

Sign Up. Set Up. Send.

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: <http://www.relayforlife.com/dodgega> 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.



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 participation type, make a personal donation, set your fundraising goal

Participation Types

Participant Registration - Credit Card \$10.00
I want to fundraise online and pay my \$10 commitment fee by credit card now.

Participant Registration - Cash or Check
I want to fundraise online and have paid, or will pay, my \$10 commitment fee offline by cash or check.

Survivor Registration (Not on a team)
I am a survivor who is not a team captain or team member, but I would like to walk in the survivor lap. Please note, if you are a survivor and are also a team captain or team member, please select Participant Registration - Credit Card or Participant Registration - Cash or Check. You will have the opportunity on the participant registration form to identify yourself as a survivor.

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.

Returning Participant Login or New Participant

If you have been an online participant for one of our American Cancer Society special events (Relay For Life, Making Strides, Charly Runner, etc.), please select Returning User and enter your log in information for that event (or request your login information). Logging in before completing the online sign up process for this event will allow you to access your address book and other personal information and prevent you from having to enter it again.

Select the appropriate option below.

Are you a new or returning user?

New User

Returning User

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

Title First Middle Last Suffix

* Name: [dropdown] [text] [text] [text] [dropdown]

* Email: [text]

* Street 1: [text]

Street 2: [text]

City: [text] State: [dropdown] ZIP: [text]

* City/State/ZIP: [text] [dropdown] [text]

Country: [dropdown]

Phone Number: [text]

Gender: [dropdown]

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

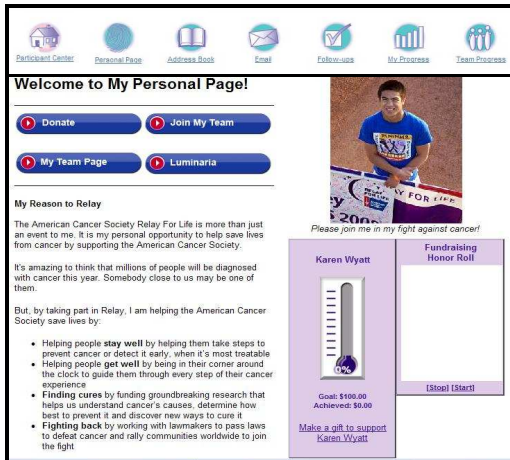
Complete Registration Cancel

Important!
You are not registered until you press the "Complete Registration" button. See purple "Complete Registration" at the bottom of the above illustration.

Celebrate. Remember. Fight Back.®

Step 6: Personalize your Web page.

- Click the Personal Page icon at the top of the page.
- Click the Edit link to open your personal page for editing.
- Click in the page title box to personalize your title.
- Under Body Text, type in why you are participating. Make it personal!
- Follow the directions to upload a personal photo (must be .jpg and smaller than 200 kb).
- Click the "Save My Changes" button when done

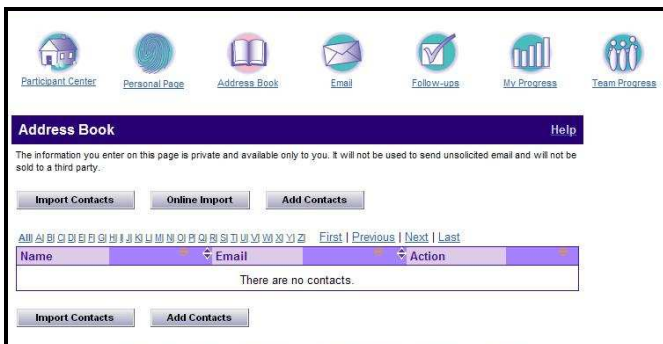


Step 7: Set up your address book.

You may be able to import addresses from your personal email account. You can also enter addresses individually.

If you want to import your address book:

- Click on the Address Book icon at the top of the page.
- Click on the Import Contacts icon on the page.
- Click on your email format for detailed instructions of how to upload your addresses.



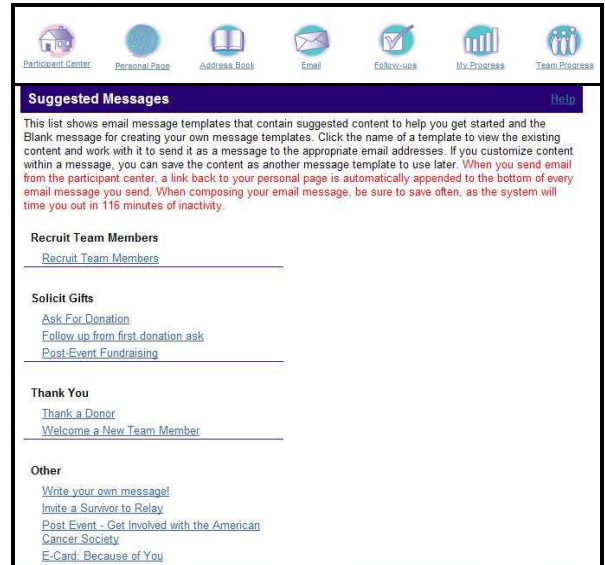
Visit RelayForLife.org.

Step 8: Send emails to friends and family.

Click on the email icon at the top of the page.

From this page, you can send several different types of emails:

- Select the type of email you would like to send.
- If you set up an address book, the names will appear on the right side of the screen. You may select names from the ones shown by highlighting them and choosing Add Recipients to add them to your email.
- 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.)
- Personalize the message of the email with the reason you are involved or create your own message.



Step 9: Follow up on your email campaign

Click on the Follow-ups icon on the top of the page. You can follow up to see who has received your email, who opened the email, and who visited your Web page.

This will give you the information for each person whom you emailed. From here, you can send follow-up emails if you wish.



If you have any questions or concerns, please contact:

- Brooke Wright 478-743-6391 (Macon ACS office)
- American Cancer Society 1.800.277.2345