

COMMUNITY EVENT ONLINE GUIDE

Sign Up. Set Up. Start Fundraising.

Welcome! Let's get started!

Follow the step-by-step directions below to set up your Bike event webpage and get going.

Step 1: Find Your Event.

Go to: <http://www.cancer.org/involved/index> to locate your event, or type in your events URL and then click 'Sign Up'.

Search for Events in Your Area

A great way to get involved with the American Cancer Society is to participate in an event. We have a variety of events to choose from, and they're all over the country. Use the form below to find an event near you.

1. Choose the programs you wish to find

<input checked="" type="checkbox"/> All Events	<input type="checkbox"/> Golf
<input type="checkbox"/> Coaches vs. Cancer	<input type="checkbox"/> Making Strides Against Breast Cancer
<input type="checkbox"/> Cancer Prevention Study - 3	<input type="checkbox"/> Relay For Life
<input type="checkbox"/> Determination	<input type="checkbox"/> Other Fundraising Events
<input type="checkbox"/> Galas	<input type="checkbox"/> Event Related Meetings

2. Enter Your Location

Zip Code: or

City: State:

Step 2: Register for an Event.

If you are a Returning Participant

- If you registered online for an American Cancer Society event in the past, you can log in as a Returning User by typing in your username and password. If you haven't done so already, you may be prompted to update your credentials for your new Society Account. This will ensure your saved contacts and donor history from your previous efforts is carried over to your fundraising Dashboard!

If you are a New Participant

- Click to "Create an Account" to establish the username and password you'll be using to manage your fundraising Dashboard.

If you have any trouble logging in, or creating your account, please call 877-957-7848

Log In

Are you a new participant?

Log in with your social account:

Or, log in with your email or username:

Email or Username:

Password:

[Forgot password?](#)

Need help? Please visit our [FAQ](#).

Participants may choose to start a team, join an existing team, or ride as an individual.

Sign Up

If you are looking to get involved in your community and make a difference for a meaningful cause, then the American Cancer Society National Bike-a-thon event is a perfect fit.

Start a Team **Join a Team** **Ride as an Individual**

Step 3: Continue registration.

Continue registering by selecting your payment method, kicking off your personal fundraising, and entering your contact information.

Kick Off Your Fundraising

Please select your participation type. * Indicates Required

Sign Up - Sign up today and kick off your fundraising efforts by making a personal donation.

How much would you like to raise?

(Suggested Goal) \$100.00

You can kick-off your fundraising by making a donation now:

- \$25.00 - Helps provide information and support for two people facing cancer.
- \$50.00 - Could help provide free lodging tonight for a patient who must travel for treatment.
- \$75.00 - Helps give three people rides to and from cancer treatment.
- \$100.00 - Helps guide four people facing cancer through every step of their journey.

Additional Gift:

Step 4: Complete registration.

Complete the registration process by following the instructions on each page.

Review & Confirm Your Information

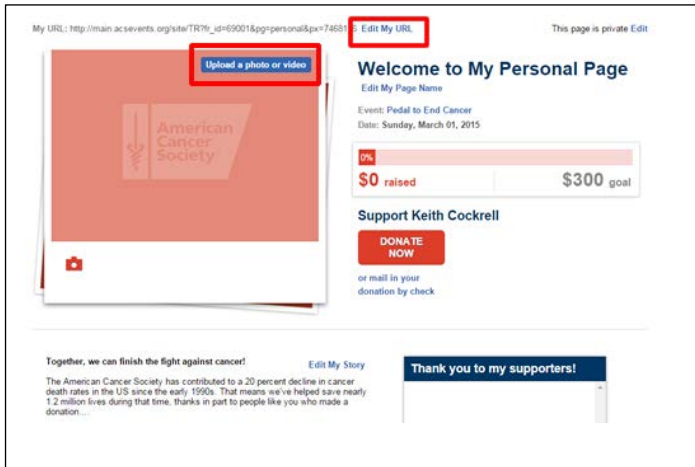
Registration Details - 1 registration.

