

4

Chapter 4: Managing Your Personal Relay Website

- Update your fundraising goal
- Customize your Personal Page
 - Edit your Personal Page
 - Upload a photo or video to your Personal Page
- Create a personal URL

As an online Relay participant, you have a personal webpage that allows you to share your reason to Relay while also recognizing your fundraising success and donors. This section of the manual will provide you with instructions on how to view and edit your personal Relay webpage.

Update Your Fundraising Goal

You can set a fundraising goal during the registration process; this goal may be updated and increased as you reach fundraising success.

1. Using your username and password, log into your **Relay Dashboard**.
2. From the My Relay tab, click **Edit Goal** in the **My Progress** box (top left hand side).

American Cancer Society
Relay For Life of Hope City

July 4, 2015 | 1:00 PM | 291 days to go! [Add to calendar](#)
Hope City High School
Venue Address, Hope City [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

Motivate your team to make a difference! Post fundraising tips, encouragement, and other announcements for your team.
[Post an Announcement for your team](#)

My Progress [Edit goal](#)

0%
\$0 raised | \$100 goal

My Fundraising Tools

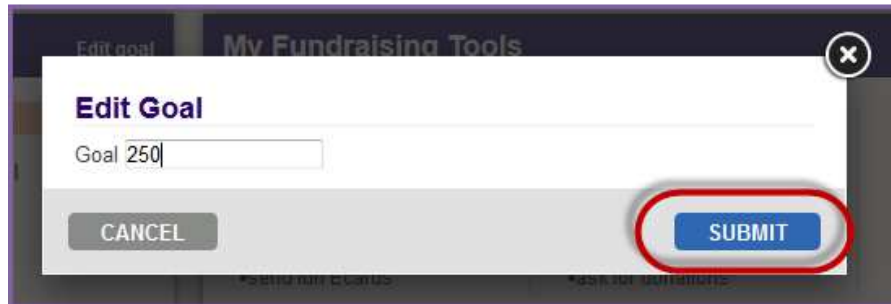
Ask for Donations
•send fundraising emails
•ask friends to join you
•send fun Ecards

Get the Facebook App
•schedule newsfeed updates
•share your personal page
•ask for donations

Get the App
iPhone | Android
•track your progress
•send fundraising emails
•update your personal page

[Dedicate a Luminaria](#) [Get Fundraising Ideas](#) [Edit my: Account | Profile](#)

3. Enter a new individual fundraising goal before clicking **Submit**.



Customize Your Personal Page

As an online Relay participant, you have access to a personal fundraising page that can be customized to reflect your reason for getting involved in Relay For Life and can be used to collect lifesaving donations.

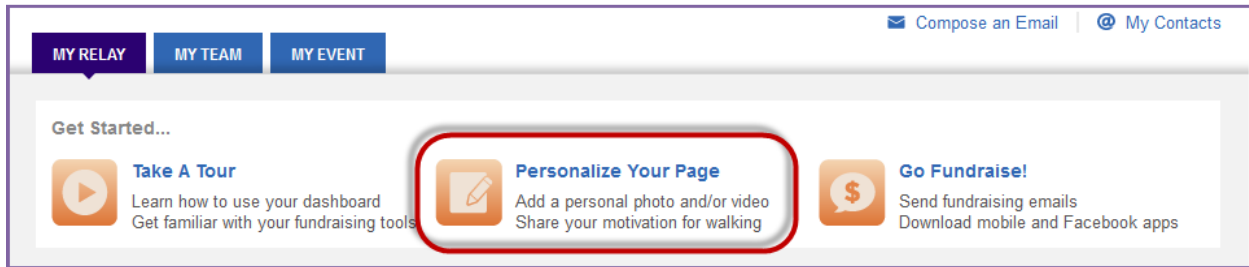
Edit Your Personal Page

The Relay Dashboard offers you the opportunity to edit and update your personal fundraising page. By sharing your reason to Relay and photos or video, you can create a compelling webpage for your team building and fundraising efforts.

