

# RAZE WEBSITE QUICKSTART GUIDE FOR ADULT ADVISORS

The RAZE website can be accessed at [www.RAZE WV.com](http://www.RAZE WV.com). The website is an important tool and resource for all members. This is where Adult Advisors manage their Crew list, register Commotions and access stipend paperwork. The website is also a resource for Commotion activity ideas, RAZE happenings and more.

The RAZE website consists of a public portion and a portion that only members can access by logging in. Take some time to explore the RAZE website's public portion and check back often for updates on the homepage.

## MEMBER DASHBOARD LOGIN

This is where RAZE members enter their username and password to access the member dashboard. Adult Advisor should contact their American Lung Association facilitator if they do not have their login information.

## RAZE UPDATES

This rotating image carousel is updated with new Commotions, initiatives, events and more. Click the white arrows in the bottom left corner to scan the latest updates. Check back often.



## Accessing the Adult Advisor Dashboard

If you are a returning Adult Advisor, please note that your member login and password has not changed. New Adult Advisors receive a password from their American Lung Association contact. Please contact your American Lung Association representative if you need to recover your login information.

Depending on the role of the individual, the member dashboard content will be different. For example, Adult Advisors will be able to modify Crews and register Commotions, while teen members will have more limited access.

### ADULT ADVISOR DASHBOARD

The dashboard provides Adult Advisors with tools and resources to manage their Crew in a single location.

From the dashboard, you can access and edit your profile. You can also manage your Crew, inviting new members and making edits. This is where you will plan and register Commotions. From this dashboard, you will register your Crew for events. The dashboard also serves as a hub for important resources and documents.

**RAZE** Adult Advisor

razewv.com  
Dashboard  
My Profile

**Test Crew**

Upcoming Commotions  
[View All Commotions](#) | [Register Commotions](#)

Name	City	Venue	Date
------	------	-------	------

Upcoming Events  
[View All Events](#)

Name	City	Venue	Date
------	------	-------	------

Resources  
[View All](#)

Name	Category	File
2019-2020 Raze Adult Advisor Contract	General Reference	FY20RazeCo[...]docx <a href="#">Download</a>
2019-2020 Raze Adult Advisor Reapplication	General Reference	FY20RazeAd[...]doc <a href="#">Download</a>
2018-2019 2nd Semester Stipend Request Form	General Reference	2ndSemeste[...]doc <a href="#">Download</a>
2018/2019 1st Semester Stipend Request	General Reference	1stSemeste[...]docx <a href="#">Download</a>

My Crew Stats

**0 Points**

[Registered Commotions](#)

1 Current Members [Send Invite](#)

0 Commotions [Plan A Commotion](#)

Your Profile Progress

**77% Complete**

[Edit Profile](#)

To complete your profile, update the following: mobile phone, mobile opt in, change password, work address

## Using the RAZE Website to Complete Adult Advisor Responsibilities

Adult Advisors are responsible for maintaining up-to-date records via the RAZE website dashboard. These responsibilities must be completed and the stipend applications must be submitted each semester by the due dates indicated in the Adult Advisor Handbook. The following pages describe how to perform these important actions via the RAZE website dashboard.

### ADULT ADVISORS RESPONSIBILITY

**Ensure Adult Advisor profile is complete and accurate.**



A complete and accurate profile ensures that you receive program communications, and that funding and gear is sent to the correct address.

**Maintain an up-to-date list of all Crew members.**



Maintaining a list of Crew members helps us plan for gear including t-shirt sizes, and if your Crew earns gear, we'll send quantities based on your registered members. This also allows us to better accommodate allergies at events.

**Log Commotions at least once per month, registering an annual total of 30 Commotions and submitting photos of five unique Commotions to ALA.**



Demonstrating that RAZE is actively educating teens about tobacco through Commotions is key to the program receiving annual grant funding. We also like to send gear to the most active Crews whenever possible.

## ACCESSING YOUR ADULT ADVISOR PROFILE

From the Adult Advisor dashboard homepage, click **MY PROFILE** in the top, left corner.

This is your Adult Advisor profile.

Click **EDIT** to update your contact information, home and/or work mailing address and add your Crew.

