



CATHEXIS [KUH-THEK-SIS] – NOUN

1. Concentration of emotional energy on an object or idea.
2. The investment of emotional significance in an activity.

How to Manage an Event in TeamRaiser

Approximate timestamps by topic

- 3:30 Participants Tab (search)
- 4:20 Profile Tab - overview (visible once a participant is selected)
 - 5:14 Change Team Membership
 - 5:42 Edit Registration Info
 - 8:00 Edit Personal page
 - 9:55 Edit Team page
 - 11:49 Edit check in status (not applicable for most instances)
 - 12:15 Review Gifts/Enter offline gift
 - 22:06 Manage confirmed gift
 - 22:34 Manage unconfirmed gift
- 23:17 Participant Tab: Register a Participant
 - 28:30 Make Inactive
 - 29:10 Delete Registration Record
- 30:04 Teams Tab
 - 30:19 Manage Team
 - 31:43 Related Actions: Edit Team Details
 - 32:11 Related Actions: Edit Team Page
 - 32:28 Related Actions: Record Team donation
- 33:30 Create new team from a previously registered participant
- 34:10 Local Companies Tab
 - 34:20 Edit Existing Company
 - 39:20 Manage Existing Company
 - 40:22 Define Sponsorship details
 - 42:00 Add new company/sponsor
- 43:00 Unconfirmed Gifts Tab
- 43:42 Event Gifts Tab
- 45:34 Delayed Self-Pledges (not applicable for most instances)
- 46:12 Coaching Emails Tab (separate recording for in depth training)
- 47:19 Event Managers Tab
- 49:04 Library Tab
- 50:06 Status Tab