Chapter 7: Tracking Your Team's Efforts

- View Team's Progress
- View a List of Team Members
- Share Fundraising Tips with Your Team

The Relay Dashboard allows team members and team captains the ability to monitor their collective efforts to fight cancer. The My Team section page displays a gift summary of donations made to all participants on the team, progress indicators, team gift history, and team member roster. The 'My Team' page is only available for Team Captains and Team Members; this page is not available for individuals not associated with a team.

If you are the team captain, you will see additional links and actions that can be made as you inspire your group to increase their efforts to end cancer. More information is available in the next chapter *of the manual.*

View Your Team's Progress

1. Using your username and password, log into your **Relay Dashboard**.

2. From the **My Team tab**, you can:

a. Track your team fundraising progress with the **Team Progress** area.

b. See how your team ranks among the other teams participating in your Relay

c. View your **Team Donation History**.

d. See a full list of team members, plus how much they've each raised

View a List of Team Members

1. Using your username and password, log into your **Relay Dashboard**.

2. From the My Team tab, locate the **Team Members** section (middle right hand side of the page).

   a. See a list of all team members plus their fundraising successes and milestone levels.
   b. View members who have recently joined your team and connect directly with the Relay Dashboard email system to send them a welcome message.
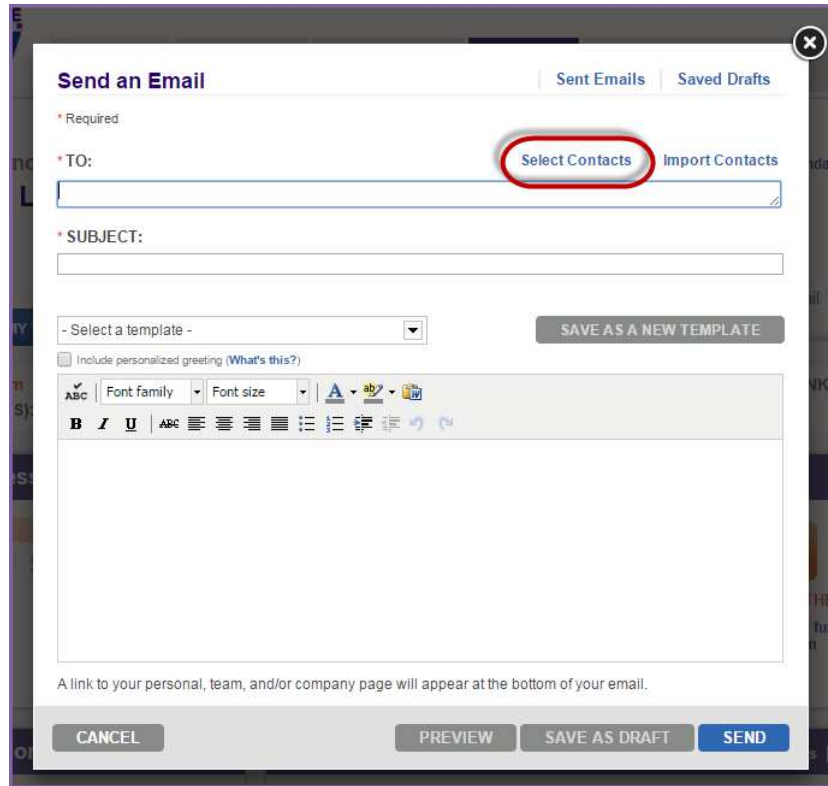

Share Fundraising Ideas with Your Team

1. Using your username and password, log into your **Relay Dashboard**.

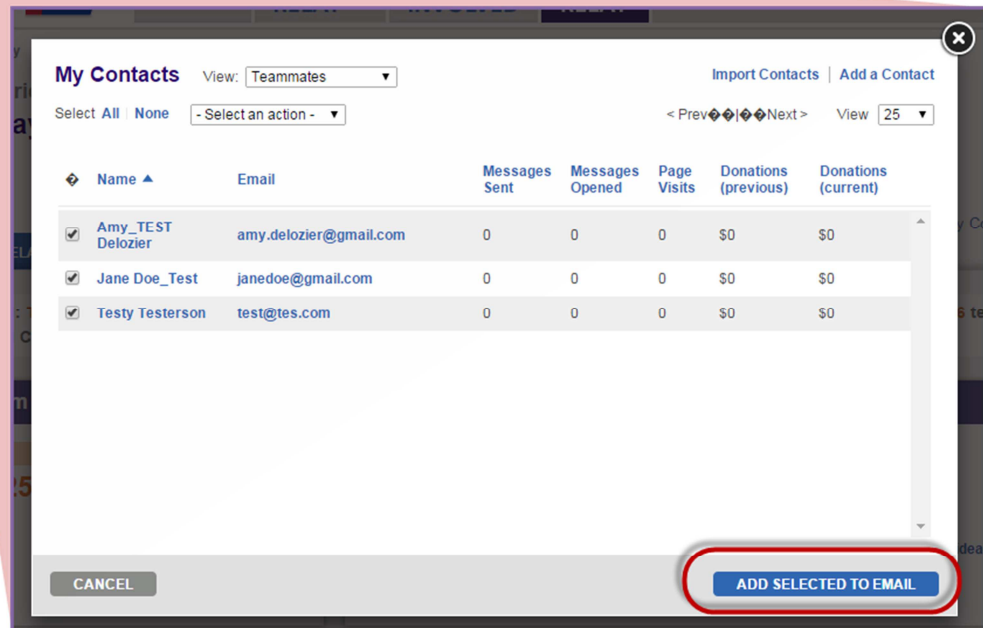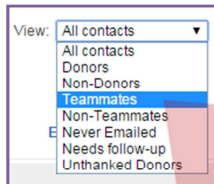2. From the My Team tab, click the **Share a fundraising idea with my team** link in the My Team Tools box (right hand side of the page).

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

3. The **Send an Email** overlay will appear. At the top of the page, click **Select Contacts**.

4. Using the drop down menu to filter the email contacts by the **Teammates group**.

5. Click the box beside the contacts you wish to email and select **Add Selected To Email** to prepare a message.

6. A message page will display with your selected individuals automatically listed in the **To**: field. Choose from any Suggested Messages or start crafting your own message from the blank email displayed.
    a. Your name and your email address will automatically populate as the sender's address.

7. Make any changes to the **Subject** and the **Message** text.

8. Click **Preview** to see your email message before you send it.

9. Click **Save as Draft** if you want to save this message for future use.

10. Click **Send** to deliver this message to everyone you have added as a recipient of this email. A confirmation will appear letting you know the message has been sent and giving you an opportunity to continue sending emails.