Click **SETTINGS** to select how you would like RAZE and American Lung Association to communicate with you.

Click **EDIT FISCAL AGENT** to indicate how your funding should be addressed and where your funding should be mailed. Your fiscal agent must have a FEIN. This could be a school or a community organization.

Click **CHANGE PASSWORD** to reset your password. Be sure to update your password when you login the first time to secure your account.

The screenshot shows the 'Adult Advisor Dashboard My Profile' page for a user named 'Test Crew'. The page is divided into several sections:

- Your Account:** Contains fields for 'Date Created' (09-27-2013), 'Status' (Active), 'Default Crew' (Test Crew), 'Last Updated' (08-12-2019), and 'Role' (Adult Advisor). An **Edit** link is circled in green.
- Your Information:** Contains fields for 'First Name' (Adult), 'Last Name' (Advisor), 'Home Address 1' (213 Hale St), 'Home City' (Charleston), 'Home State' (WEST VIRGINIA), 'Home Zip' (25301-2207), 'Mobile Phone' (304-555-5555), 'T-Shirt Size' (Medium), 'Email' (adult.advisor@fahlgren.c), 'Dietary Needs/Allergies' (None), and 'Birthday' (05/17/1986). A **Settings** link is circled in green.
- Work Address:** Contains fields for 'Work Address 1', 'Work City', 'Work Zip', 'Work Address 2', and 'Work State'.
- Fiscal Agent:** Contains an **Edit Fiscal Agent** link (circled in green) and fields for 'Fiscal Agent Name' (Organization Name), 'Fiscal Agent Address' (2102 Kanawha Blvd E, 25173-9010), 'Fiscal Agent Email' (adult.advisor@fahlgren.com), 'Fiscal Agent Phone' (304-555-5555), 'Fiscal Agent Contact' (Jane Doe), 'Fiscal Agent FEIN#' (550620199), and 'Fiscal Agent Application Representative' (Adult Advisor).
- Change Password:** A **Change Password** link is circled in green at the bottom of the page.

Orange arrows point from the text instructions to the corresponding links and sections in the screenshot.

## ACCESSING YOUR ADULT ADVISOR PROFILE

From the Adult Advisor **MY PROFILE** page, click **EDIT** to update your contact information.

This is where you can edit your contact information.

Be sure to include at least one address that is not a PO Box. We cannot ship boxes of gear to PO Box addresses.

If you are adding a new Crew and you don't see your Crew's name, please contact your American Lung Association representative.

This is where your Crew's name appears. Some Adult Advisors may manage more than one Crew. You can add a Crew by selecting a Crew and clicking **ADD CREW**. Contact American Lung Association if you don't see your Crew's name on the list.

Don't forget to click **SAVE** when you are done.

The screenshot displays the RAZE Adult Advisor profile page. The page is titled "Test Crew" and includes a "Your Account" section with "Save" and "Cancel" buttons. The "Your Account" section shows the following information:

- Date Created: 09-27-2013
- Status: Active
- Default Crew: Test Crew
- Last Updated: 08-12-2019
- Role: Adult Advisor

The "Your Information" section includes the following fields:

- First Name: Adult
- Last Name: Advisor
- Home Address 1: 213 Hale St
- Home Address 2: (empty)
- Home City: Charleston
- Home State: WV
- Home Zip: 25301-2207
- Email: adult.advisor@fahlgren.c
- Mobile Phone: 304-555-5555
- Dietary Needs/Allergies: None
- T-Shirt Size: Medium
- Birthdate: 05/17/1986

The "Work Address" section includes the following fields:

- Work Address 1: (empty)
- Work Address 2: (empty)
- Work City: (empty)
- Work State: WV
- Work Zip: (empty)

The "Advisor's Crews" section shows a list of crews with a "remove from crew" button next to "Test Crew". Below the list is a dropdown menu for "BLAZER RAZE CREW" and an "Add Crew" button. A green circle highlights the "Add Crew" button, and an orange arrow points to it from the text on the left.

To access and edit your Crew list, click **MY CREW** from the list of buttons on the left. Click **VIEW DETAILS** to review your Crew list.

This is where your Crew information appears.

Click **EDIT CREW INFORMATION** to update information like Crew name, description and type.

