



Update the Event Announcements page: Adding Your Event's Local Facebook Page

Step 1: Go to your event's Facebook page

Step 2: Copy your Facebook Page ID

Non- Customized Facebook Page URLs—if your event has not customized the URL of its Facebook page, your URL will look similar to this:

www.facebook.com/#!/pages/Relay-For-Life-UMD/178964168316?ref=ts

The number within the URL underlined above is an example of a page's Facebook ID.

Customized Facebook Page URL—if your event has customized its URL (ex. Facebook.com/relayforlifeofyourtownaz), you will need to click on the profile picture of your page to get the URL with Facebook ID. The URL will look similar to this:

www.facebook.com/media/set/?set=a.199183170107776.61317.199182743441152&type=1

The number within the URL underlined above is an example of a page's Facebook ID.

Step 3: Go to the Event Properties section of your event's Event Management Center and input the Facebook page ID in Sponsor Field 4.

Step 4: Click Save and Finish

If your event doesn't have a Facebook page the Event Announcement page defaults to the Great West Relay For Life page.

If you need more information on using Facebook for your event go to www.relayforlife.org/greatwest, click on Documents by Positions, and General Resource to access the FY12 GW RFL Social Media Guide.

Need help? Submit a help ticket to your Great West eRevenue team at
www.gwonlinehelp.org