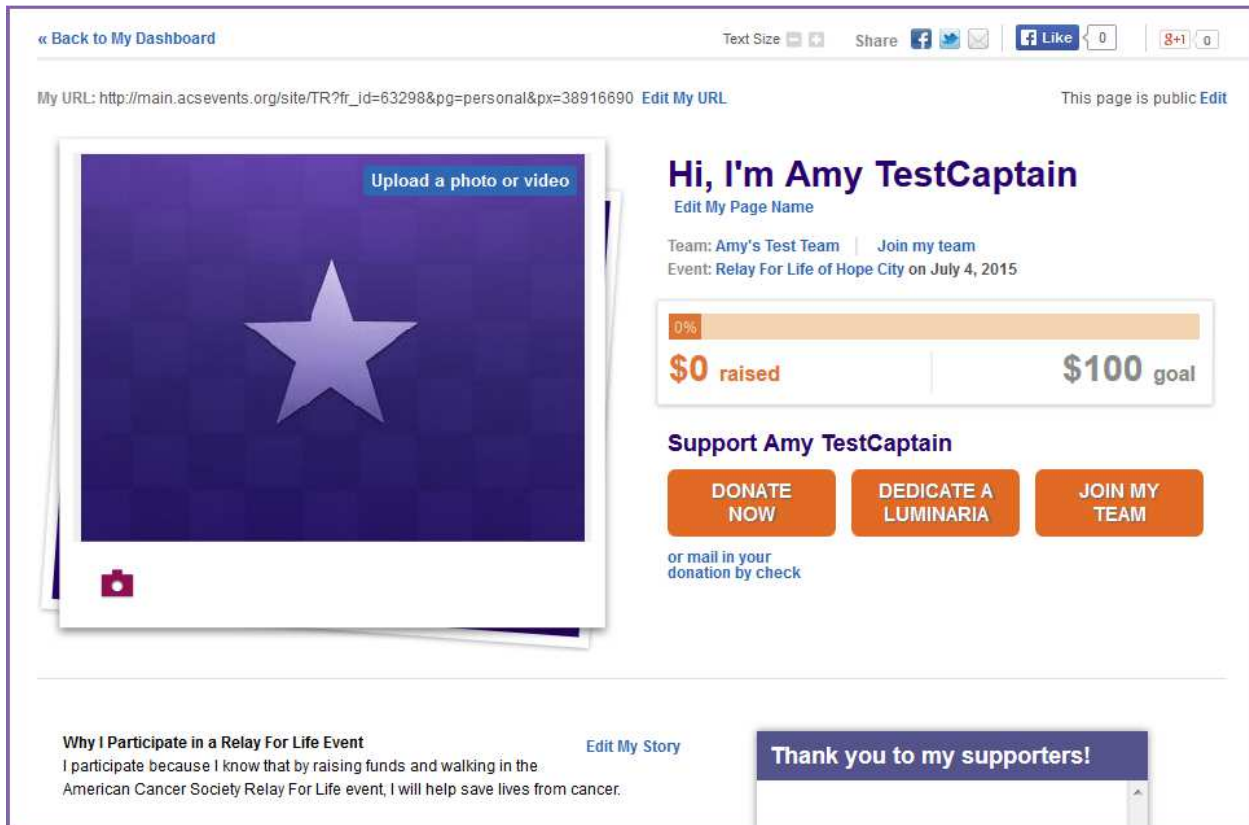
Did you know? Relay participants who update their personal page raise on average 7 times more than those who do not. Begin your Relay experience by customizing your personal Page.



1. Using your username and password, log into your **Relay Dashboard**.
2. From the My Relay tab, click the **Personalize Your Page** link under the Get Started header (top of the page).