If you don't have an assigned Crew, return to **MY PROFILE** and review the information on pages 4 and 5 of this document.

To add Crew members, click **ADD CREW MEMBERS** under the **MY CREW** button and follow the steps on the next page.

To remove a Crew member that is no longer active, click **DELETE**.

The screenshot shows the RAZE system interface for managing a crew. The sidebar on the left contains navigation buttons: 'My Crew', 'Add Crew Members', 'Announcements', 'Resources', 'Scholarships', and 'RRKE'. The main content area is titled 'Test Crew' and includes a 'Crew Information' section with the following details:

County: Monongalia	Active: Yes	Points: 0
Crew Type: School	Approved: Yes	# of Commotion Types: 0
Description: Test Crew		# of Commotions Performed: 0
T-Shirt Sizes		
		X-Small - 3
		Medium - 1
		Large - 1

Below the 'Crew Information' is a 'Members' section with a table of crew members:

Crew Members		
Search Crew Members		
Advisor, Adult (Adult Advisor)		
QC, TESTING	Make Crew Leader	Delete
TEST, QC	Make Crew Leader	Delete
TESTING, TESTER	Make Crew Leader	Delete
Testing, Test	Make Crew Leader	Delete

Orange arrows point from the text instructions to the 'Add Crew Members' button in the sidebar, the 'Edit Crew Information' button in the main content area, and the 'Delete' button for the 'Testing, Test' member in the members table.

## MANAGING YOUR CREW LIST

To add Crew members to your Crew, click **MY CREW** from the list of buttons on the left. Click **VIEW DETAILS** to review your Crew list.

Use the search tool to find your active Crew members.

Click **ASSIGN** to add to your Crew.

If you don't see your Crew member, click **SEND INVITE** under the **MY CREW** button and follow the steps on the next page of this guide.

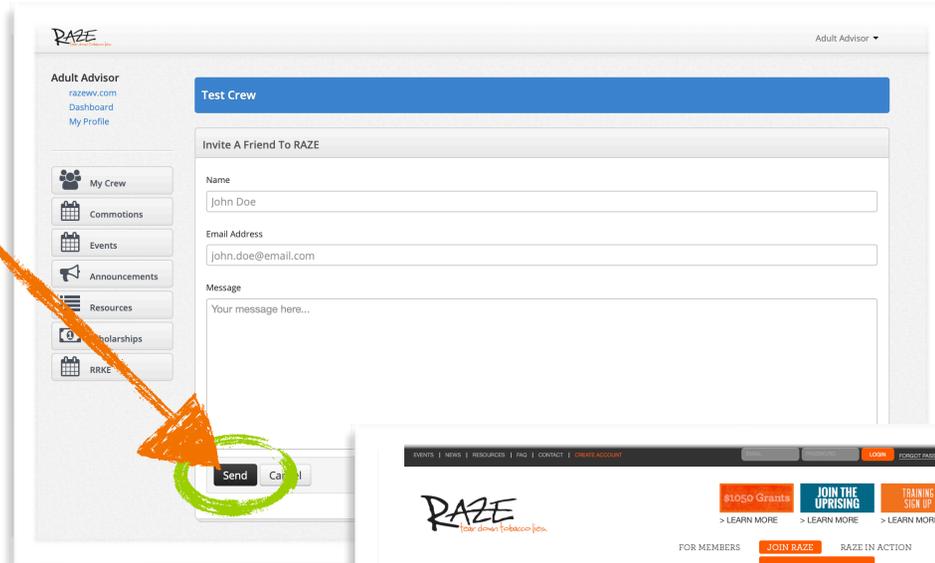
The screenshot shows the RAZE website interface. On the left, there is a sidebar with navigation options: My Crew, Send Invite, View Details, Add Crew Members, Options, Events, Announcements, Resources, Scholarships, and RRKE. The main content area is titled 'Test Crew' and contains a search bar with 'go' and 'clear' buttons. Below the search bar is a table of 'Teens Without Crews' with columns for Name, City, Birthday, Grad Year, and Add to Crew. The 'Add to Crew' column contains '+ Assign' buttons. An orange arrow points from the 'My Crew' button in the sidebar to the search bar. Another orange arrow points from the 'Send Invite' button to the 'Assign' button for 'blackburn, mckinna' in the table. A green circle highlights the search bar and the 'Assign' button for 'blackburn, mckinna'.

