# Chapter 8: Online Fundraising Tools – Team Captains Only

- Update Your Team Name
- Change the Team's Fundraising Goal
- View/Edit Your Team Page
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- Post an Announcement for your Team in the Relay Dashboard
- Send an Email to Your Team Members
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- View a List of Team Members

Team Captains are the leaders of Relay For Life, providing support and guidance to their teammates. The Relay Dashboard provides a number of tools specifically for Team Captains to help lead the group to success.

Enjoy these tools and have fun!

Update your Team Name

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

2. From the **My Team** tab, locate the team information at the top of the section. Click **Edit** beside the team name.

3. Enter the new team name and click **Submit** to save changes.
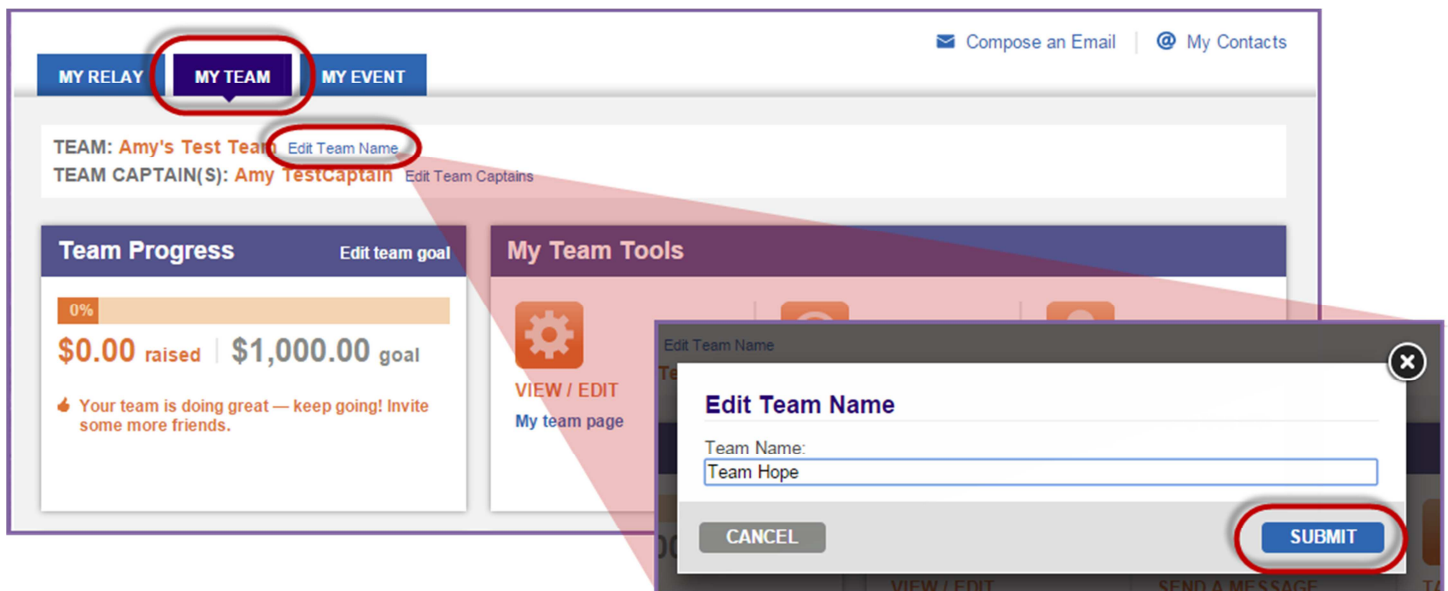
Change your Team Fundraising Goal

While the team captain may set a group fundraising goal during the registration process, this goal may be updated as you reach fundraising success.

