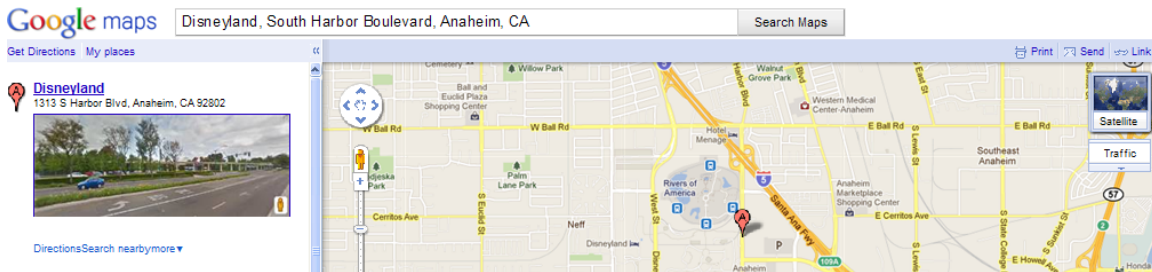




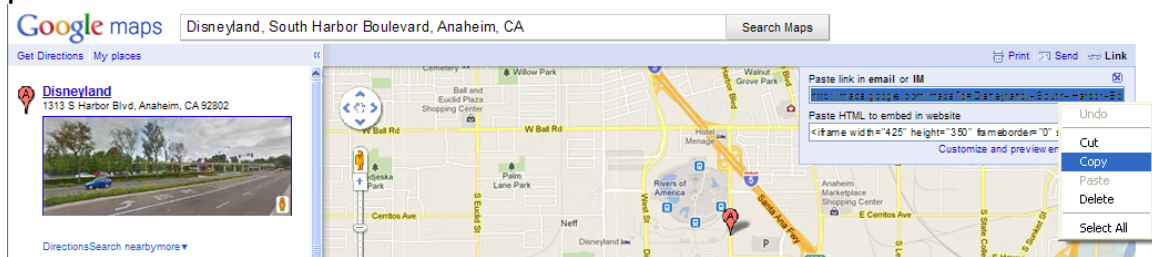
Updating the Event Details page: Location and Weather Map

Location Map:

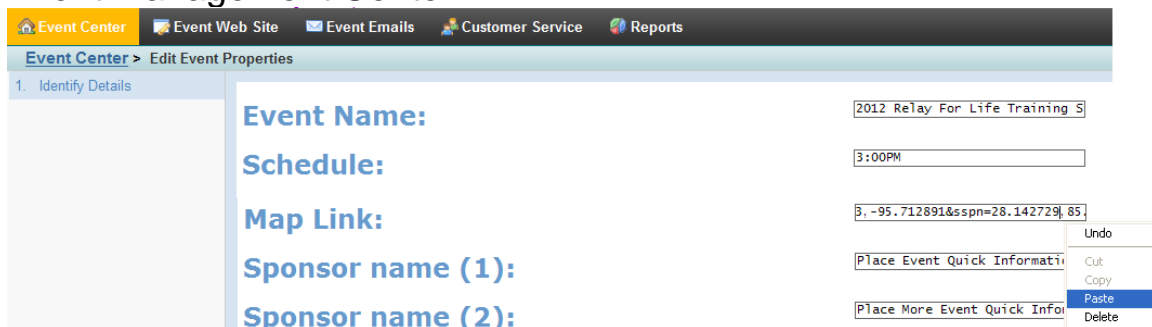
Step 1: Go to maps.google.com and type your event's location.



Step 2: Click the Link button in the right hand corner, and copy the first link provided.



Step 3: Past the link copied in the Map Link field under Event Properties in the Event Management Center

