

RELAY FOR LIFE ONLINE GUIDE

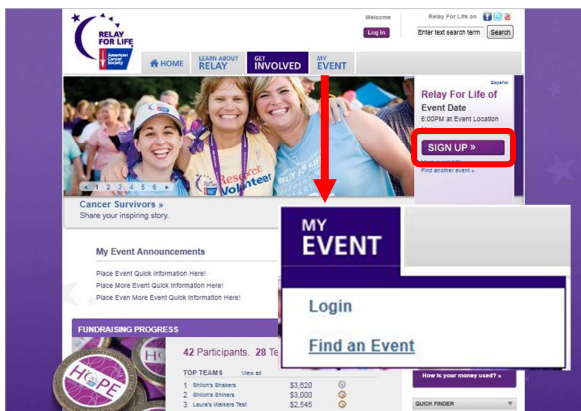
Sign Up. Set Up. Start Fundraising.

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.

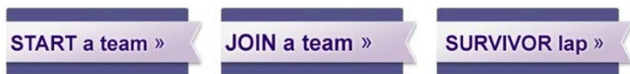
Go to: relayforlife.org > My Event > 'Find an Event' to locate your event, then click 'Sign Up'.



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.

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.

Step 7: Set up your address book.

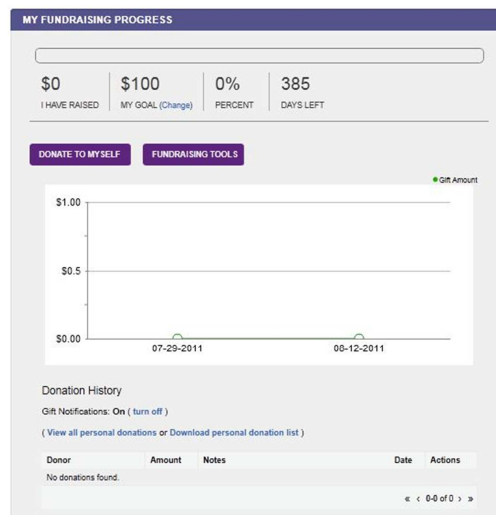
To add names & emails into your address book:

- 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.

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.



Visit RelayForLife.org.

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