

# 7

## 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:

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

MY RELAY **MY TEAM** MY EVENT

TEAM: Test Team Edit Team Name  
TEAM CAPTAIN(S): Amy\_TEST Delozier Edit Team Captains  
RANK: #4 of 26 teams

**Team Progress** Edit team goal  
12%  
\$125 raised | \$1,000 goal

**My Team Tools**

- VIEW / EDIT My team page
- SEND A MESSAGE Email my team Recruit more members
- TAKE THE LEAD Share a fundraising idea with my team

**Team Donations** View More

Name	Notes	Amount
Ronald McDonald		\$100
TestTeam Donation		\$30

**Team Members** View recent members | View team roster

Our symbols: ★ Team Captain | Self-donation | More +

Name	Amount	Badges
#1 ★ Amy_TEST Delozier	\$350	
#2 Jane Doe_Test	\$0	
#3 Testy Testerson	\$0	

Questions? Jane Doe | jane.doe@cancer.org | (800) 227-2345 | or view Online Help  
Follow this event on: f t

- 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.

The screenshot displays the 'My Team' dashboard. The 'Team Progress' section shows a 12% progress bar, with \$125 raised towards a \$1,000 goal. The 'My Team Tools' section includes 'VIEW / EDIT My team page', 'SEND A MESSAGE Email my team Recruit more members', and 'TAKE THE LEAD Share a fundraising idea with my team'. The 'Team Donations' section lists two donations: Ronald McDonald (\$100) and TestTeam Donation (\$30). The 'Team Members' section, highlighted with a red box, shows a list of members with columns for Name, Amount, and Badges. The members listed are Amy\_TEST Delozier (\$350, Team Captain badge), Jane Doe\_Test (\$0), and Testy Testerson (\$0). The 'Team Members' section also includes filters for 'Our symbols: ★ Team Captain | ☆ Self-donation | More +' and links for 'View recent members' and 'View team roster'.

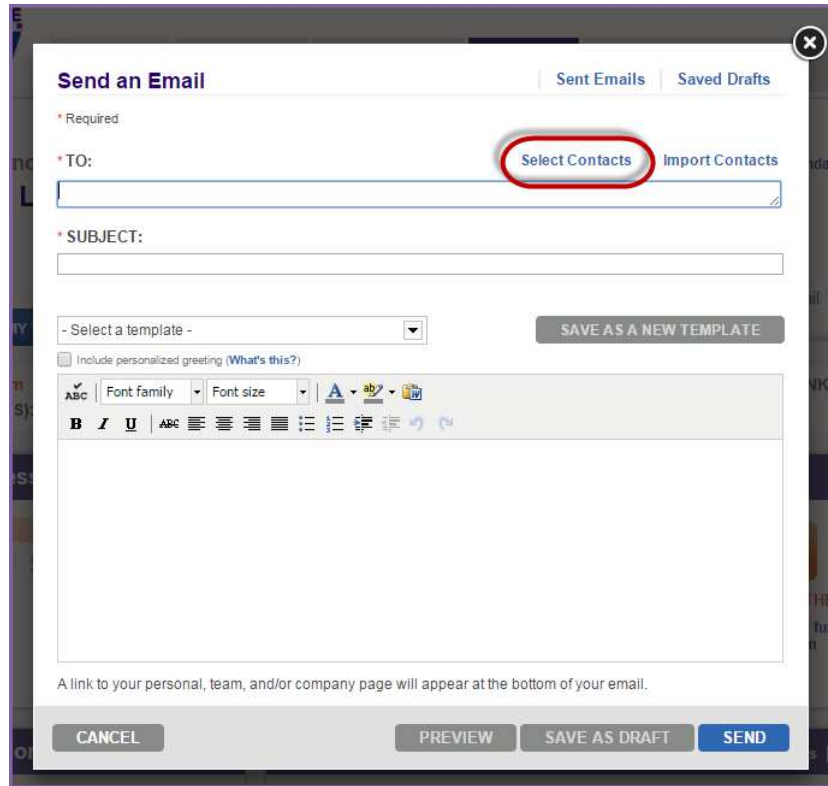
## Share Fundraising Ideas with Your Team

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).

The screenshot shows the 'My Team' dashboard with the 'MY TEAM' tab selected. The 'Team Progress' section shows a 12% progress bar, with \$125 raised towards a \$1,000 goal. The 'My Team Tools' section includes 'VIEW / EDIT My team page', 'SEND A MESSAGE Email my team Recruit more members', and 'TAKE THE LEAD Share a fundraising idea with my team'. The 'TAKE THE LEAD' button is highlighted with a red box. The dashboard also shows 'TEAM: Test Team', 'TEAM CAPTAIN(S): Amy\_TEST Delozier', and 'RANK: #4 of 26 teams'.