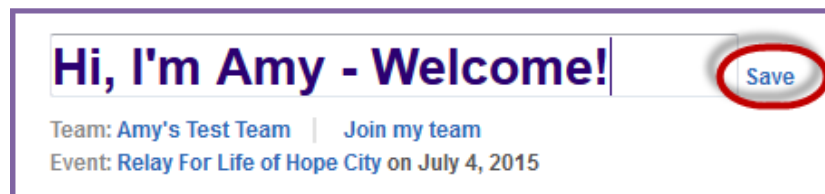
3. Your personal page will appear with several links so that you may make the appropriate edits.



4. Edit the **title** of the page.
- Beside the header of the page, click **Edit My Page Name**.



- Enter a new page title and click **Save**.



5. Edit your story:
 - a. Beside the message of the page, click **Edit My Story**.
 - b. Enter new content to your page before clicking **Save**.
 - i. You can use the toolbar to format the text in your Relay Story
 - ii. **Do not copy and paste content from an external source**, as hidden text formatting may affect the overall page display.

Why I Participate in a Relay For Life Event
 I participate because I know that by raising funds and walking in the American Cancer Society Relay For Life event, I will help save lives from cancer.

It's overwhelming to think that millions of people will be diagnosed with cancer this year. It might be someone close to us – or you or me...

A Relay For Life event is not only a way to join my community to fight back against cancer, but it is also a way to inspire hope by raising funds and cancer awareness to help those facing the disease.

Why I'm Fundraising
 Relay participants, including me, all raise funds because in some way and because a Relay For Life event gives me is my opportunity to honor the cancer survivors in my life have lost, and help raise funds to support the American mission.

Why I Support the American Cancer Society
 Every day, the American Cancer Society helps people cancer or find it early, when it is easiest to treat. They provide services to cancer patients throughout their journey. The crucial research to prevent, treat, and ultimately, cure a

I have signed up to fundraise and walk in my local Relay consider joining my team or making a donation in support

Together, we can finish the fight!

Edit My Story

SAVE or Cancel

Font family Font size A ab

B *I* U ABC [List icons]

Why I Participate in a Relay For Life Event
 I participate because I know that by raising funds and walking in the American Cancer Society Relay For Life event, I will help save lives from cancer.

It's overwhelming to think that millions of people will be diagnosed with cancer this year. It might be someone close to us – or you or me...

A Relay For Life event is not only a way to join my community to fight back against cancer, but it is also a way to inspire hope by raising funds and cancer awareness to help those facing the disease.

Why I'm Fundraising
 Relay participants, including me, all raise funds because we've been affected by cancer in some way and because a Relay For Life event gives us the power to fight back. This is my opportunity to honor the cancer survivors in my life, remember friends and family I have lost, and help raise funds to support the American Cancer Society's lifesaving mission.

Why I Support the American Cancer Society
 Every day, the American Cancer Society helps people take steps to reduce their risk of cancer or find it early, when it is easiest to treat. They provide free information and services to cancer patients throughout their journey. The organization is investing in crucial research to prevent, treat, and ultimately, cure all cancers.

I have signed up to fundraise and walk in my local Relay For Life event. I hope you will consider joining my team or making a donation in support of my efforts.

Together, we can finish the fight!

