



# Quick Publish Guide

## Edit Event Options

### 1. Edit Event Options

Verify Event Goal

### 2. Location Information

Verify Location Name and Address (Street Address, City, State and Zip) \*\*

Verify Local Office Mailing Address \*\*

### 3. Edit Advanced Options

Enter email addresses for New Team Notification (*optional*)

### 4. Edit eCommerce Options

Update the Store ID with the appropriate luminaria store for your event (*optional*)

## Edit Milestones

Enter email addresses to be notified when participants reach certain milestone levels (*optional*)

## Edit Event Properties

Event Name: Verify Event Name \*\*

Event Schedule: Verify start time of your event \*\*

Event Date: Verify date of event \*\*

Verify Event Location, State and City\*\*

Sponsor 1: Enter SMS textword to turn on opt-in widget

Sponsor 2: Leave as is

Sponsor 3: Update with Twitter URL

Sponsor 4: Update with Facebook ID

Sponsor 5: Update with Instagram album URL or Flickr ID

## Edit Event Coordinator Properties

Verify Event Contact Name, Phone and Email \*\*

## \*Once Your Website Goes Live\* Send Site Launch Email

Send "Recruitment Email - Websites are Live" to past participants

*\*\*If you make a change to any field marked with asterisks (\*\*), see [Appendix](#) for additional **required steps** to update all American Cancer Society systems.*

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

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# Customization Details

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## Event Center Customization – Verify Event Details

### A. Edit Event Options

#### 1. Edit Event Options

- a. Different Event Fundraising Goal: Enter the volunteer season goal. This will appear on the fundraising progress wheel on the greeting page.
- b. Click 'Next'

#### 2. Location Information

- a. Event Location Details: Verify that the location information is correct. These details automatically show on your website.
- b. Local Office Mailing Address: Verify that the office mailing address is correct. The mailing address will show on your offline donation forms & on the Event Details page.
- c. Click 'Next'

#### 3. Edit Advanced Options

- a. New Team Notification (*Optional*): Enter your email address if you wish to be notified whenever a new team registers for your event. You can enter multiple email addresses by placing a comma between each email.
- b. Click 'Next'

#### 4. Edit eCommerce Options

- a. eCommerce Store Associated With the Event Products: Update the eCommerce store ID with the appropriate luminaria store for your event. Please visit <http://relayforlife.org/LuminariaStores> to see a full list of the available stores.
  - i. If you wish to offer a store that does not appear on this list, please log a detailed ticket at <http://helpme.cancer.org> with a list of the names and prices of the products you wish to offer.
- b. Click 'Finish'

### B. Edit Event Milestones

- a. Enter email addresses to be notified when participants reach certain milestone levels (*optional*).
  - i. Click 'Edit' next to the milestone levels you want to receive notifications for. Type the email address and click 'Add'
  - ii. If that person no longer wishes to receive email notifications, you can select that email address from the list and click 'Remove'
- b. Click 'Finish'

### C. Edit Event Properties

- a. Event Name: Verify the Event Name is correct
- b. Schedule: Verify the Event Start Time
- c. Date & Time: Verify the Event Date
- d. Event Location Details: Verify that the event location name, state and city are correct
- e. Sponsor Lines:
  - i. Sponsor name (1): SMS Opt-in Widget. If your event is utilizing SlickText for an event-wide text campaign, enter your textword to turn on the opt-in widget
  - ii. Sponsor name (2): Official RelayForLife.org YouTube Channel. Please leave as is
  - iii. Sponsor name (3): Twitter feed. If your event has a Twitter feed, enter the web address of your twitter feed. Must remain in "https://twitter.com/..." format
  - iv. Sponsor name (4): Facebook feed. If your event has a page on Facebook, enter the local Facebook ID (to find your Facebook ID, go to <http://findmyfbid.com/>)

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

- v. Sponsor name (5): If your event has an Instagram or Flickr account, enter the appropriate ID to display your local photos in the EVENT PHOTOS section on your website. [Click here](#) for detailed Instagram instructions
- f. Click 'Finish'

#### D. Edit Event Coordinator Properties

- a. Name: Verify ACS Staff Person or volunteer name
- b. Phone: Verify ACS Staff Person or volunteer phone
- c. Email: Verify ACS Staff person cancer.org email or volunteer email
- d. Click 'Finish'

*If any of the pre-populated event logistics are incorrect (event name, date, time, location, staff partner), see [Appendix](#) for the steps to submit the correction so it can be updated in all American Cancer Society systems.*

#### \*Once Your Website Goes Live\* Send Site Launch Email

1. Under the Event Emails tab, search for "Recruitment Email - Websites are Live" email
2. Send to all past email participants
3. Check out the [Email Quick Reference Guide](#) for simple steps for setting up and sending your email

#### Volunteer EMC Access

Volunteers can request EMC access at [http://relayforlife.org/EMC\\_Access](http://relayforlife.org/EMC_Access)

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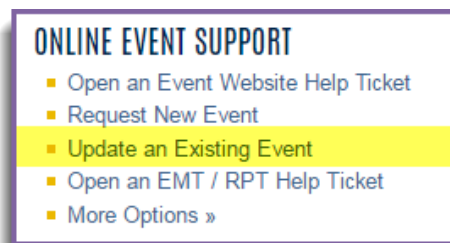
## Appendix

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### Submitting Event Changes

If you find any event details are incorrect, you will need to submit the changes so they can be made in all databases. We have a nationally centralized process for submitting various types of event requests, which allows us to update all databases as appropriate.

1. Visit [helpme.cancer.org](http://helpme.cancer.org)
2. On the Home screen, under the 'Online Event Support' section, select [More Options »](#)
3. A new page will open, select the [Update an Existing Event](#) form
4. Please be thorough when completing this form to ensure all your event details are accurate



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