

RELAY FOR LIFE ONLINE GUIDE

Sign Up. Set Up. Start Fundraising.

Welcome! Let's get started!

Follow the step-by-step directions below to set up your Relay For Life Web page and get going.

Step 1: Find Your Event.

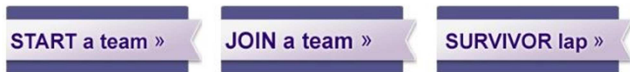
Go to: relayforlife.org > My Event > 'Find an Event' to locate your event, then click 'Sign Up'.



Step 2: Start your team.

Click "Start a team" and enter your team name and fundraising goal, or click "Join a team" to locate and join your preferred team.

Returning participant? Please [Log In](#) before you sign up for this year's event.



Note: the Survivor Lap option above will not allow you to start or join a team. Click one of the other options, then choose "Survivor" during your registration process.

Step 3: Choose your Participation type.

Choose your participation type by whether you want to pay with your credit card or at your local office with cash or check.

SELECT A PAYMENT OPTION

☒ Pay Registration by Credit Card \$10.00

I will pay my registration fee by credit card now.

☐ Pay Registration by Cash or Check

I will pay my registration fee by cash or check later.

☐ Survivor (No Fee)

I am a survivor who is not a team captain or team member, but I would like to walk in the Survivor lap.

Step 4: Continue registration.

Log in if you participated in Relay last year, or designate yourself as a new user. Enter your username and password from last year before beginning the registration process to ensure that all of your information from last year will carry over to this year's Web site.

ARE YOU A NEW OR RETURNING PARTICIPANT?

Have you registered online for an American Cancer Society special event (Relay For Life, Making Strides, DetermiNation, etc) in the past? If the answer is yes, be sure to select Returning Participant to reclaim your information including your address book and other personal information. Don't worry if you've forgotten your log in information, we'll remind you.

☒ New Participant (I HAVE NOT previously registered online for an American Cancer Society event.)

☐ Returning Participant (I HAVE previously registered online for an American Cancer Society event.)

Previous Step Next Step Cancel

5: Complete registration.

Complete the registration process by following the instructions on each page.

PLEASE COMPLETE THE REGISTRATION FORM BELOW

Contact Information
* = Required Fields

* Name: Title First Middle Last Suffix

* Email:

* Street 1:

Street 2:

* City/State/ZIP: City State ZIP

* Country: United States

Phone Number:

☒ Please email me event-related information so I can participate successfully.
Email Format:

☒ Remember me. [Read our Privacy Policy](#)

☒ I would like to be emailed when a gift is made on my behalf.

Review Your Registration Information

You have 1 registration. The current total cost is \$0.00		
Contact Information	Item Information	Fee
Test Test street city, PA 99999 test@test.com Edit	Participation Type: Participant Registration - Cash or Check \$0.00 Additional Donation \$0.00	\$0.00
Total:		\$0.00

Complete Registration Cancel

Celebrate. Remember. Fight Back.

Step 6: Personalize your Web page.

- Click 'My Personal Page' at the top of the page.
- Click in the page title box to personalize your title.
- Under Body Text, type in why you are participating.
Make it personal!
- Click the 'Upload Photo or Video' tab to upload a personal Photo (must be .jpg and smaller than 200 kb), or add a YouTube video.
- Click the "Save" button when done.

EDIT PERSONAL PAGE

View My Page >

EDIT PAGE

UPLOAD PHOTO OR VIDEO

MY SETTINGS

Personal Page URL: [\(Create/Edit Short URL | View \)](#)
http://main.asevents.org/site/TR/RelayForLife/RFLFY12National?pr=3144023&pg=personal&fr_id=35451

This page is **Public**

Title

Welcome To My Page!

Body

Font family

Font size

B *I* U ABC

My Reason to Relay

I am participating in the American Cancer Society's Relay For Life because I want to make a meaningful difference in the fight against cancer.

Almost everyone has been touched by cancer, either through their own personal battle or through someone they love.

Every day, the American Cancer Society is helping us stay well by preventing cancer or finding it at its earliest, most treatable stages. They assist families in finding the best resources to help their friend or loved one deal with a diagnosis and their journey to get well. The American Cancer Society is also rallying communities (like ours!) through events like Relay For Life, to fight back and find cures for this disease.

Please join my team or make a donation to help the American Cancer Society create a world with less cancer and more birthdays. Together, we can help make sure that cancer never steals another year of anyone's life!

Save

Preview



This Resource will open in a new window but will not save your changes

Step 7: Set up your address book.

To add names & emails into your address book:






- Click the appropriate link in the 'Other Actions' box at the bottom of the 'Email' page.
- You can choose to 'Import' contacts from a file, or from an external email client by clicking on your preferred email client and following the online steps for uploading;
- Or you can enter addresses manually.
addresses from AOL, Outlook, Gmail, and more.

You can import contacts directly from an email service below:

-  **Gmail**
-  **YAHOO!**

OR you can upload a .csv file exported from another email client:

File-based import for ... [Tell me more.](#)

-     

(Hotmail, Apple, Outlook, AOL, etc.)



Visit RelayForLife.org.

Step 8: Send emails to friends and family.

Click 'Email' at the top of the page to enter your messaging center.

- If you need some help, you can choose a type of email to start with from the 'Suggested Message Templates' list.
- 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.
- You can review previous messages in the 'Sent Messages' tab.

MY MESSAGING CENTER

COMPOSE A MESSAGE DRAFTS SENT MESSAGES

Send Save as draft Preview Save as template

To:

Enter your friends name, email address, or choose from your contacts list

Subject:

▼ Hide templates

Suggested Message Templates

Ask For Donation Help Me Reach \$100 Thank a Donor Insert Your Own Message Here - Blank message
Invite a Survivor or Caregiver to Relay

☐ include personalized greeting (What's In?)

Font family Font size

B I U ABC [bullet] [numbered] [list icon] [link icon] [unlink icon]

Step 9: Keep track of your Progress.

Click 'My Progress' at the top of the page to see (or edit) your personal goal, your donations received, and totals dollars raised.

By clicking the links in the center of the page, you can even make a donation to yourself, or see some of the other great fundraising tools available for you as well.

MY FUNDRAISING PROGRESS

\$0 I HAVE RAISED	\$100 MY GOAL (Change)	0% PERCENT	385 DAYS LEFT
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[DONATE TO MYSELF](#)
[FUNDRAISING TOOLS](#)

◆ Gift Amount

Donation History

Gift Notifications: **On** ([turn off](#))

([View all personal donations](#) or [Download personal donation list](#))

Donor	Amount	Notes	Date	Actions
No donations found.				

« ‹ 0 of 0 › »

If you have any questions or concerns, please contact your local staff partner or call the American Cancer Society at 1.800.227.2345.