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

2. From the My Team tab, click **Edit team goal** in the **Team Progress** box (top left hand side)

3. Enter a new team goal before clicking **Submit**.
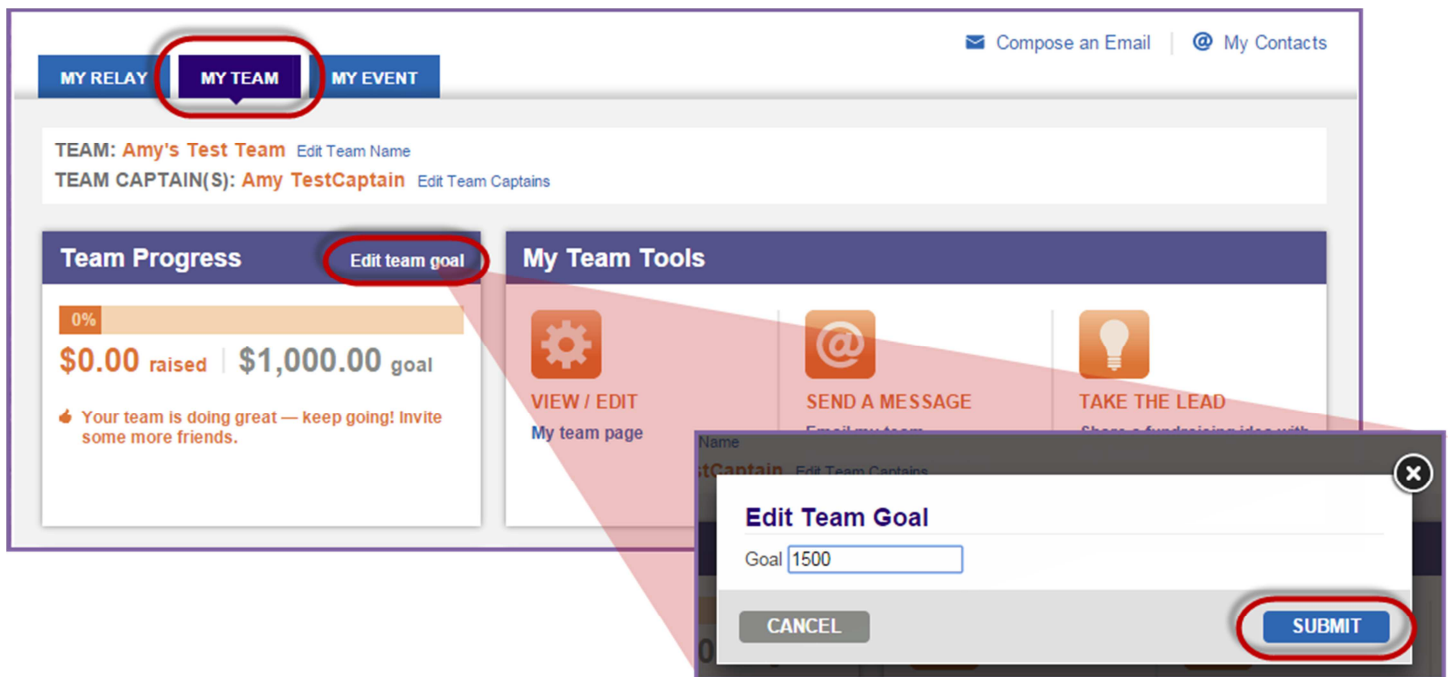
View / Edit Your Team Page

The Relay Dashboard offers team captains the opportunity to edit and update the team page. By sharing the team's reason to Relay and photos or video, you can create a compelling webpage to help you recruit teammates and donations.
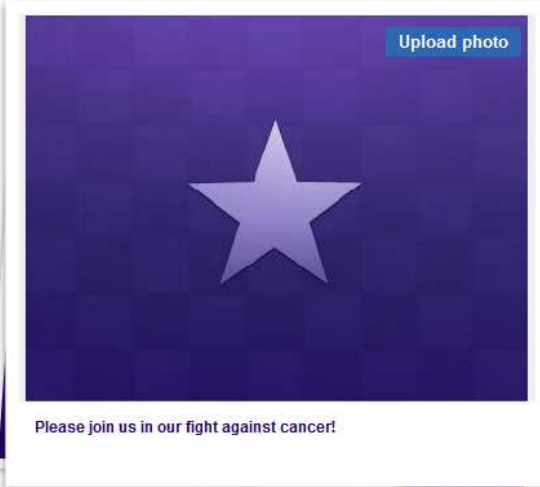
1. Using your username and password, log into your **Relay Dashboard**.