Upload a photo or video to your Personal Page

1. To add a photo or video to your personal page, click the **Upload Photos/video** button beside the photo area.

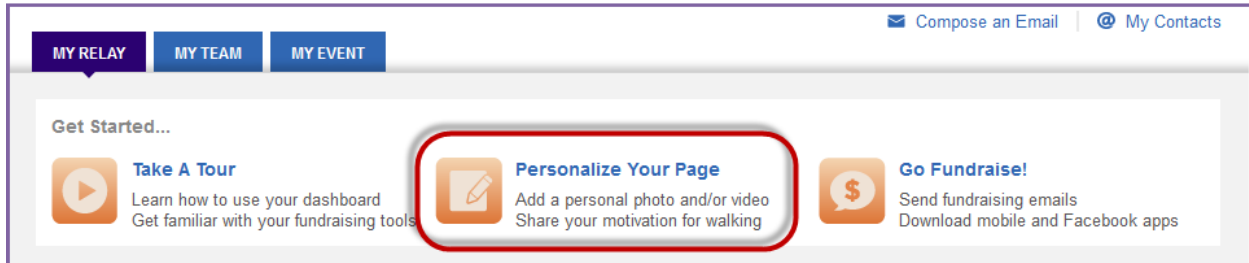


- a. **Photo** – Insert up to 2 images to display on your personal page by uploading a file that contains a digital photograph. You may upload photos up to 4MB and 300x400 pixels.
- *Before you upload your image file, you may want to open it in your favorite graphics application and resize or crop the image to ensure the best fit, especially if the photo is quite large. Here is an easy web-based photo resizer you can use to get your pictures down to the right size: <http://www.picsize.com/>*
 - i. **Browse** – Click the browse button to find a photo located on your computer and upload to your personal page.
 - ii. **Caption** – Enter a caption for the photo/s you uploaded to your personal page.
 - iii. **Save Changes** – Click to see your new image/s reflected on the personal page.
 - b. **Video** – Insert a video to display on your personal page by uploading a URL link that contains the video clip.
 - i. Enter the URL to a video to see the clip embedded on your personal page and
 - ii. Click **Save Changes** to see your new video reflected on the personal page.

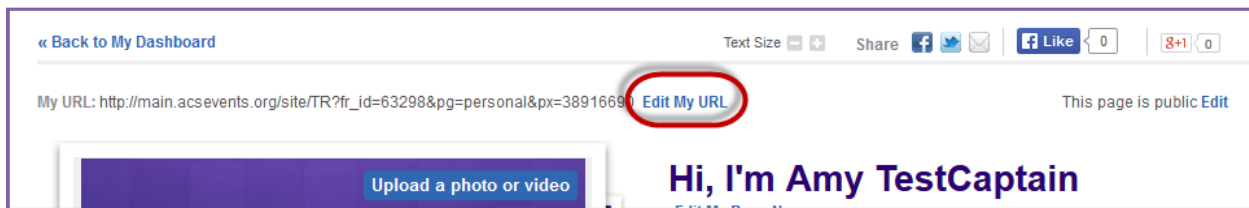
A screenshot of the "Edit Your Photos and Video" interface. The window title is "Welcome Amy!". The main heading is "Edit Your Photos and Video". Below the heading, there is a note: "Photos must be 4MB or under AND a resolution of 3000 pixels or under. Photos can be either jpeg or gif format and will be resized to fit in a 400x300 box. After you upload the photo, add the video URL, be sure to 'Save Changes' to publish your page." The interface is divided into three sections. The first section shows a photo of a star on a blue background. To its right, there is a "Browse..." button and a "Caption this photo (max 100 characters):" text box. Below this is an "UPLOAD PHOTO/CAPTION" button. The second section shows a placeholder "No image". To its right, there is another "Browse..." button and a "Caption this photo (max 100 characters):" text box. Below this is another "UPLOAD PHOTO/CAPTION" button. The third section shows a placeholder "No video". To its right, there is a text box for "Enter a YouTube video url:" and another for "Enter a YouTube video URL here". Below this is an "UPLOAD VIDEO" button. At the bottom of the interface, there are two buttons: "CANCEL" and "SAVE CHANGES". The "SAVE CHANGES" button is highlighted with a red rounded rectangle. Red arrows point from the "Browse..." buttons in the first and second sections to the "Upload a photo or video" button in the first image.

Create a Personal URL

1. Using your username and password, log into your **Relay Dashboard**.
2. From the My Relay tab, click the **Personalize Your Page** link under the Get Started header (top of the page).



3. Your personal page will appear with several links so that you may make the appropriate edits.
4. At the top of the page, find the **My URL** information.



5. Click **Edit My URL** to create a personal page URL to your webpage. Enter in the end, personal section of the URL. Example for personal page URL: <http://main.acsevents.org/goto/MelissaSmith>



6. Click **Save**. Once a personal URL has been created, the participant may add it to their email signature, post it on the Social Media sites, and provide a direct link for potential donors on paper materials.