



## Schools vs Cancer Online Handbook

- [Start a Schools vs Cancer Team](#)
- [Search for a Team](#)
- [View Team Member Roster](#)
- [View Team's Gift History](#)
- [Edit a Team's Registration Information](#)
- [Report on Schools vs Cancer](#)

### How do I set up my Schools vs Cancer event online?

To set up the Schools vs Cancer event on your local Relay For Life or Making Strides Against Breast Cancer website, the school coordinator should simply register the school as a team under the **Schools vs Cancer** national company affiliation! [Click here to download an editable Sign Up doc for school coordinators.](#)

The Schools vs Cancer program has been created as a national company on your behalf, so there is no additional work required from the event manager perspective to get the team registered. See below for the various steps to manage the Schools vs Cancer team.

### Search for a Team

1. From the EMC, click **Customer Service** in the top Navigation Bar.
2. Under Related Actions, select **Manage Teams**.





3. A list of all registered teams will be displayed. Find the appropriate team in the list provided or through the search function.

Customer Service > RFL CY15 Hope City

This is a list of teams that have been formed for this TeamRaiser. Use the Manage action to view information about the team and its members or record a donation to the team.

Name	Action	Team Captain	Company	Team Goal
Baptist Church Cancer Fighters 2 ID: 598114	Manage Disband Team	Laura Houston laura.houston@gmail.com		\$0.00
Seagie Bikers ID: 599079	Manage Disband Team	Steve Highland stevendesign@yahoo.com		\$50,000.00
Beat It Cancer ID: 535290	Manage Disband Team	Laura Traming laura@gmail.com		\$15,000.00
Birthdays Team ID: 596452	Manage Disband Team	Official Sponsor birthdays@gmail.com		\$10,000.00

## View Team Member Roster

1. Click **Manage** to access the Schools vs Cancer team profile.

Name	Action	Team Captain	Company	Team Goal
Test Team ID: 1682129	Manage Disband Team	Tasty Testerson test@tesa.com		\$1,000.00

2. On the team's account record, scroll to the bottom of the page and click the **Members** tab to full a complete list of team members.

Customer Service > RFL CY15 National Community SP > Test Team

Related Actions: List Team Details, Record Team Details

This page shows information, statistics, and members for the selected team. Use

<b>Test Team (ID: 1682129)</b>	Active Members: 3
Captain:	Team Goal: \$1,000.00
Team Name: Tasty Testerson 123 Hope Street Hope City, NV 12345 test@tesa.com	Confirmed Gifts: \$300.00 (30.00%)
	Total Gifts: \$300.00 (30.00%)

Tab: **Members**

Name	Action	Email
John Doe, Test	Manage Participant	john@gmail.com
Jane Doe, Test (Inactive)	Manage Participant	jane@jane-test@jane.com
John Smith	Manage Participant	johnsmith@smith.com
Phyllis Lee Solo	Manage Participant	phyllislee@lee.com
Tasty Testerson (Captain)	Manage Participant	test@tesa.com



## View a Team's Gift History

1. Click **Manage** to access the Schools vs Cancer team profile.

Name	Action	Team Captain	Company	Team Goal
Test Team ID: 1682129	<b>Manage</b> Manage Team	Tasty Testerson test@tesa.com		\$1,000.00

2. On the team's account record, scroll to the bottom of the page. View the **Gift History** section.

3. Within the team's gift list, you can change the honor roll name, gift soft credit, or refund the donation. See [the guide for managing gifts](#) for more information.

Customer Service > RL\_CV18.National.Community.BF > Test Team

Related Actions

Account Details

Account Team Details

This is a summary page showing the information about the Gifts and Members of the selected team. Click Record Team Donation to enter a donation made on behalf of the team. In the Gifts list, use the View/Edit action to see information about the donor, add the option to display on the Team Gift List, and change the amount of an unconfirmed gift or check gift. Use the Members tab to see the team roster and work with the TeamMember profiles of the members.

**Test Team (ID: 1682129)**

Captain: Tasty Testerson  
123 Hope Street  
Hope City, NY 12345  
test@tesa.com

Active Members: 4  
Team Goal: \$1,000.00  
Confirmed Gifts: \$300.00 (30.0%)  
Total Gifts: \$300.00 (30.0%)

**Gifts** | Members

Records 1 - 5 of 5 (10 / 10 rows) | Test Team

Name	Action	Gift Type	Gift Date	Amount	On Behalf of
Gift Name	View/Edit Change Soft Credit	Offline Confirmed (Cash)	11/15/2018	\$25.00	Process Line Item
JOHN DOE_Team	View/Edit Change Soft Credit	Offline Confirmed (Cash)	03/16/2018	\$10.00	Team
Michael Jordan	View/Edit Change Soft Credit	Offline Confirmed (Cash)	11/15/2018	\$200.00	Process Line Item
Test Donation	View/Edit Change Soft Credit	Offline Confirmed (Cash)	11/07/2018	\$100.00	Process Line Item
Test Donation	View/Edit Change Soft Credit	Offline Confirmed (Cash)	11/07/2018	\$25.00	Jane Doe_Team

