

6

Chapter 6: Managing Your Fundraising Success

- View Your Online Fundraising Progress
- View a List of Donors

After registering as an online Relay participant, you have great tools available to support your fundraising efforts. The Relay Dashboard can help you manage your gifts and donors while tracking your progress towards your fundraising goals.

View Your Online Progress

1. Using your username and password, log into your **Relay Dashboard**.
2. From the My Relay tab you can perform the following functions:

The screenshot shows the Relay Dashboard for the American Cancer Society Relay For Life of Hope City event. The event is scheduled for July 4, 2015, at 1:00 PM, with 291 days to go. The fundraising goal is \$100, and \$125 has been raised. The dashboard includes sections for My Progress, Fundraising Tools, Watch a Relay Story, My Donations, Announcements, and More About This Event. Red arrows point from the text on the right to the My Progress area, the Fundraising Tools area, and the My Donations table.

Date	Donor Name	Amount	Note from Donor	Send a Thank You
Nov 13	Darth Vader	\$25		<input type="checkbox"/> Send a Thank You x
Nov 13	Michael Jordan	\$200		<input type="checkbox"/> Send a Thank You x
Nov 07	Test2 Donation	\$25		<input type="checkbox"/> Send a Thank You x
Nov 07	Test1 Donation	\$100		<input type="checkbox"/> Send a Thank You x

- a. Track your fundraising progress with the **My Progress** area.
- b. Edit Personal Fundraising **Goal**.
- c. View your **Donation History**.

View a List of Donors

1. Using your username and password, log into your **Relay Dashboard**.
2. From the My Relay tab you can see a list of all donors who have contributed to your fundraising efforts. Here you may also view any personal messages sent by your supporters and directly connect to the email tool to send a thank you message.



The screenshot shows a web interface titled "My Donations" with a "Make a donation" link. Below the title is a table with the following data:

Date ▼	Donor Name	Amount	Note from Donor	Send a Thank You
Nov 13	Darth Vader	\$25		<input type="checkbox"/> Send a Thank You ×
Nov 13	Michael Jordan	\$200		<input type="checkbox"/> Send a Thank You ×
Nov 07	Test2 Donation	\$25		<input type="checkbox"/> Send a Thank You ×
Nov 07	Test1 Donation	\$100		<input type="checkbox"/> Send a Thank You ×