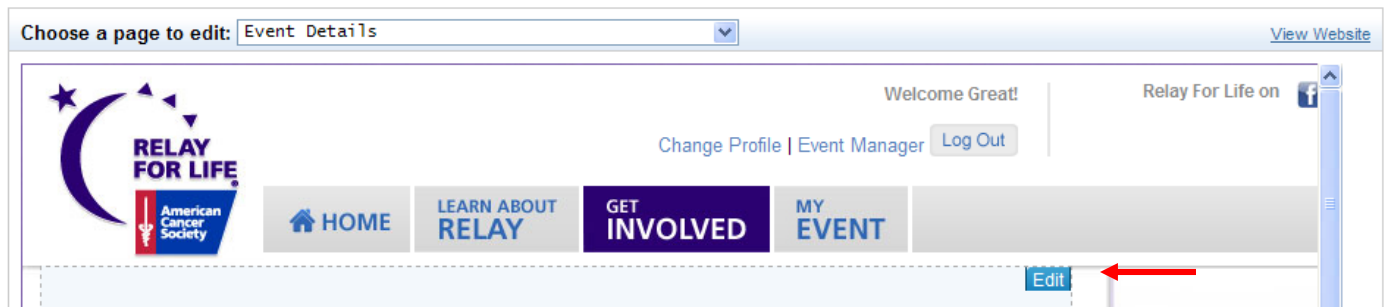


Step 4: Click Save and Finish

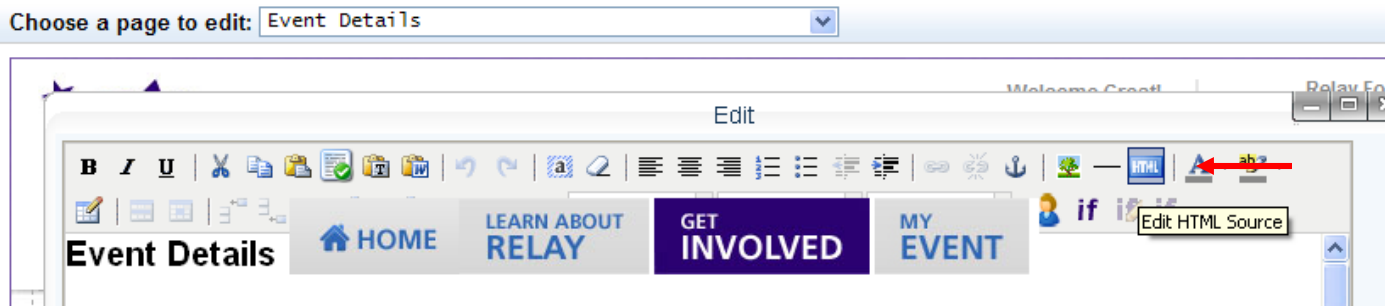
Weather Map:

Step 1: Go to the Event Website section of your event's Event Management Center

Step 2: Select Event Details page from the Custom Page drop down list, and click Edit in the right hand corner.



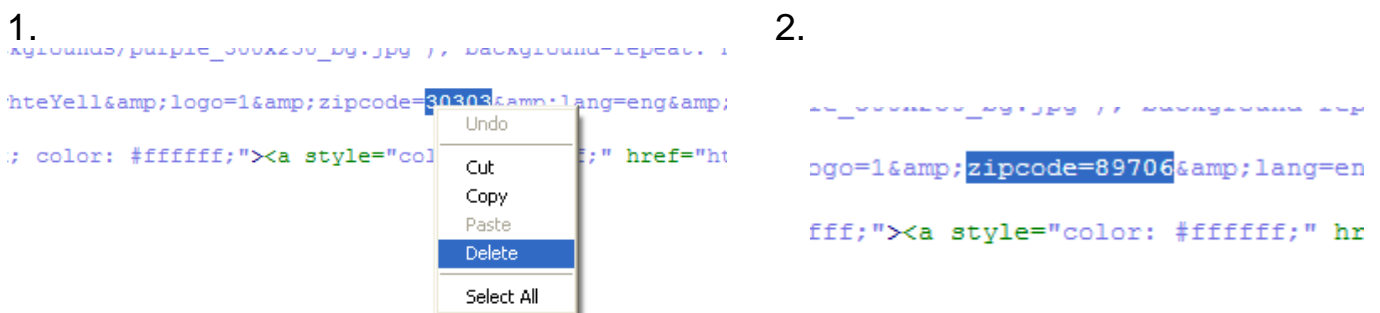
Step 3: Click the Edit HTML Source button



Step 4: Scroll down till you see the <http://newsweather...> and scroll to the left till you find the zip code.



Step 5: Replace the zip code after the equal sign with the zip code of your event.



Step 6: Click Insert to save at the bottom left of the HTML Source screen

Step 7: Click Save on the bottom left of the next screen.

Now your Relay For Life Convio site is updated with the local weather and map!!
If you need assistance submit a help ticket to the eRevenue Team at
www.gwonlinehelp.org!