



## American Cancer Society's Great West Division Relay Online Topic Training Schedule

All calls will last approximately one hour

Please make sure that you have event manager access to your events site before attending the call. If you don't have access please submit a help ticket at [gwwonlinehelp.org](http://gwwonlinehelp.org) to get access at least 72 hours before the call.

These calls are meant to help you and your events utilize the online fundraising tool to its capacity. Attending these calls will enhance your knowledge of the online tool.

Call In Information: 1.866.524.5160, Participant Code 236904

Webex: <http://tinyurl.com/gwerevenue training>

Date	Time	Topic
Tuesday, Oct. 11	6:00pm (PST)	Online 101: This call will go over the basic steps of setting customizing your Convio site including adding sponsor logos, updating participants types, and editing pages.
Tuesday, Oct. 25	6:00pm (PST)	Coaching Emails: This call will walk through the steps of sending an coaching email, and using filters to target an audience
Tuesday, Nov. 15	6:00pm (PST)	Customer Service: This call will cover managing participants/teams including moving donations, resetting passwords, and understanding the participant center
Tuesday, Nov. 29	6:00pm (PST)	Tips for Training: This call will cover tips to help your train your team captain's, participants, and committee members
Tuesday, Dec. 13	6:00pm (PST)	Tracking Income: This call will cover donation management using your Convio site
Tuesday, Jan. 10	6:00pm (PST)	Batch Upload: This call will walk through the steps of batching uploading your event's donation.
Tuesday, Jan. 24	6:00pm (PST)	Reports: This call will walk through pulling reports, and manipulating them using Microsoft Excel.
Tuesday, Feb. 7	6:00pm (PST)	Online 101: This call will go over the basic steps of setting customizing your Convio site including adding sponsor logos, updating participants types, and editing pages.
Tuesday, Feb. 21	6:00pm (PST)	Customer Service: This call will cover managing participants/teams including moving donations, resetting passwords, and understanding the participant center
Tuesday, March 6	6:00pm (PST)	Tips for Training: This call will cover tips to help your train your team captain's, participants, and committee members
Tuesday, March 20	6:00pm (PST)	Coaching Emails: This call will walk through the steps of sending an coaching email, and using filters to target an audience
Tuesday, April 3	6:00pm (PST)	Tracking Income: This call will cover donation management using your Convio site
Tuesday, April 17	6:00pm (PST)	Batch Upload: This call will walk through the steps of batching uploading your event's donation.
Tuesday, May 1	6:00pm (PST)	Reports: This call will walk through pulling reports, and manipulating them using Microsoft Excel.