

2

Chapter 2: Online Fundraising Tools – Your Relay Dashboard

- Access Your Relay Dashboard
- Dashboard Overview
 - My Relay Tab
 - My Team Tab
 - My Event Tab

As an online Relay participant, you have a number of tools available to make your fundraising and team building experience easy and fun. The Relay Dashboard provides you with resources to share your story, ask for support from your family and friends, and track your team and event progress.

This section of the manual will provide you with instructions on how to access the Relay Dashboard as well as give you an overview of the tools available in each area.

Enjoy these tools and have fun!

Access Your Relay Dashboard

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. Enter your Username and Password in the login fields in the top right corner. Follow the prompts to login or create a new account.
3. Forgot your login? No problem! You can also have your password e-mailed to you by clicking the **Forgot Username/Password** link in the login box. Simply enter your email address to have it sent to you!

Note: If this is your first time logging in since November 2014, you may also need to migrate your participation record to the new Society Account. Learn more about the new Society Account in [Chapter 1](#).

4. Once logged in, the Relay For Life website will transform into the personal Relay Dashboard. From your Relay Dashboard you can access many tools to make your Relay For Life fundraising and team building experience easy while continuing to get information about the event

CONGRATULATIONS! You are now logged in to Your Relay Dashboard.

Welcome Amy_TEST!

Relay For Life on

My Relay Dashboard [Log Out](#) [Search](#)

[HOME](#) [LEARN ABOUT RELAY](#) [GET INVOLVED](#) **MY RELAY**

My Relay

American Cancer Society
RFL CY15 National Community BP

Friday, May 15, 2015 | 6:00 pm | 370 days to go! [Add to calendar](#)

Cedar Crest High School
30 East Evergreen Rd, Lebanon [Map it](#)

[View event details](#)

[Compose an Email](#) [My Contacts](#)

MY RELAY **MY TEAM** **MY EVENT**

Get Started...

Take A Tour
Learn how to use your dashboard
Get familiar with your fundraising tools

Personalize Your Page
Add a personal photo and/or video
Share your motivation for walking

Go Fundraise!
Send fundraising emails
Download mobile and Facebook apps

My Progress [Edit goal](#)

0%
\$0 raised | **\$100 goal**

\$100 Individual Fundraising Club
I've raised \$100 or more.

My Fundraising Tools

Ask for Donations

- send fundraising emails
- ask friends to join you
- send fun Ecards

Get the Facebook App

- schedule newsfeed updates
- share your personal page
- ask for donations

Dedicate a Luminaria **Get Fundraising Ideas**

Watch a Relay Story

Share this video:

My Donations

Date	Donor Name	Amount	Note from Donor
Aug 26	Ronald McDonald	\$100	

Announcements [View all](#)

Welcome to Relay For Life 2015!

Welcome to your new Relay For Life website, and your fundraising Dashboard! Check out the Dashboard guide below for a complete overview of the tools and resources available to make your fundraising and team building experience easy and fun!

[2015 Dashboard Overview](#)

More About This Event

- [Event Details](#)
- [Announcements](#)
- [Fundraisers and Activities](#)
- [Local Sponsors](#)
- [How Your Donations Make A Difference](#)

Questions? [view Online Help](#)

Follow this event on:

This is a screen shot of your Relay Dashboard homepage!

An overview of each tab of the Relay Dashboard is listed below. Please see the following sections of the dashboard guide for a detailed explanation of the fundraising tools available to you.

