# Sign Up. Set Up. Start Fundraising.

## Step 1: Find Your Event

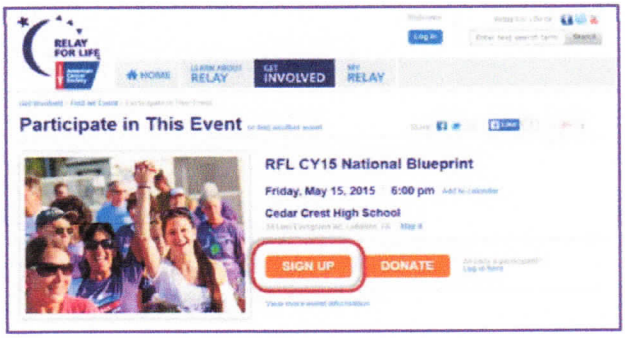
Visit RelayForLife.org and use the ***Find an Event*** link to locate your event. Once the list of events appears, click on the name of your preferred local Relay For Life event, and you will be taken to the event home page.

OR visit:

www.relayforlife.org/houstonga

## Step 2: Sign Up

Click the **Sign Up** button to begin the registration process.

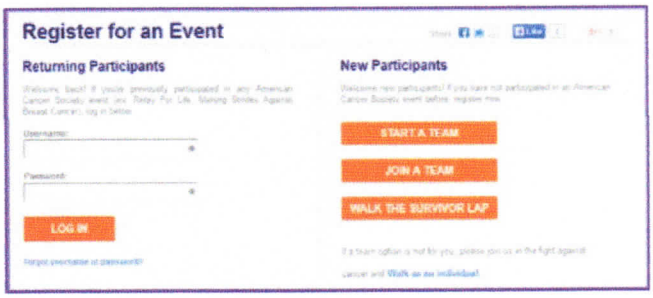



## Step 3: Identify Yourself

Identify whether you are a New or Returning Participant.

If you registered online for an American Cancer Society event in the past, you can log in as a Returning User and all of your information will carry over to this year's Web site, including contacts you may have added to your address book!

If you are a brand new online participant, you can move on to the next step!

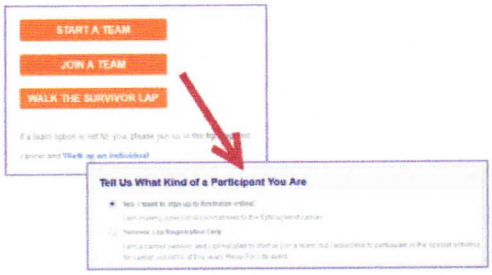



## Step 4: Choose How You Will Participate

Participants may choose to:

- **START A Team** and enter your team name and fundraising goal, and Company affiliation.
- **JOIN A Team** to locate and join your preferred team.

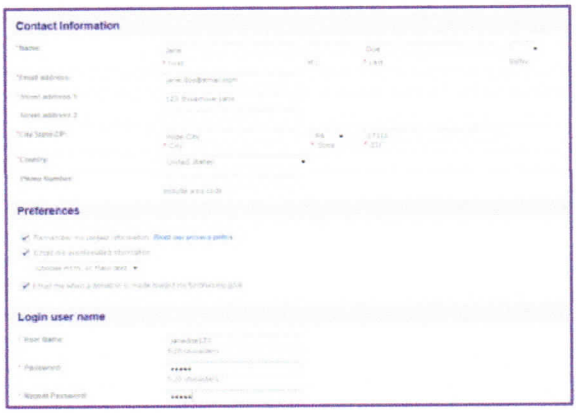
Or walk as an **Individual** or **Survivor**




**The participant type options on your local Relay For Life event may be slightly different than what is shown above. During this step, please select the desired participation type / payment option from what is available for your event.*

## Step 5: Complete Registration

Complete the registration process by answering all the questions, and following the instructions on each page.




Once you have completed the registration process, you'll get a confirmation screen.

Closing out of that will put you right into your dashboard!