2. From the My Team tab, click the **My Team Page** link in the My Team Tools box (right hand side of the page).
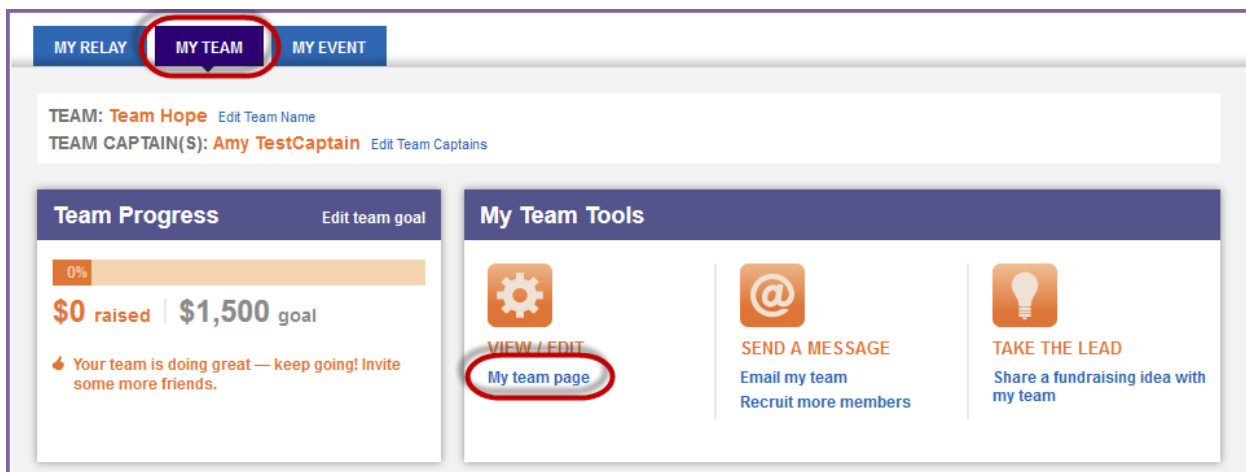
3. Your team page will appear with several links so that you may make the appropriate edits.

« Back to My Dashboard

Text Size ⊟ ⊞   Share 📘 🐦 ✉   📘 Like 0   ⊞+1 0

My Team URL: http://main.acsevents.org/site/TR?fr_id=63298&pg=team&team_id=1682129   Edit Team URL

Upload photo

Please join us in our fight against cancer!

Hi, we're Test Team
Event: Relay For Life of Hope City on July 4, 2015
Company: None | Edit Company

48%

$480 raised $1,000 goal

Support Test Team

DONATE NOW   DEDICATE A LUMINARIA   JOIN OUR TEAM

Meet our team members   ★ Denotes Team Leader

★ Amy_TEST Delozier	$350
Jane Doe_Test	$0
Testy Testerson	$0
Team Gifts	$130

Thank you to our supporters!

Darth Vader	$25
Michael Jordan	$200
Ronald McDonald	$100
Test1 Donation	$100
Test2 Donation	$25
TestTeam Donation	$30

Why We Formed a Relay For Life Fundraising Team   Edit Our Story
Welcome to our team page! Almost all of us have been touched by cancer in some
way, so we've decided to make a difference by raising money and walking in our local American
Cancer Society Relay For Life event.

At the event, our team will take turns walking around the track to raise money and awareness to help
the American Cancer Society in the world's largest movement to end cancer.

Our team is taking action to help finish the fight. Please join our team or make a donation. Saving
lives from cancer starts with one team, one participant, and one dollar at a time.

DONATE NOW   DEDICATE A LUMINARIA   JOIN OUR TEAM

WE'RE HELPING SAVE
400
BIRTHDAYS EACH DAY

Cheer us on!

Add a comment...

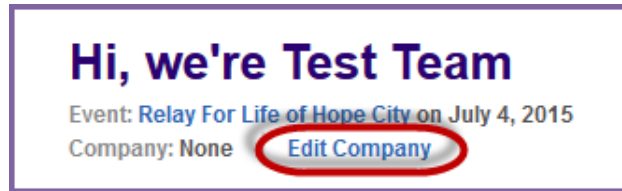☑ Also post on Facebook   Posting as Amy Delozier (Change)   Comment

📘 Facebook social plugin

4. Edit the team's company affiliation by selecting **Edit Company** under the header of the page before clicking **Save**.