MY RELAY

MY TEAM

MY EVENT

Dashboard Overview

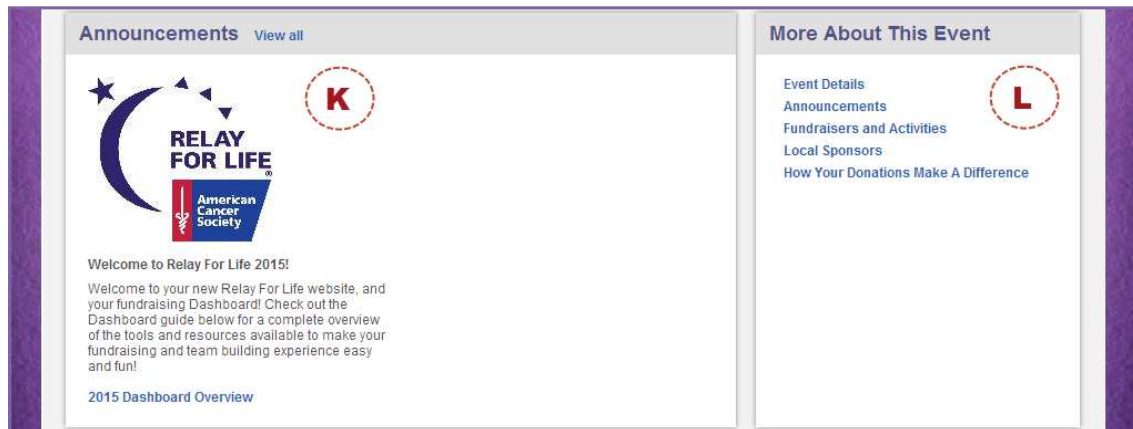
1. **My Relay Tab** - from the My Relay tab you can perform the following functions:
 - A. Tour the tools available in the Relay Dashboard
 - B. View and edit your personal page
 - C. Send an email to your family and friends, asking for their support
 - D. View and edit your fundraising efforts towards your goal
 - E. Use Facebook to extend your request for support to your social media friends
 - F. Get the mobile Relay For Life app
 - G. Get fundraising ideas
 - H. Update your registration answers
 - I. Donate to yourself
 - J. View your online donation history and send Thank Yous

The screenshot shows the My Relay dashboard interface. At the top, there are tabs for MY RELAY, MY TEAM, and MY EVENT. On the right, there are links for 'Compose an Email' and 'My Contacts'. The main content area is divided into several sections:

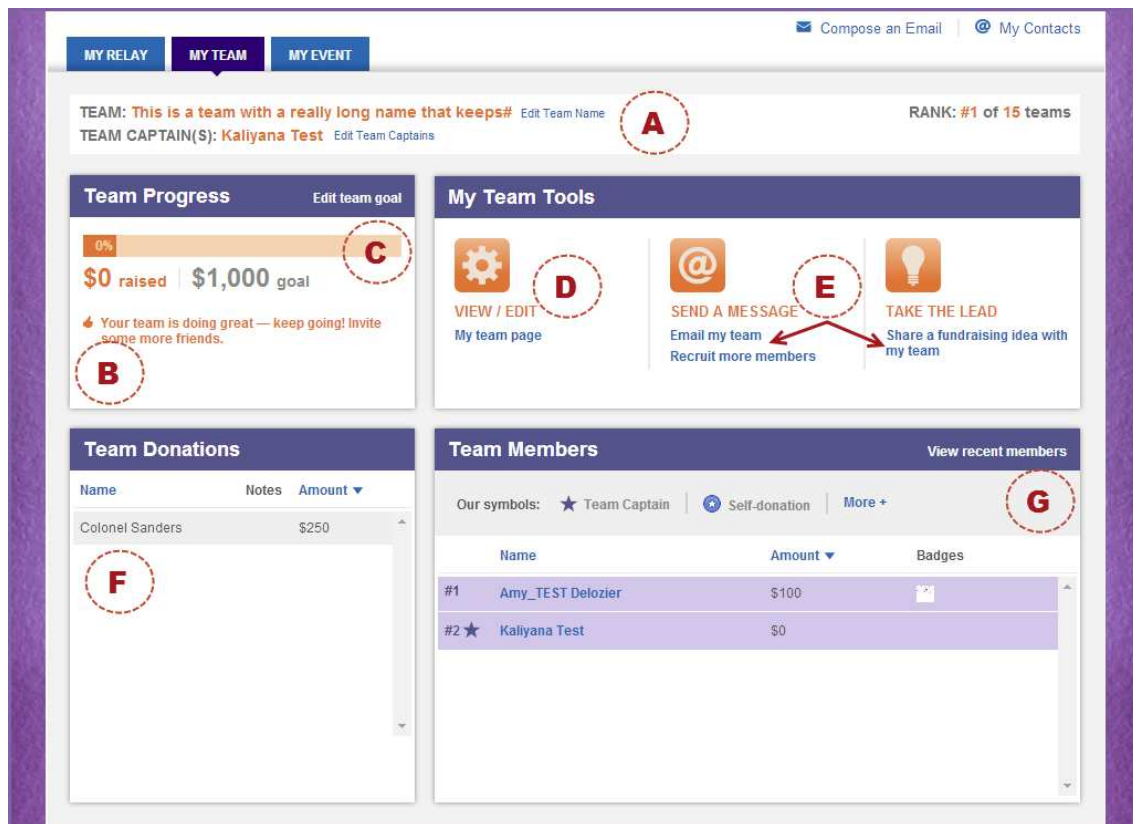
- Get Started...**: Contains three cards: 'Take A Tour' (A), 'Personalize Your Page' (B), and 'Go Fundraise!' (C).
- My Progress**: Shows a progress bar for a \$100 goal, with \$0 raised. A callout (D) points to the goal amount.
- My Fundraising Tools**: Contains four cards: 'Ask for Donations' (with a list of actions), 'Get the Facebook App' (E), 'Get the App iPhone | Android' (F), and 'Dedicate a Luminaria'.
- Watch a Relay Story**: Features a video player and social sharing options.
- My Donations**: A table with columns for Date, Donor Name, Amount, Note from Donor, and Send a Thank You. A callout (J) points to a donation entry from Ronald McDonald for \$100 on Aug 26.
- Other tools**: 'Get Fundraising Ideas' (G) and 'Edit my Registration Details' (H) are also visible.

Callouts A through J are placed over various elements in the dashboard, and a red arrow points from the 'Compose an Email' link to callout C.