Name	City	Birthday	Grad Year	Add to Crew
Akers, Ashley	Hedgesville	2001-04-24	2019	+ Assign
Black, David	Martinsburg	1959-05-27	0	+ Assign
Black, Shaylei	St. Albans	2002-07-12	2020	+ Assign
blacka, preyonna	old fields	2000-08-26	2020	+ Assign
Blackburn, Eli	Genoa	2003-05-31	2020	+ Assign
blackburn, mckinna		1995-04-20	1	+ Assign
Blackstone, Haley	st. marys	2002-01-18	4	+ Assign
bladen, isaac	ronceverte	1994-06-19	2022	+ Assign

To invite Crew members that haven't registered on the RAZE website to set-up a profile, click **MY CREW** from the list of buttons on the left, then click **SEND INVITE**.

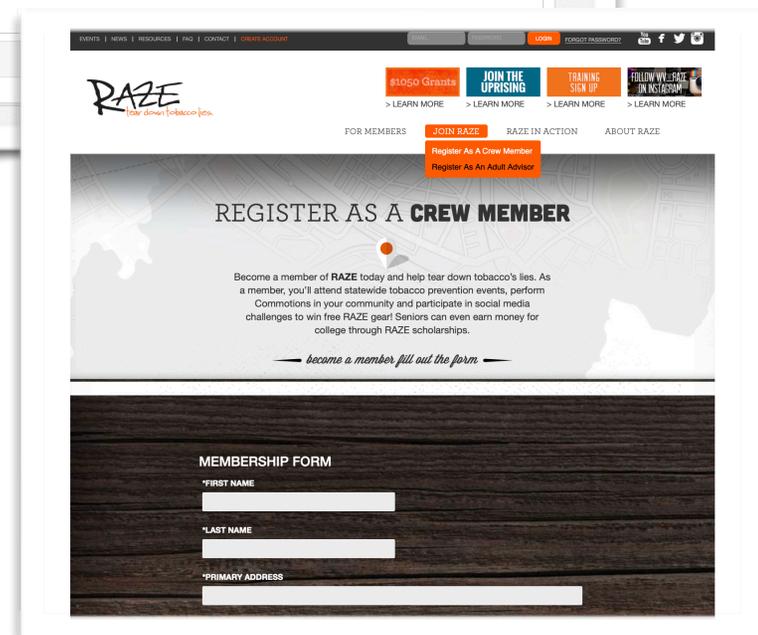
If you have a Crew member that has not registered on the RAZE website, send them a short message reminding them to join. Click **SEND**.

Encourage your Crew members to set-up a RAZE profile at meetings. Having accurate Crew information allows RAZE to communicate with members, prepare for events and demonstrate participation to program funders.



All teen RAZE members should complete the Crew member membership form at [RAZEWV.com/join/crew-member](http://RAZEWV.com/join/crew-member)

This page can also be accessed under the **JOIN RAZE** drop down menu.



## PLANNING & REGISTERING COMMOTIONS

RAZE has put together an extensive list of Commotions for Crews to select from and perform through out the year. Three to five new, statewide Commotions are introduced each year and all Crews are encouraged to perform these activities at roughly the same time as other Crews. To view the Commotion list, click **COMMOTION** from the list of buttons on the left side and then select **AVAILABLE COMMOTIONS**.

Nearly 100 Commotion activity ideas are listed on the member dashboard. To learn more about each activity, click **VIEW DETAILS**.

Once you've selected a Commotion, you can register that Commotion by clicking **REGISTER THIS COMMOTION**.

You can also click **REGISTER A COMMOTION** under **COMMOTIONS** from the list of buttons on the left.