5. Edit your team's story
   a. Beside the message of the page, click **Edit Our Story**.
   b. Enter new content to your team page before clicking **Save**.
      i. You can use the toolbar to format the text in your Relay Story
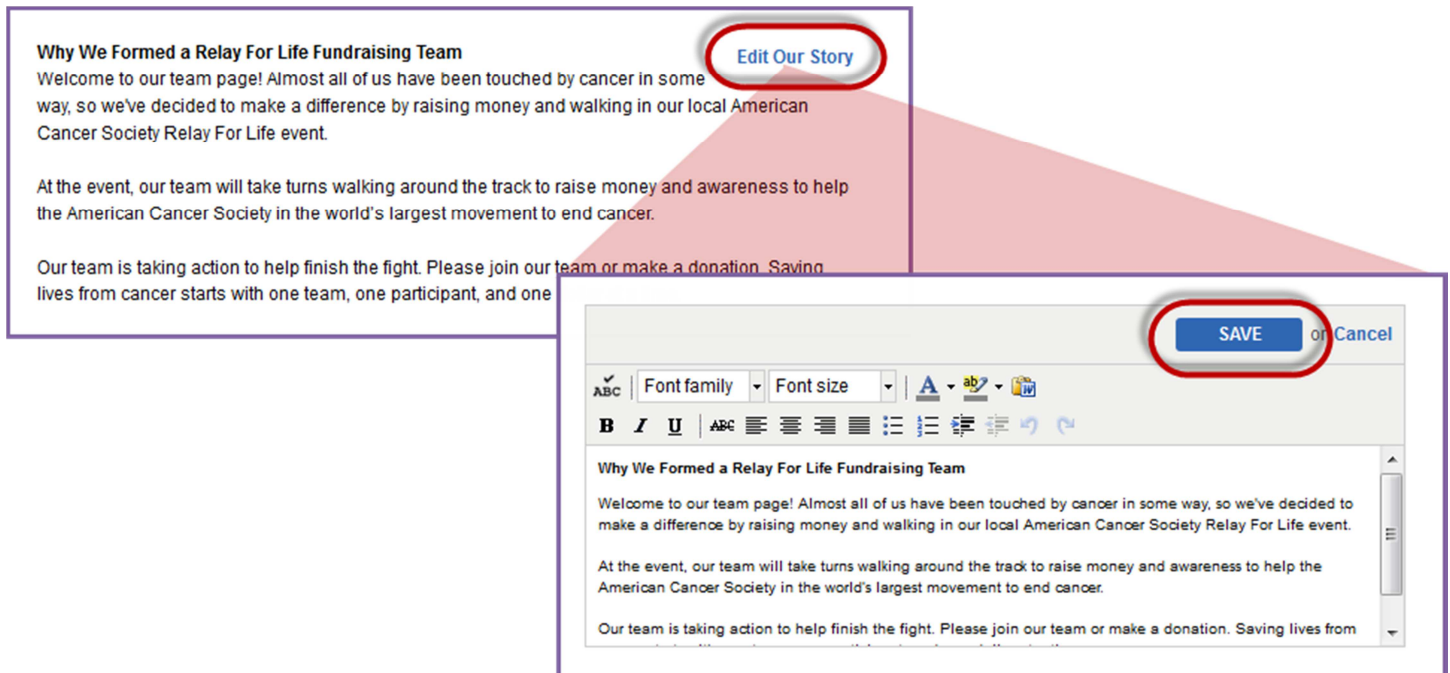

6. To add a photo to your team page click the **Upload photo** button beside the image area.
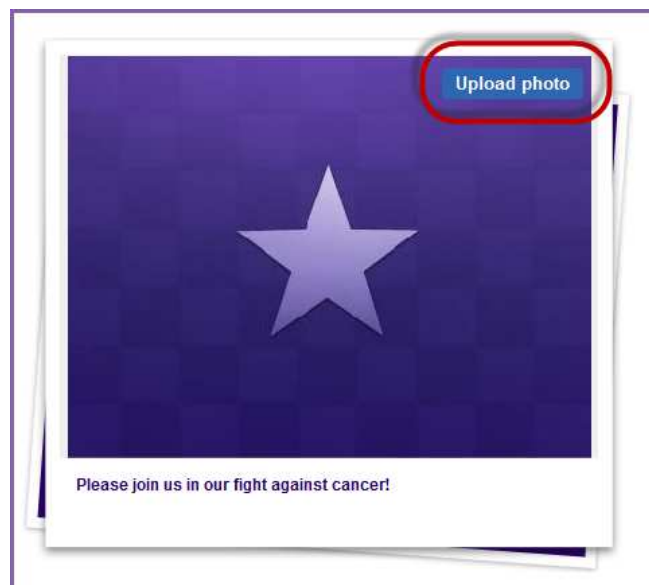
a. **Photo** – Insert one photo to display on your team page by uploading a file that contains a digital photograph. You can upload photos up to 4MB and 300x400 image size.

