

Sign Up. Set Up. Start Fundraising!

Welcome! Let's get started!

Follow the step-by-step directions below to set up your 2011 Relay For Life Web page and get going.

Step 1: Find Your Event.

Go to: relayforlife.org/windhamct 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.



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

Payment Options

- 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 and am registering for the Survivor Lap only.
- Employee of dressbarn, maurices, MetLife, or Walgreens (No Fee)**
Your commitment fee is paid by the company, and no fees are required at this time.

Step 4: Continue through & complete 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.

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.

Select the appropriate option below.

Are you a new or returning participant?

- 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

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 State ZIP

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

Country: [dropdown]

Phone Number: [text]

Gender: [dropdown]

Step 5: Make a personal donation to kick off your fundraising!

Click the appropriate donation amount. If you choose not to donate at the time of registration you can donate at any time just by visiting your Personal Participant Center & clicking the "Donate to Yourself" Icon. Once you do you will receive a personal donation badge on your page!

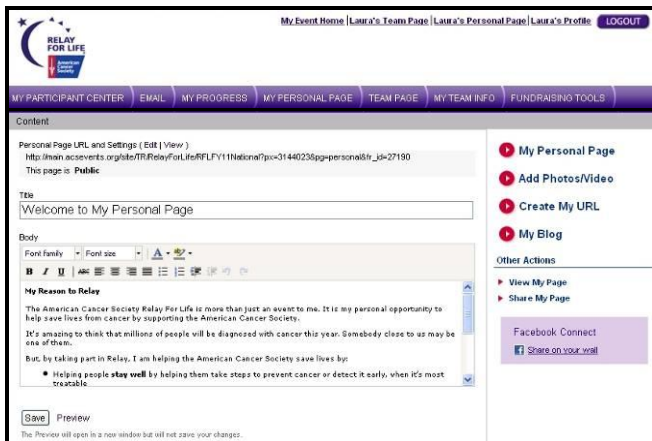
Start your fundraising now by making a donation. Your donation will go towards your fundraising goal!

- I would like to make a donation to myself now \$100.00
- I would like to make a donation to myself now \$75.00
- I would like to make a donation to myself now \$50.00
- I would like to make a donation to myself now \$25.00
- I would like to make a donation to myself now \$10.00
- Other Amount [text]

Celebrate. Remember. Fight Back.®

Step 6: Personalize your Web page.

- Click the My Personal Page icon 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 link in the right nav bar to upload a personal photo (must be .jpg and smaller than 200 kb), or add a video.
- Click the “Save” button when done.

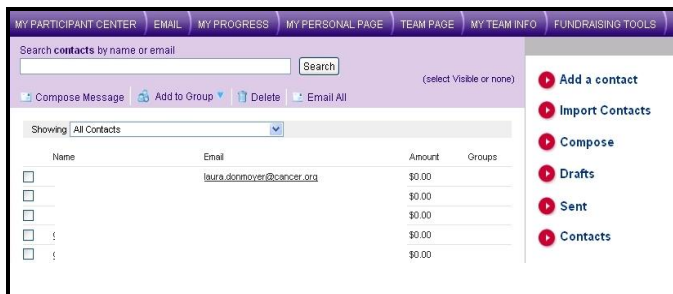


Step 7: Set up your address book.

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 the link on the right to “Manage Contacts”.
- Choose “Import Contacts”.
- Click on your preferred email format and follow the online steps to uploading your addresses from AOL, Outlook, Gmail, and more.



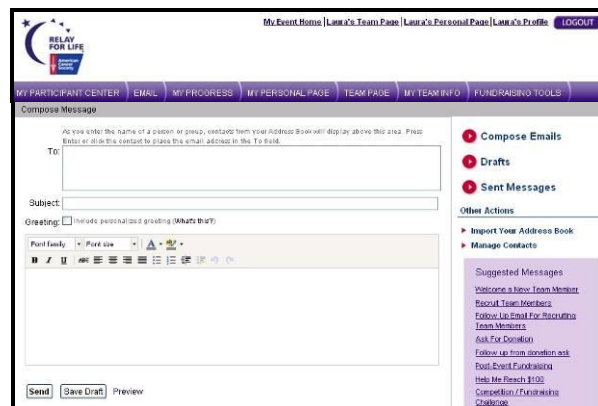
Visit RelayForLife.org.

If you have any questions or concerns, please contact the online Chair Person, Louise Morrison at derek.relay@gmail.com.

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 from the ‘Suggested Messages’ list to the right.
- If you set up an address book, the names will appear in the “TO” field of the screen. You may select names from the ones shown by clicking them to add to your recipient list.
- 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.



Step 9: Keep track of your Progress.

Click on the My Progress icon on the top of the page. You can follow up to see your email sent, your personal goal, your donations received, and totals dollars raised.

Already hit your goal and want to increase it? Just click the “Change” under your goal in the Personal Participant Center to update your goal and continue Fundraising!

By clicking the names at the bottom of the page, you can see all activity on that person - from here, you can even send follow-up emails.

