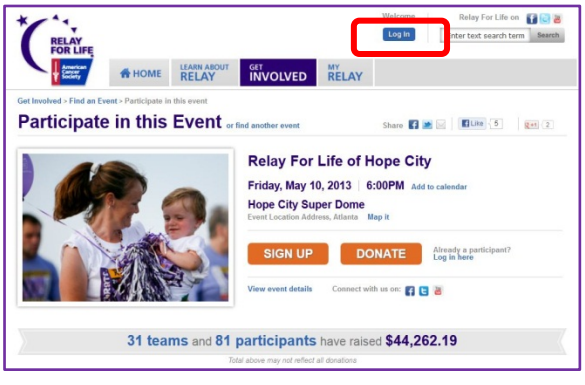
RELAY FOR LIFE ONLINE GUIDE

Enter a Cash or Check Donation.

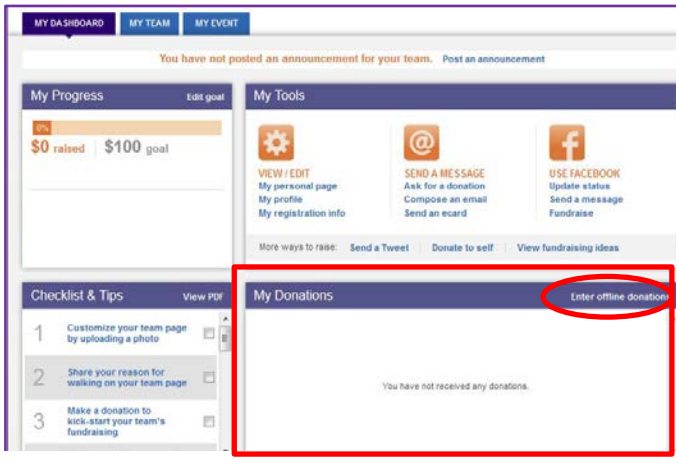
Step 1: Log in to your Relay Dashboard

Go to your local event page and log in to your **Relay Dashboard** with your username and password.



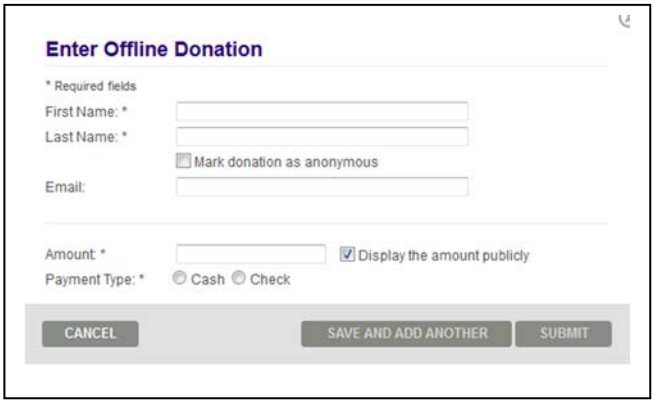
Step 2: Enter an Offline Donation

Once logged in to the Dashboard, in the 'My Relay' tab, go to the box labeled "My Donations" and click on **Enter offline donations**



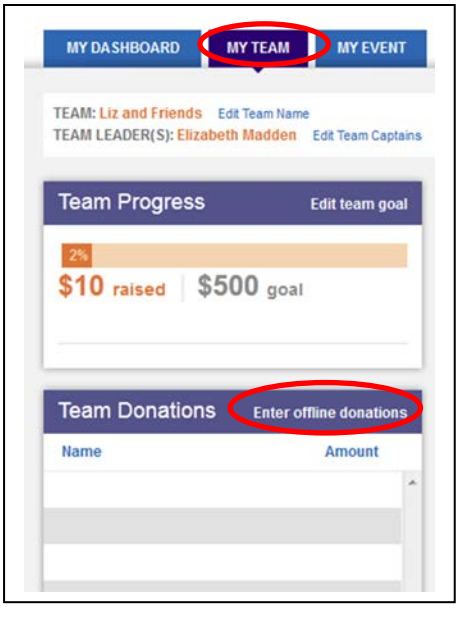
Step 3: Record the Donation

Fill out the fields with the donor's name and the amount of the donation. If it is a check, you will need to record the check number. Once finished, click **Submit** to record it, or **Save and Add a Another**



Step 4: Enter an Offline Donation for your Team

To enter a gift to the team's credit, click on the tab at the top that says "My Team." Go to the box labeled "Team Donations" and click on **Enter offline donations**. Follow Step 3, and the donation will be credited to your team's page.



Celebrate. Remember. Fight Back.®