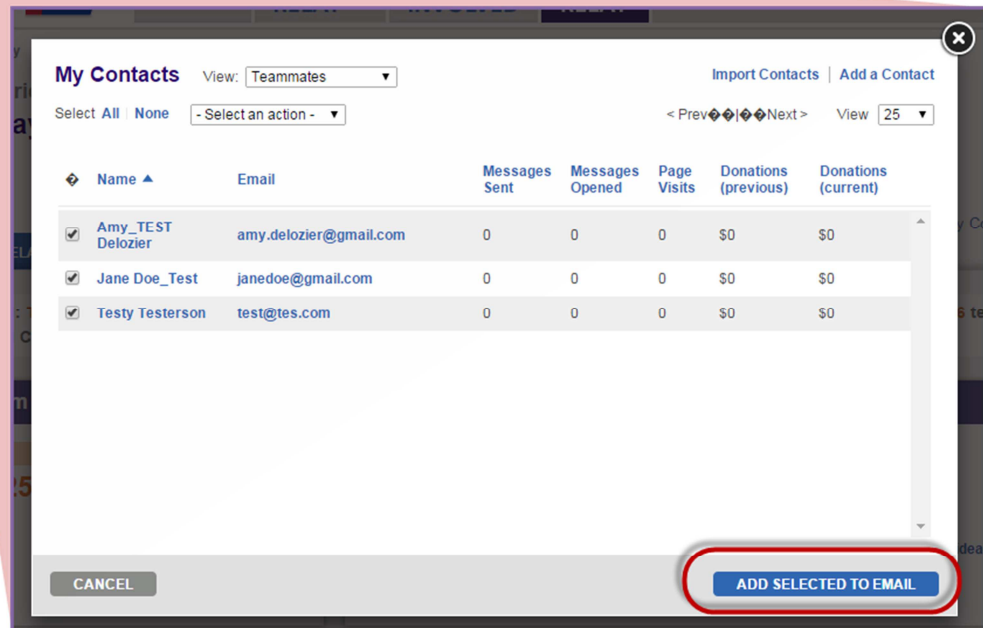
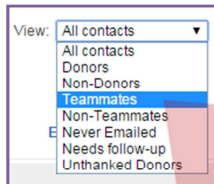
*If you have any questions, please open a support ticket at [helpme.cancer.org](https://helpme.cancer.org)*

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.



If you have any questions, please open a support ticket at [helpme.cancer.org](https://helpme.cancer.org)

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.

The screenshot shows the 'Send an Email' window. At the top, there are tabs for 'Sent Emails' and 'Saved Drafts'. Below that, a '\* Required' label is present. The '\* TO:' field is populated with three email addresses: Amy\_TEST Delozier <amy.delozier@gmail.com>, Jane Doe\_Test <janedoe@gmail.com>, and Testy Testerson <test@tes.com>. There are links for 'Select Contacts' and 'Import Contacts' next to the field. The '\* SUBJECT:' field contains the text 'Welcome to the team!'. Below the subject field is a dropdown menu with 'Team Member Welcome' selected and a 'SAVE AS A NEW TEMPLATE' button. There is a checkbox for 'Include personalized greeting (What's this?)'. Below that is a rich text editor with a toolbar containing options for font family, font size, bold, italic, underline, text color, background color, bulleted list, numbered list, link, and unlink. The message body contains the following text: 'Thank you so much for signing up and joining Relay For Life®; we are so excited you're part of the team! Our Relay For Life team is not only going to have a fantastic and fun time, but we're going to be helping the American Cancer Society finish the fight against cancer. It takes all of us to work together to make our team a success. Please take a minute to: 1. Be sure to edit your "My Relay" page and give it a personal touch. Participants who customize their page raise much more than other participants! 2. Send out emails to friends, family, and coworkers to ask for their support. It's easy to send pre-written emails from your "My Relay" dashboard. Just log in and under "My Tools" and click on "Ask for a donation" to get started. I'll be sending more team fundraising plans soon. In the meantime, please let me know if you have any questions or good ideas for our team!'. At the bottom, there is a note: 'A link to your personal, team, and/or company page will appear at the bottom of your email.' At the very bottom are four buttons: 'CANCEL', 'PREVIEW', 'SAVE AS DRAFT', and 'SEND'.

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.