- *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.picresize.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 team page.
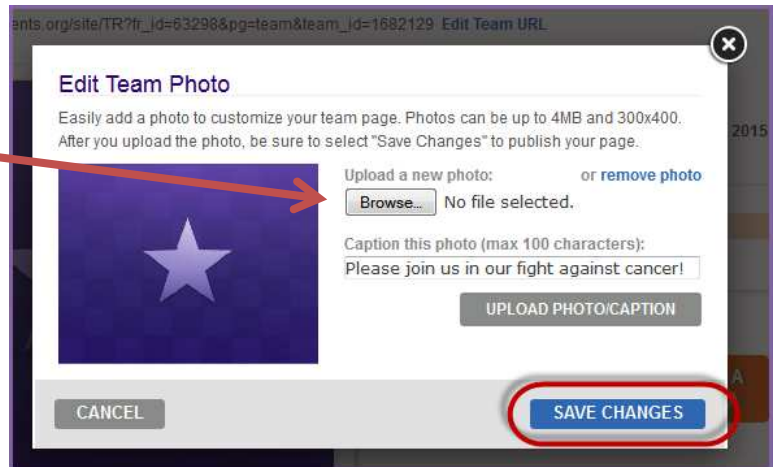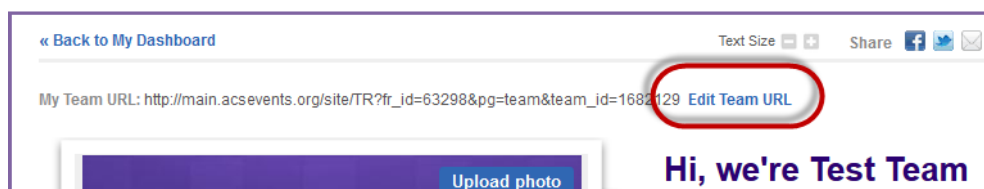

Create a Team URL

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

2. From the My Team tab, click the **My Team Page** link in the My Team Tools box (right hand side of the page).
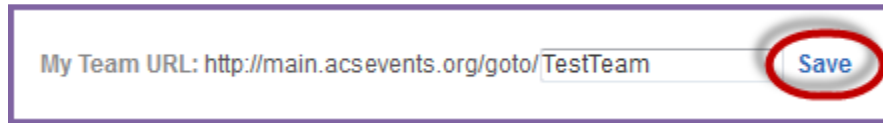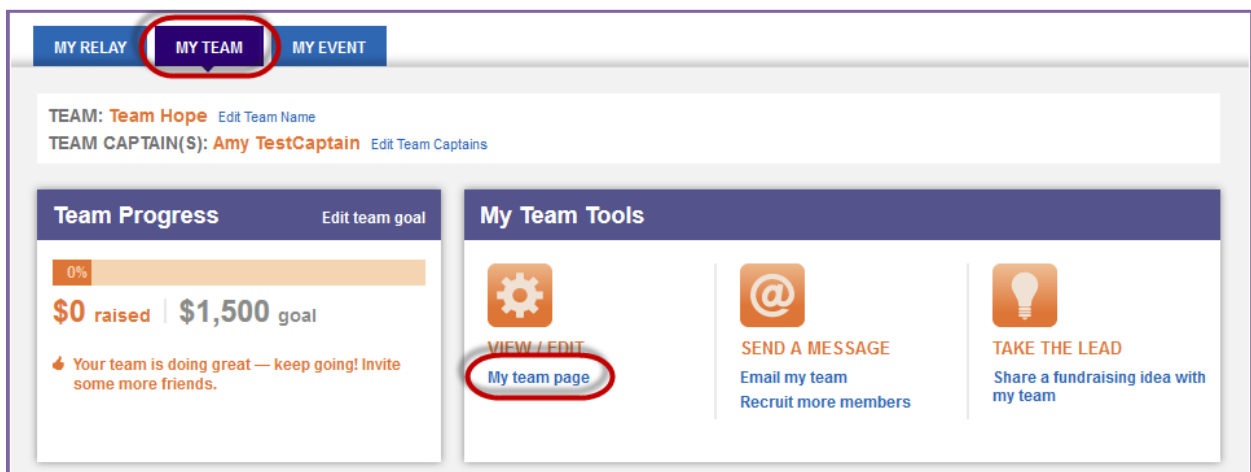

