



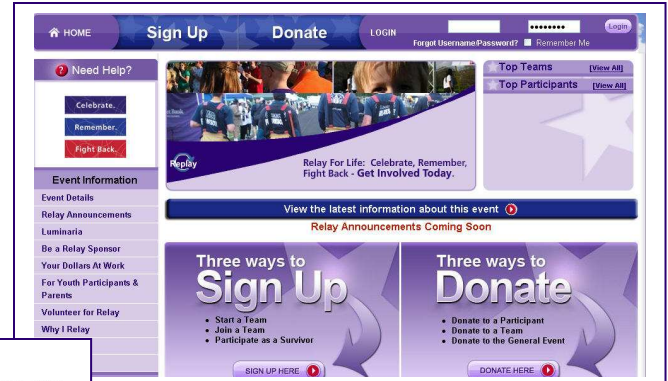
Relay Online Sign Up, Set Up, Send

relayforlife.org/southportlandme

Raising money is as easy as 1, 2, 3!

1. Sign Up

Click on the **Sign Up** icon on your event's home page. Join an existing team, or start a new team. When asked if you are a returning or new online participant, click the correct circle. If you are a returning online user, you will have full access to your previous Web page, including contacts added in the past.



2. Set Up

Add personal photos and share your story on your team page and your individual fundraising page.



3. Send

Send emails through your Personal Participant Email Center inviting your friends, family and co-workers to join your team or support you with a donation.



Special features can help you with your fundraising efforts:

- New social networking options – including personal blogs, and fundraising through Facebook, Twitter, and more.
- More templates for emails to your family and friends
- Easy address book importing from Outlook, AOL, Yahoo, Gmail and more.



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Increase your fundraising efforts in a few quick steps. Email your friends and family and share your personal story about why you Relay.

Edit & Send a Message

1. Log in to the website on the top right of the page and click on **My Participant Center** below your name.
2. Click on the **Email** button
3. Select the **suggested message** you would like to use, for example “**Ask For Donation**”. The email will appear for you to personalize.
4. If you have added individuals to your Address Book, they will appear in the yellow box on the right side of the page. Select them from this box and click **Add Recipients**. Or, you can manually enter email addresses into the **New Recipient** area.
5. Make any changes you feel are necessary to the **Subject** and to the **Message** text. A personalized email is the most effective way to share your story and ask for support.
6. Click **Preview** to review your message before you send it.
7. Click **Save** if you want to save this message for future use. Remember email addresses entered manually will not be saved if you save your message before sending it.
8. Click **Send** to email this message to everyone you have added as a recipient. A confirmation will appear letting you know the message has been sent and giving you another opportunity to save this message for future use.

For additional assistance with your personal and team pages check out the **Need Help** section on the front page of the website. Just click on **Help with Relay Online** to find information about:

- Customizing Your Webpage
- Adding Contacts to Your Address Book
- Updating Your Fundraising Goal
- Viewing Your Progress

Remember to visit www.southportlandrelay.org often for news, updates and resources. For questions about the Relay For Life of South Portland, email info@southportlandrelay.org