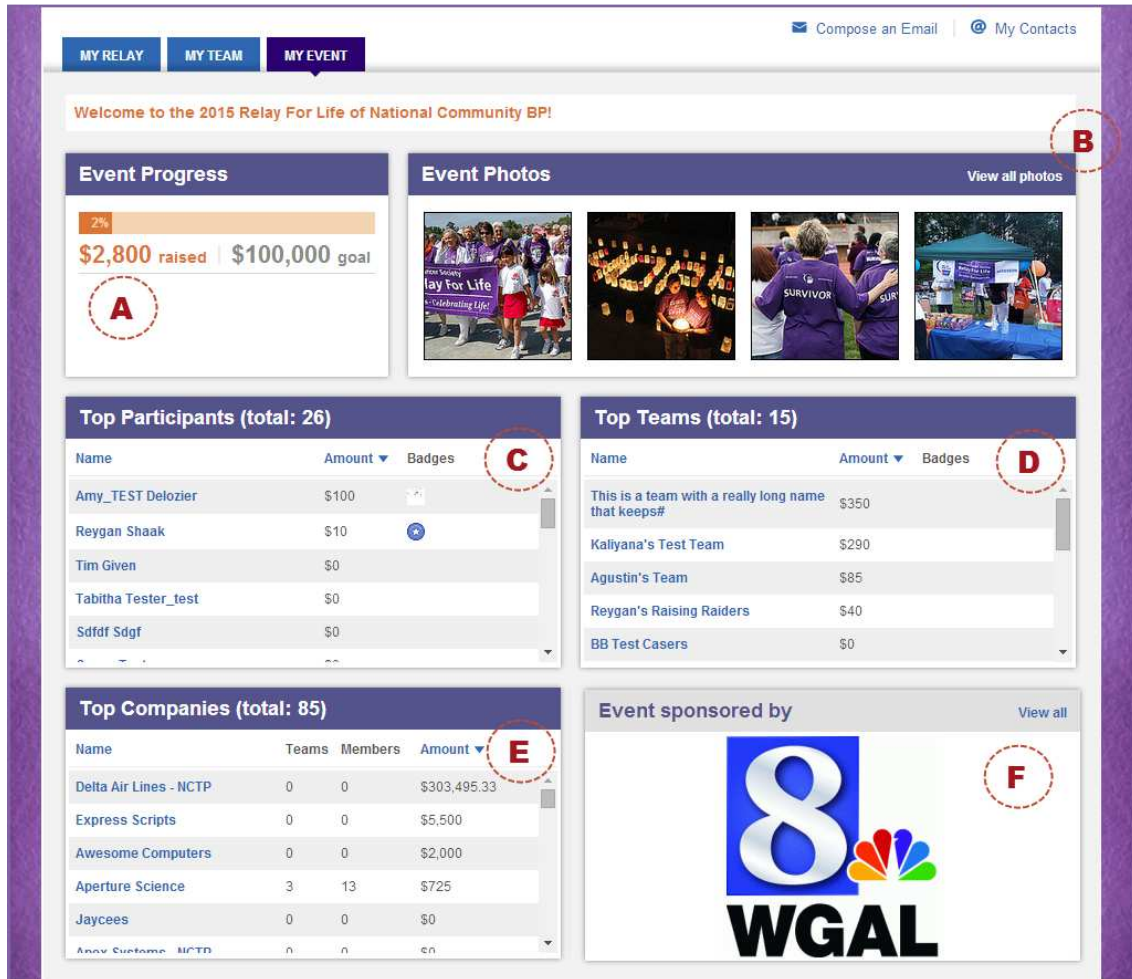
- K. Stay up to date with the latest event announcements
- L. Access event information



- 2. **My Team Tab** - from the My Team tab you can perform the following functions:
 - A. Update the team name/team captains (Team Captain only)
 - B. View your team fundraising efforts towards the collective goal
 - C. Edit the team fundraising goal (Team Captain Only)
 - D. View the team page / Edit the team page (Edit function available to Team Captain only)
 - E. Send messages inviting friends, family and coworkers to join your team, or send fundraising tips to your team members
 - F. View your team's recent online donation history
 - G. See a roster of your teammates, including amount raised



3. **My Event Tab** - from the My Event tab of the Relay Dashboard, you can keep up to date with how your Relay For Life is building towards a great event:
- A. View your event fundraising efforts towards the collective goal
 - B. See event photos from a Flickr stream
 - C. View a list of all participants online
 - D. View a list of all team registered online
 - E. View a list of all companies registered online
 - F. See details on top event sponsors



Compose an Email | My Contacts

MY RELAY | MY TEAM | **MY EVENT**

Welcome to the 2015 Relay For Life of National Community BP!

Event Progress

2%

\$2,800 raised | **\$100,000 goal**

A

Event Photos [View all photos](#)

B

Top Participants (total: 26)

Name	Amount	Badges
Amy_TEST Delozier	\$100	
Reygan Shaak	\$10	
Tim Given	\$0	
Tabitha Tester_test	\$0	
Sdfdf Sdgf	\$0	

C

Top Teams (total: 15)

Name	Amount	Badges
This is a team with a really long name that keeps#	\$350	
Kaliyana's Test Team	\$290	
Agustin's Team	\$85	
Reygan's Raising Raiders	\$40	
BB Test Casers	\$0	


D

Top Companies (total: 85)

Name	Teams	Members	Amount
Delta Air Lines - NCTP	0	0	\$303,495.33
Express Scripts	0	0	\$5,500
Awesome Computers	0	0	\$2,000
Aperture Science	3	13	\$725
Jaycees	0	0	\$0
Any Systems - NCTP	0	0	\$0

E

Event sponsored by [View all](#)



F