

How to Send an Email

STEP 1- Login to your Participant Center

STEP 2- On your Participant Center home page and click "Email" tab to access the Email functionality.

Walk for Health

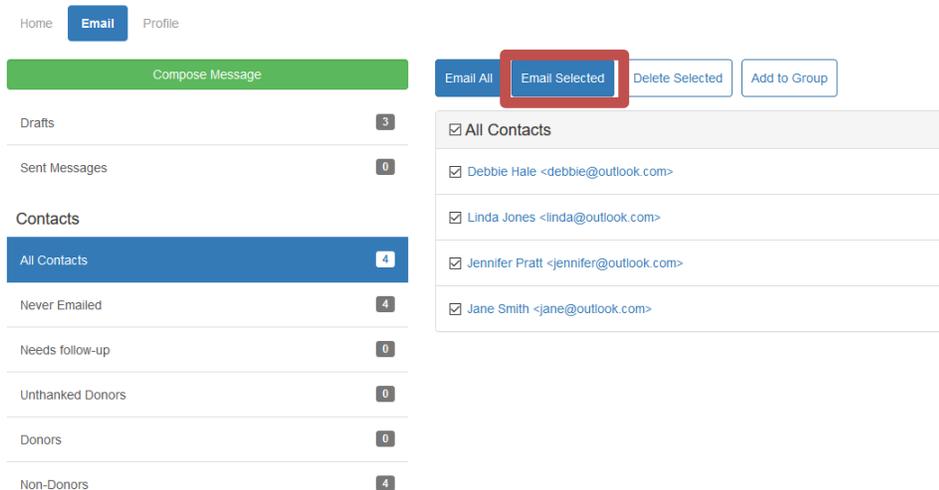


Heads up! It looks like you aren't opted in to receive email. [Edit your profile to opt in now.](#)

What to do next?

- Set up your Personal Page
Customize your Personal Page with a story about why you are raising funds for this cause.
- Add Contacts to Your Address Book
Add contacts to email from your personal Address Book on our site.
- Send an Email
You have sent no emails to your family or friends. Add them to your Address Book and email them about your fundraising effort.

STEP 3- If you wish to manually type in the email addresses of your supporters move on to STEP 4. Otherwise to choose the recipients in your contact list, you can click "All Contacts" and select these first. Then click "Email Selected."



Home **Email** Profile

Compose Message

Email All **Email Selected** Delete Selected Add to Group

Drafts 3

Sent Messages 0

Contacts

All Contacts 4

Never Emailed 4

Needs follow-up 0

Unthanked Donors 0

Donors 0

Non-Donors 4

All Contacts

Debbie Hale <debbie@outlook.com>

Linda Jones <linda@outlook.com>

Jennifer Pratt <jennifer@outlook.com>

Jane Smith <jane@outlook.com>

-CONTINUE ON NEXT PAGE-

STEP 4-Select an email message template from the drop down or choose a blank message to start from scratch

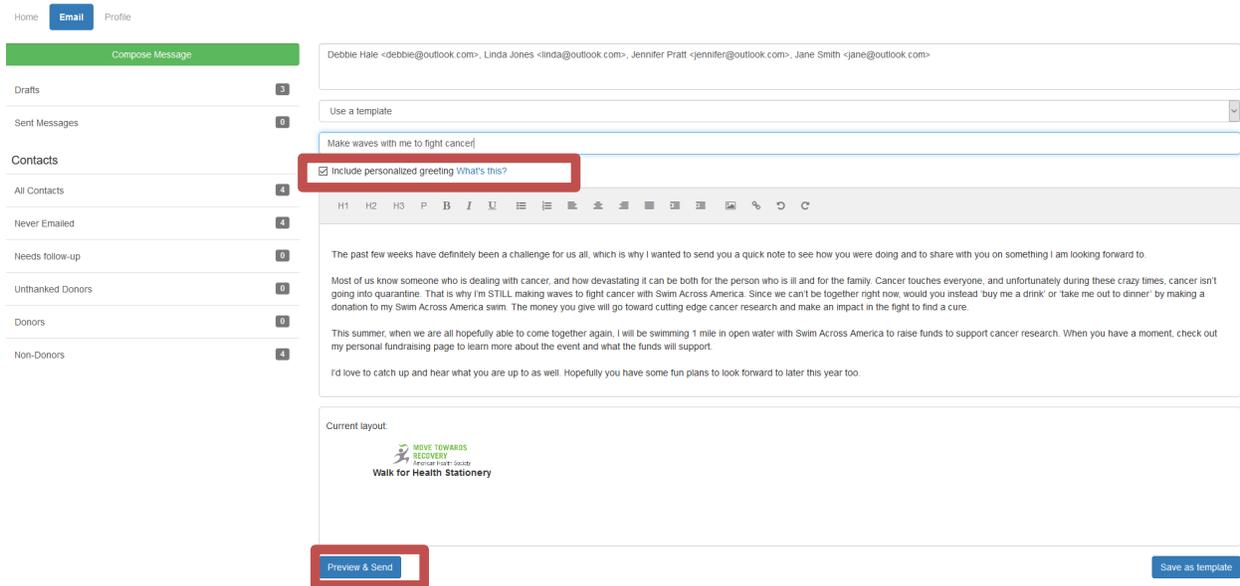
The screenshot shows the email composition interface for 'Walk for Health'. At the top right, there are links for 'English (United States)', 'Help', and 'Log Out'. Below this, there are navigation links for 'Home', 'Email', and 'Profile'. The main interface is divided into a left sidebar and a main content area. The sidebar contains a 'Compose Message' button (highlighted in green) and a list of folders: Drafts (1), Sent Messages (0), Contacts, All Contacts (4), Never Emailed (4), Needs follow-up (0), Unthanked Donors (0), Donors (0), and Non-Donors (4). The main content area has a 'Recipients' field with the placeholder text '(separate multiple email addresses with a comma)'. Below this is a dropdown menu with the option 'Use a template' highlighted by a red box. Underneath the dropdown is a 'Subject' field. There is a checkbox labeled 'Include personalized greeting' with a link 'What's this?'. Below the checkbox is a rich text editor with a toolbar containing icons for text formatting (H1, H2, H3, P, B, I, U, text color, background color, bulleted list, numbered list, link, unlink, image, video, undo, redo) and a 'Current layout' section showing a logo for 'NEVE TOWARDS RECOVERY' and the text 'Walk for Health Stationery'. At the bottom of the main content area, there are two buttons: 'Preview & Send' and 'Save as template'.

STEP 5- Compose your message

You can edit the SUBJECT line and the text in the BODY of the page. In our templates, you can just enter your personalized information before you're ready to send. Otherwise, feel free to start from scratch and change all of the message to meet your specific needs.

Include Personal Greeting

If you are sending this message in bulk to all of your contacts or a specific group, click the "Include personalized greeting". This includes a default salutation and the first name of each recipient listed in the To line of an email message (for example, Dear Pat). If the recipient is not already a contact within your address book, the word "Friend" will display with the salutation instead. **Note:** *If you select to include the personalized greeting in your message, do not manually type in a greeting as well. (That is, you do not want the message to start with two lines that say "Dear Sue" or a "Dear Sue" line followed immediately by a "Hey Sue" line.)*



Be sure to put your name in the closing. You don't have to worry about pasting the URL to your fundraising page as that populates automatically upon sending the email. Click **Preview & Send**.

STEP 6- Final Preview

You have a final opportunity to preview your message as it will appear to your email recipients. If you would like to make changes, click **CLOSE** step to go back and make edits. Otherwise, click **SEND** at the bottom of the page to complete the email process and send your message.