Records 1 - 5 of 5 (10 / 10 rows) | Test Team

## Edit a Team's Registration Information

1. Click **Manage** to access the Schools vs Cancer team profile.

Name	Action	Team Captain	Company	Team Goal
Test Team ID: 1682129	<b>Manage</b> Manage Team	Tasty Testerson test@tesa.com		\$1,000.00

2. From the team record, under Related Actions, click **Edit Team Details**.

3. Make changes to the team's online registration as needed:
  - a. **Team Name:** Edit the team name.
  - b. **Team Goal:** Update the team fundraising goal.
  - c. **Team Company:** Associate the team with the Schools vs Cancer program if they did not do so during registration.
  - d. Click **Finish** to complete the changes.

1. **Team Name:**  
Identifies the team.  
Test Team

2. **Team Goal:**  
Defines the amount of money the team intends to raise (which the Team Captain can update later at the Participant Center).  
\$1,000.00

3. **Team Company:**  
Identifies the company associated with or sponsoring the team.  
 Choose an existing value  
 Enter a new company

**Finish** or **Cancel**

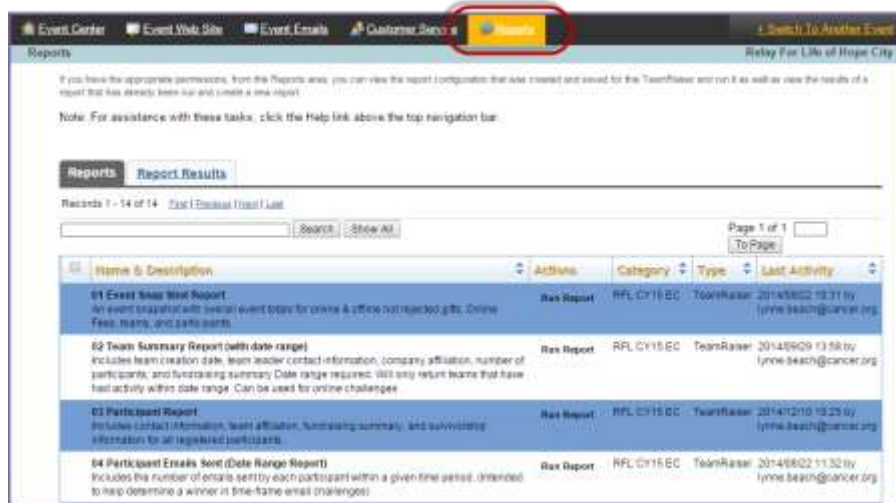




**Note:** Changing team details will only be reflected on the Relay website. The change will not flow to other American Cancer Society databases (Siebel, EMT). To have this change made in the other ACS systems, please contact the National Cancer Information Center at 1-800-227-2345 (option #2), which is staffed from 6 a.m. to 11 p.m. CST.

## Report on Schools vs Cancer

1. From the EMC, click **Reports**.



2. A list of all available reports will be displayed. Locate the report you would like data from. Click **Run Report** under the Action column beside the appropriate report.
  - a. The following reports include the **Company** field, so you can easily sort by “Schools vs Cancer”
    - i. **02 Team Summary Report:** Includes team creation date, team captain contact information, company affiliation, number of participants, and fundraising totals.
    - ii. **03 Participant Report:** Includes contact information, shirt size, team affiliation, fundraising totals, relationship to cancer, and more (for all registered participants).
3. Follow the prompts and the Process Navigator on the left hand side of the page will help navigate you through the reporting process.
  - a. Step 1a – **Edit Runtime Parameters:** If the report has been built to allow for a custom date range, enter the parameters from which you would like to gather data.
  - b. Step 1b – **Identify Result:** Provide a custom report name or description
    - i. If you manage multiple events, you may want to add the Event Name to the Report Label, so you can easily identify results from one event to the next.

### 1. Run Report

a. Edit Runtime Parameters

b. Identify Result

c. Review Criteria Summary



- c. Step 1c – **Report Criteria Summary:** Review the report summary page and click **Run Report** at the bottom of the page to begin the data collection process.

**2. Run Report:**

Click Run Report to send this report to the report queue where it will run as scheduled. After it runs, access report results listed on the Report Results tab.

**Run Report**

4. The report will display as soon as the task completes. The following actions will be available:
- Download:** Click the disc icon to download the report in any of the following three formats:
    - CSV – comma separated values format. *This is the best format to use.*
    - PDF – Adobe Acrobat portable document format
    - HTML – hypertext markup language format
  - Print:** Click the printer icon to print the report results to your printer.



**Note:** *There will be times that reports will not always appear right away and you may need to retrieve your results from the Report Results tab.*