



AMERICAN CANCER SOCIETY RELAY FOR LIFE

Celebrate.

Remember.

Fight Back.

Add a Sponsor Logo to the Event Home Page

In the upper left hand corner of the event website there is an area to recognize event sponsors (Figure 1). This is a special benefit that gives each sponsor very visible recognition and should be reserved for top sponsors.

To create the scrolling sponsor images (animated gif) we will use the website www.quickanimation.com. This will automatically resize images and create an animated gif at the same time. The tool is web-based, so no software download is required.

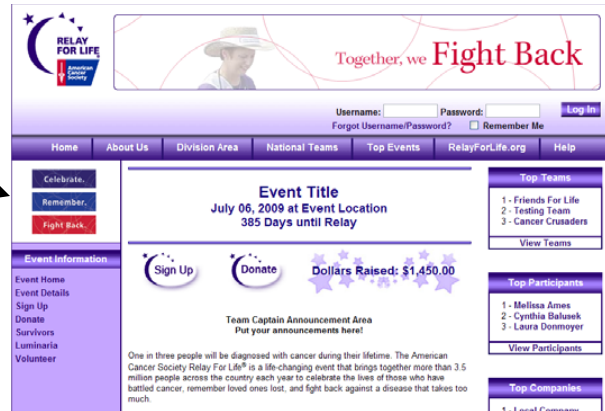


Figure 1

Step 1:

Open your web browser and go to www.quickanimation.com

Step 2:

Choose images on your computer by clicking the browse button (Figure 2).

Note: Up to 25 images can be included. By default 5 image selection boxes are shown. To add more images click on the 'add one more image' link. The tool allows .gif, .jpg, .png, and .bmp files.

Step 3:

Select your image size and speed from the drop-down. The default size should remain at 100 pixels wide for Relay (Figure 2).

Step 4:

Click the **Submit** button to create your animated gif.

Step 5:

The next step is to review your animated gif. If the image is not what you want click the link "Start Over" near the bottom of the page. To proceed copy the image URL by clicking inside the "Image URL" box (Figure 3). When the image URL is selected copy the entire URL by pressing **CTRL+C (Apple + C on a Mac)** from your keyboard. It is important to save the URL you just copied as you cannot recover it later. Consider saving the URL by pasting it into a word document.

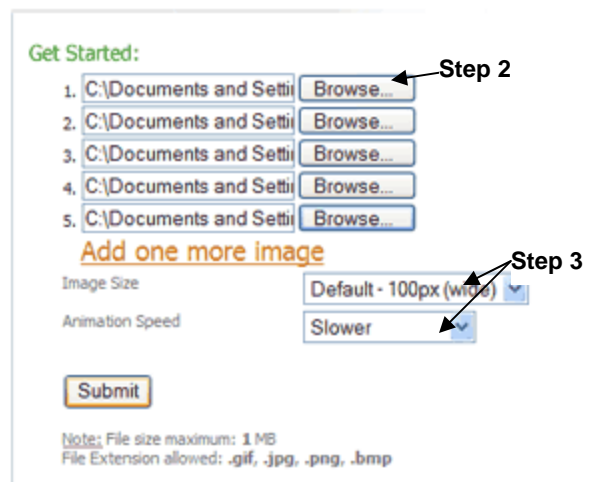


Figure 2

Image URL: <http://www.quickanimation.com/pic/ct9esdfnn0j25ka16f>

Figure 3

Note: Images created on www.quickanimation.com will be stored for one year from the creation date.

Step 6:

Now login to the Event Management Center and click on **Event Center** from the top navigation.

Step 7:

Click **2. Edit Event Options** on the left (Figure 4).

Step 8:

Then click **Advanced Options** under Related Actions on the left (Figure 4).

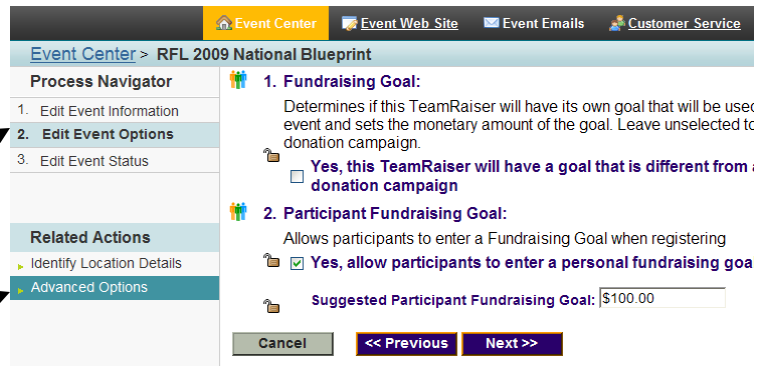


Figure 4

Step 9:

Scroll to the bottom of the page and paste the entire Image URL you copied into the **Sponsor Image Relative Path** field (Figure 5).

Click **Save** then **Finish**. The scrolling sponsor logos will now appear on the event homepage.

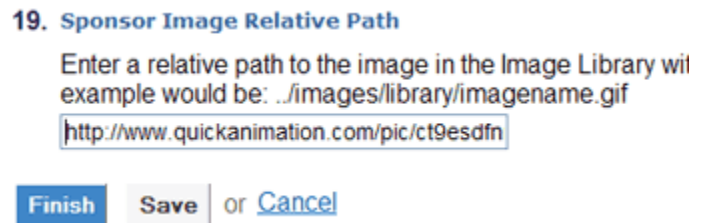


Figure 5