3. Your personal page will appear with several links so that you may make the appropriate edits.

4. At the top of the page, find the **My Team URL** information.

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

5. Click **Edit Team URL** to create a custom page URL to your team webpage. Enter in the end, personal section of the URL. Example for personal page URL: http://main.acsevents.org/goto/TeamAwesome
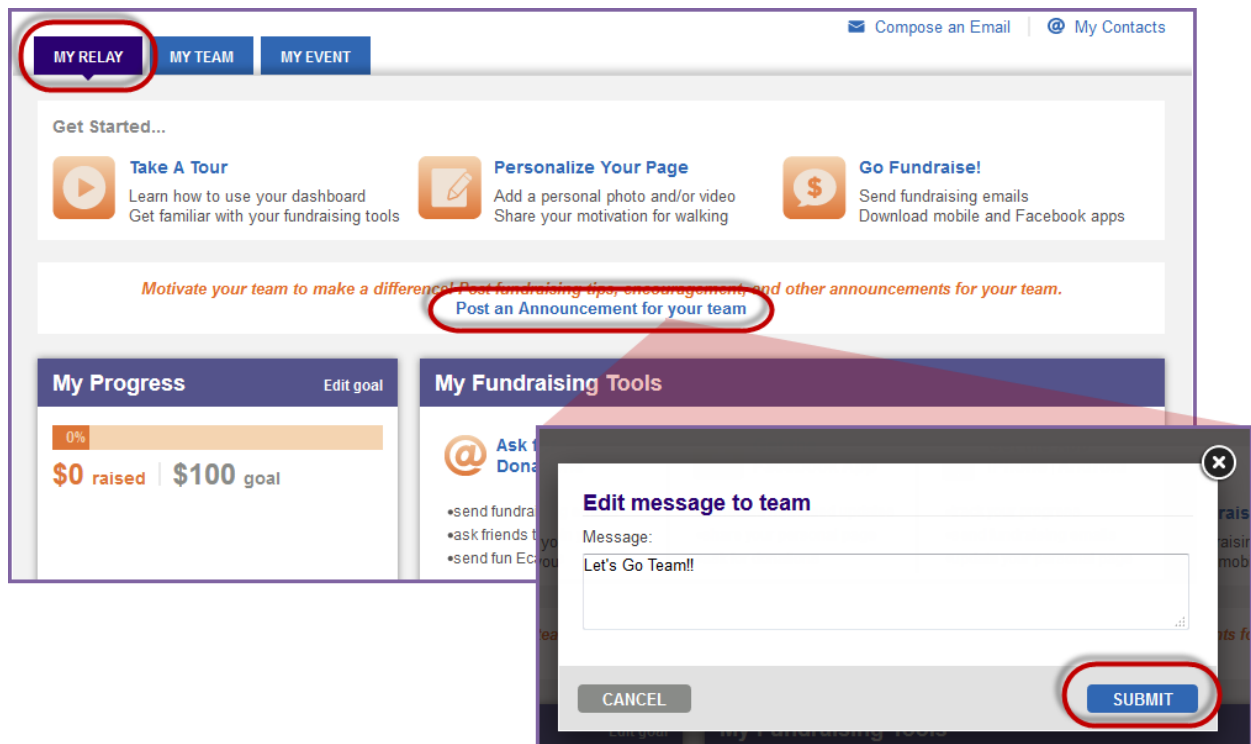

6. Click **Save.** Once a team URL has been created, the team captain / team members may add it to their email signature, post it on the Social Media sites, and provide a direct link for potential donors on paper materials.

Post an Announcement for your Team in the Relay Dashboard

Keep your teammates inspired and motivated to Relay For Life by posting words of encouragement in their Relay Dashboard. The message will appear on the Relay Dashboard whenever they log into the website.

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

2. From the **My Relay** tab, click the **Post an announcement** link above the My Fundraising Tools box (center of the page).

3. Type the message you would like to share to inspire, motivate, or encourage your online team members. Click **Submit** to update the message.


