous by checking the appropriate box.
- Click **Next**.

12. Review the contact and registration information you provided before clicking **Next** to complete the registration process.
- If your information is not correct, click the **Edit** button to make the necessary changes.

Register for this Event

We are so excited that you decided to join our fight against cancer. We are looking forward to seeing you at the Relay For Life event.

1 Your Team 2 Your Fundraising 3 Contact Information 4 Billing Information 5 **Review & Confirm**

Your Event and Team Information

Event: Relay For Life of Hope City

Personal Information [Edit](#)

Name: JoeTest Survivor
Email address: joesurvivor@test.com
Street address 1: 1985 Relayville Road
City / State / Zip: Hope City / NY / 12345
Country: United States

[CANCEL](#) [« PREVIOUS](#) [NEXT »](#)

You are registering for the **Survivor Walk at Relay For Life of Hope City, PA**

July 4, 2015
1:00 PM
Hope City High School

WE GAVE **14000** RIDES TO CANCER PATIENTS LAST YEAR

13. **Your Relay registration is complete!** After completing the registration process, you will receive a confirmation message and access to the Relay Dashboard where you may start building support to fight cancer.

Thank you, JoeTest!

You have registered for **Relay For Life of Hope City**
A confirmation email has been sent to joesurvivor@test.com.

Registration Summary [Print Summary](#)

| | | | |
|----------|---|--------------------------------|--------|
| Name: | JoeTest Survivor | Event Registration fee: | \$0.00 |
| Address: | 1985 Relayville Road Hope City, NY 12345 | Your fundraising kick-starter: | \$0.00 |
| Email: | joesurvivor@test.com | Total amount due: | \$0.00 |

What's Next?

- Tell Others**
 - [Share on Facebook](#)
 - [Share on Twitter](#)
- Donate**
 - [Donate to a participant or team](#)
- Get Information**
 - [View Survivor Walk Details](#)

If you have any questions, please open a support ticket at helpme.cancer.org