Keith Cockrell	Participation Type:	\$0.00
kcockrell18@google.com	Sign Up	
790 Marvella Ln Green Bay, WI 54304-4602	Extra Gift:	\$0.00
[Edit]		
Participant Total:		\$0.00

Donation Amount: **\$0.00**

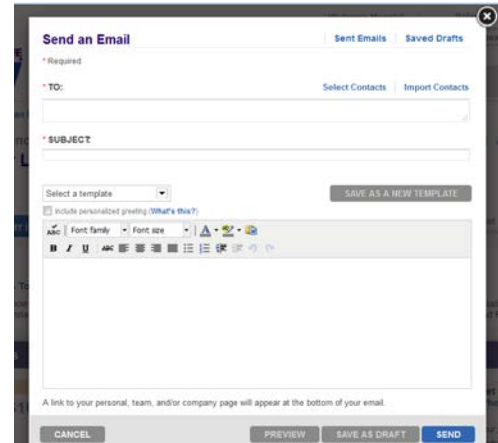
Step 5: Personalize your Web page.

- Click 'Personalize Your Page' within the View/Edit section of your dashboard.
- Click on 'Edit my Story' to personalize your title and share the reason you are participating. Make it personal!
- Click the 'Upload Photo or Video' button to upload a personal Photo (must be .jpg and smaller than 200 kb), or add a YouTube video.
- Click on 'Edit My URL' to create a short URL for your personal page.



Step 7: Send emails to friends and family.

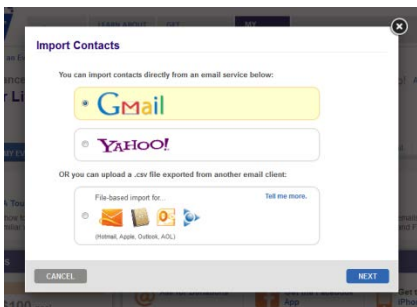
- Click 'Compose an Email' in your Dashboard.
- If you need some help, you can choose a type of email to start with from 'Select a Template' dropdown.
- If you set up an address book, click 'Select Contact(s)' and check the names you would like to appear in the "TO" field of the screen.
- If you did 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 Emails' section.



Step 6: Set up your address book.

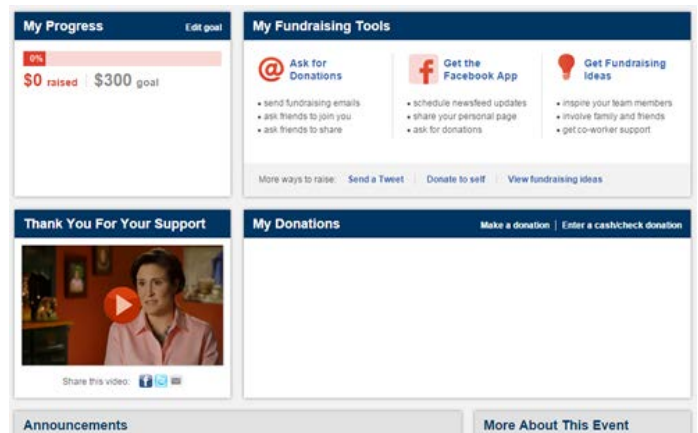
To add names & emails into your address book:

- Click "@My Contacts" in your Dashboard and then on 'Add a Contact' to add a single contact to your address book
- Click on 'Compose an Email and then choose to 'Import Contacts' from a file, or from an external email client by clicking on your preferred provider and following the online steps for uploading



Step 8: Keep track of your Progress.

- Check out the 'My Progress' section at the top of the page to see (or edit) your personal goal
- View your progress any time, by downloading the iPhone or Android app
- In 'My Donations', you can view the donations you have received, messages from your donors, and send / track thank you emails
- Click on 'Make a Donation' to donate towards your personal fundraising goal
- Ramp up your fundraising efforts by fundraising on Facebook



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