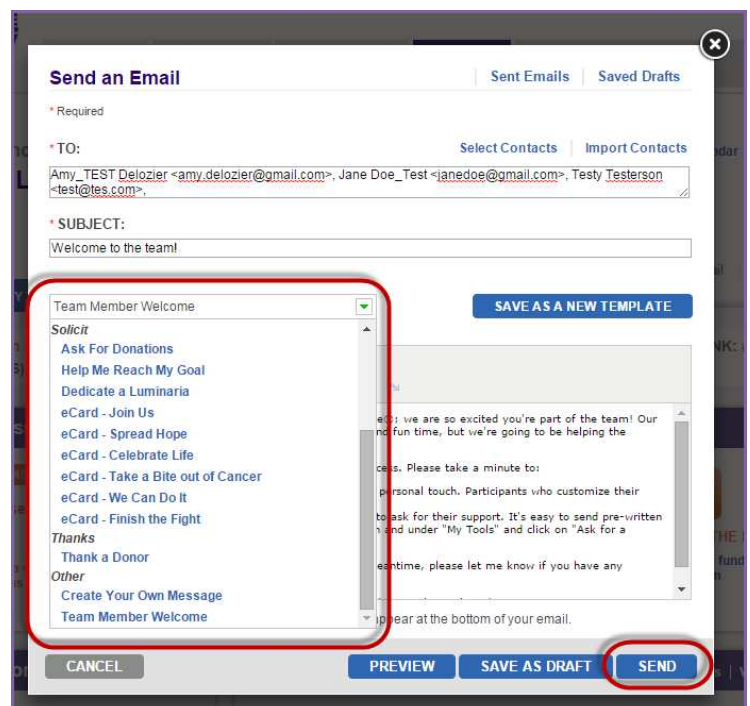4. The message will then appear on your team members' My Relay home page.

Send an Email to Your Team Members

As an online Relay team captain, you can easily send email messages from the Relay Dashboard to your teammates. Provide encouragement, team fundraising opportunities, useful event information, and more with the click of a few buttons!

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

2. From the My Team tab, click the **Email my team** link in the My Team Tools box (right hand side of the page).
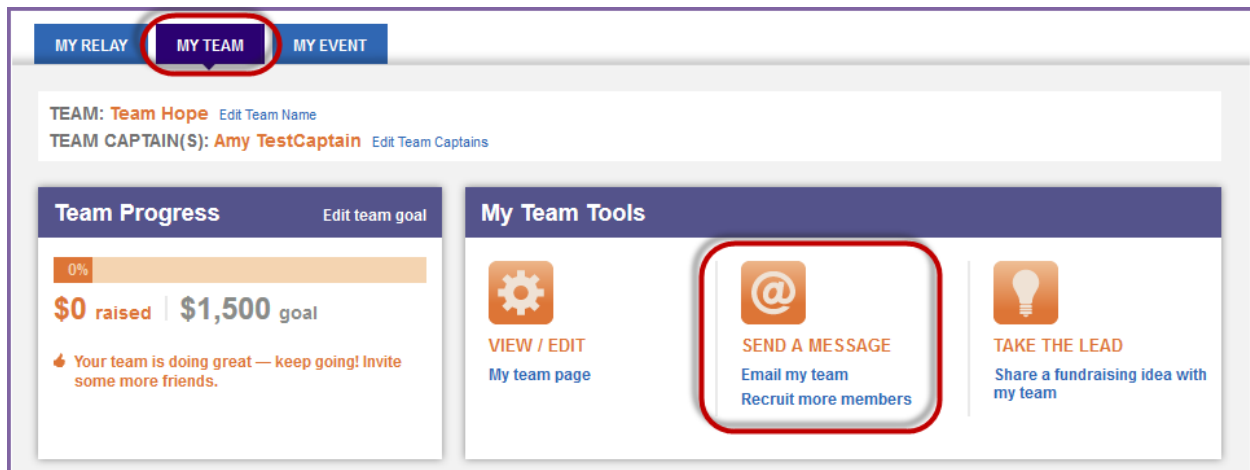
3. The **Send an Email** overlay will appear.
   a. Your name and your email address will automatically populate as the sender's address.
   b. Your teammates email address will auto-populate into the To: field.

4. If you need help deciding what to write in your email, choose one of the template messages. Click on the **Select a template** drop down menu to see the suggested messages available (i.e. Team Member Welcome). Once you select the template of your choice, the email will appear for you to personalize or send as is.

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

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

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

8. Click **Send** to deliver this message to your teammates. A confirmation will appear letting you know the message has been sent and giving you an opportunity to continue sending emails.

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.
   c. Use the **View team roster** link to download a complete list of team members with additional registration information.