RAZE

Adult Advisor  
razew.com  
Dashboard  
My Profile

Test Crew

Available Commotions

Suggest A Commotion Print Available Commotions

	Difficulty	Description	
1 in 5	medium	1 in 5 deaths in West Virg... [View Details]	Register This Commotion
Apples to Teachers	easy	Pin red ribbons to apples and give them to tea... [View Details]	Register This Commotion
Arsenic Lollipops (or Other Candy)	medium	Print tobacco facts on Avery labels. Stick a la... [View Details]	Register This Commotion
Ashtray Art	medium	Students develop other uses for ashtrays. [View Details]	Register This Commotion
Ballgame Announcements	easy	... is an activity you can do if you have a R... [View Details]	Register This Commotion
...ver-Run	medium	Prior to the event, RAZE crew members take a la... [View Details]	Register This Commotion
Bathroom Signs	easy	A lot of tobacco use begins in the bathroom. Po... [View Details]	Register This Commotion
Big Butt Clean-Up	hard	Clean up your favorite park or picnic spot and ... [View Details]	Register This Commotion
Big Tobacco Ad Presentations	hard	As a RAZE crew member, younger kids look up to ... [View Details]	Register This Commotion

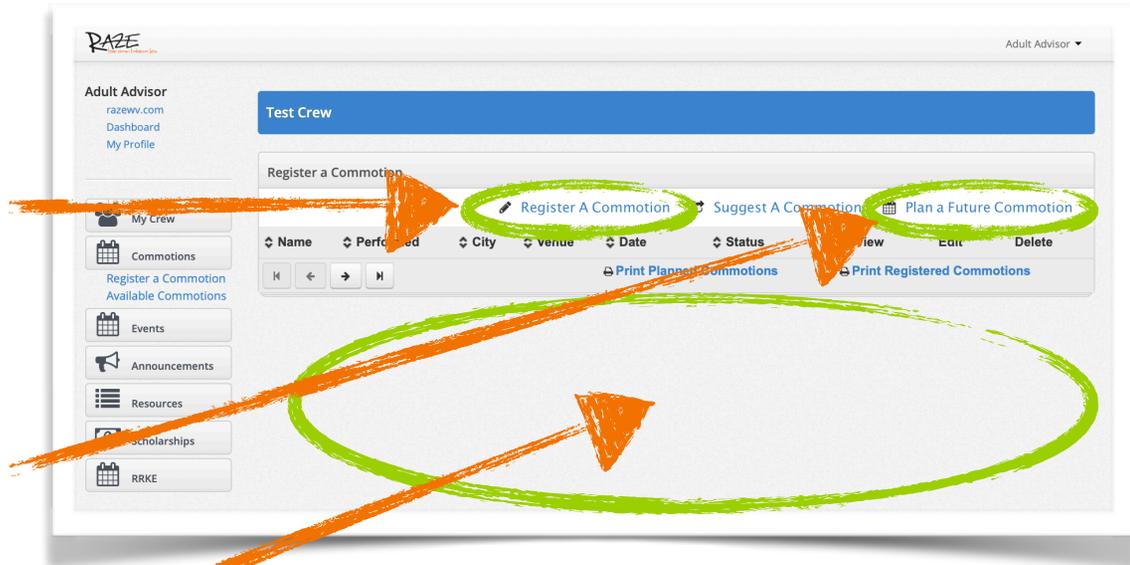
## PLANNING & REGISTERING COMMOTIONS

You can plan a future Commotion or register a previously completed Commotion by clicking **REGISTER A COMMOTION** under the **COMMOTION** button found on the left side of the page.

To log a Commotion that has been completed in the past, click **REGISTER A COMMOTION** and complete the form. Don't forget to link to or send photos to your American Lung Association contact of at least five Commotions every year.

To log a Commotion that is planned for the future, click **PLAN A FUTURE COMMOTION** and complete the form.

All of your planned and registered Commotions will appear here.



Being able to perform the actions outlined on the previous pages will help you complete all of the requirements for earning your Adult Advisor stipend, but there's a lot more that you can do on the dashboard and RAZE website. Taking time to explore the dashboard and the public portion of the website will enhance your RAZE experience.

Use the buttons on the left of the dashboard to enhance both your and your Crew's RAZE experience.

Click **EVENTS** to register for upcoming events.

The **ANNOUNCEMENTS** section can be used to push messages to your Crew member's own RAZE dashboards.

Access important documents by clicking the **RESOURCES** link.

Click **SCHOLARSHIPS** to access information and the application for RAZE's annual scholarship program. Encourage your RAZE members to apply on their own RAZE dashboard.