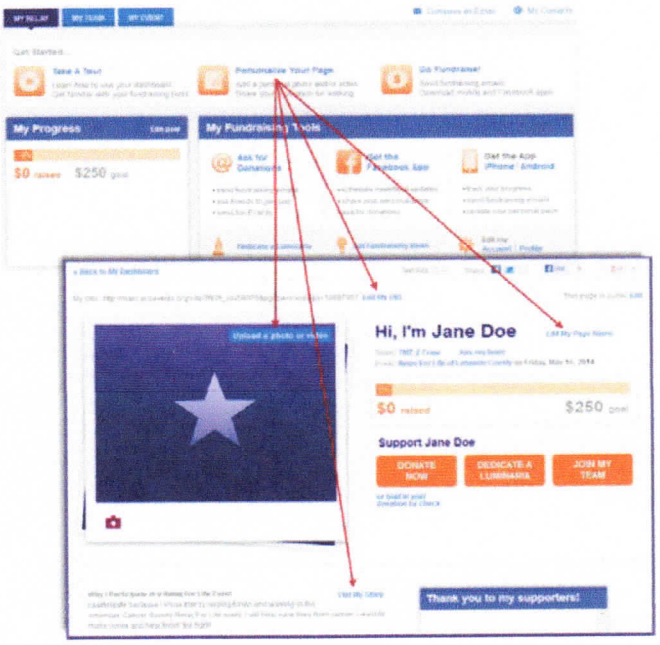
**Celebrate. Remember. Fight Back.®**

## Step 6: Personalize Your Web Page

While in your dashboard, click 'My Personal Page' under the 'View/Edit' menu within the 'My Tools' section:

- ***Edit My Page Name*** to personalize your page title.
- ***Edit My Story*** and add more about why you are participating... make it personal!
- ***Upload photos/video*** to upload a personal photo (must be .jpg and smaller than 200 kb), or add a YouTube video.
- ***Edit My URL*** to create your own personal short URL. You can easily share your short URL in emails, on Facebook and Twitter!

Click the 'Save' button in each section when done.

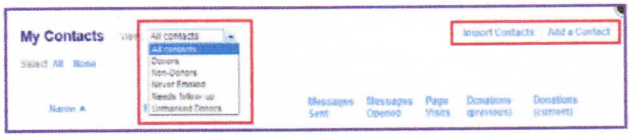



## Step 7: Set Up and Manage Your Address Book

While in your dashboard, click 'My Contacts' on the right-hand side:

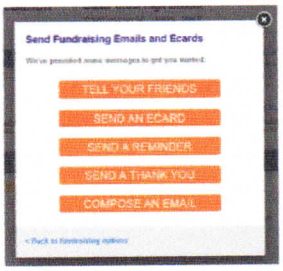
- You can choose to **Import** contacts from a file, or from an external email client by following the online steps for uploading, or you can enter addresses manually from AOL, Outlook, Gmail, and more.

You can sort your contacts by their interactions (donors vs non-donors). Team captains will also have the option to view team members.




## Step 8: Send Emails to Friends and Family

In your dashboard, click 'Ask For Donations' the 'My Fundraising Tools' section:




- A new window will appear where you can select the type of email you wish to send! You can select one of our templates, and e-card, or you can create your own message!
- If you set up an address book, click **choose from your contact list** and check the names you would like to appear in the "TO" field of the screen.
- If you did not set up an address book, you may type address in the address block (these addresses will be added to your address book for future use).
- Customize the message with the reason you are involved, or create your own message.
- View previous messages in the **Sent Emails** tab.

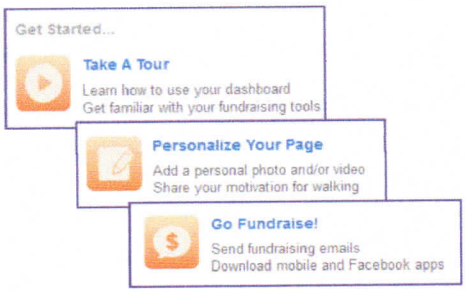
## Step 9: Keep Track of Your Progress

Track your fundraising progress under the 'My Progress' and 'My Donations' sections:

- See how much you've raised towards your personal goal, any fundraising badges you've received, and event update your goal under the 'My Progress' section.
- View your donations received, and send a Thank You to your donors under 'My Donations'.

## Step 10: And SO MUCH MORE!!!!

Check out the features in the 'Get Started' toolbar of your dashboard. There you'll find all your 'next steps' and tips to make you a successful fundraiser.




RELAY FOR LIFE
American Cancer Society

**Have questions or need help? Dial 800-227-2345, or contact:**

Connie Criswell, ASC Staff in Macon Office - connie.criswell@cancer.org
Sue Arnett, Relay For Life of Houston County, GA Online Chair - relaysue@bellsouth.net
Please list a phone number in your email message so we can call you to walk you through the process.