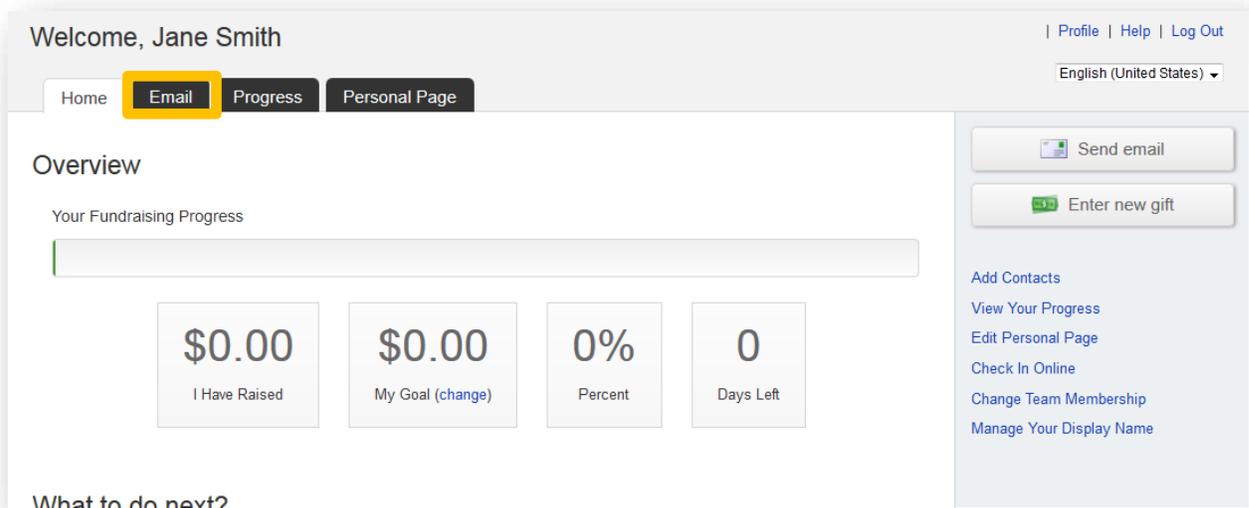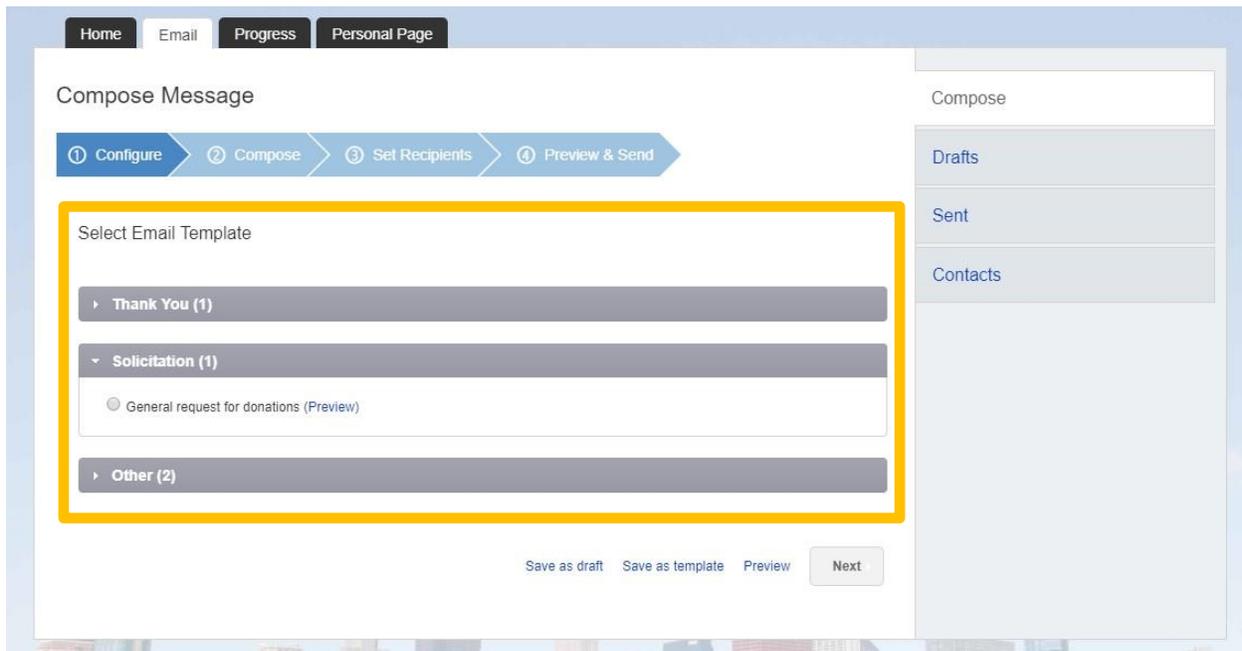# HOW TO SEND AN EMAIL

Step 1: Login to your Participant Center

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

**Step 3:** Select an email message template and click **NEXT**.

Step 4-: Compose your message

You can edit the SUBJECT line and the text in the BODY of the page. In our templates, we suggest editing the message with your personalized information before you hit SEND. Otherwise, feel free to start from scratch and change all of the message as you see fit!

If you are sending this message in bulk to several contacts or a specific group, click the "Include personalized greeting" checkbox. 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.)

The URL to your personal fundraising page will automatically populate at the close of the email. Finally, don't forget to sign your name before sending!
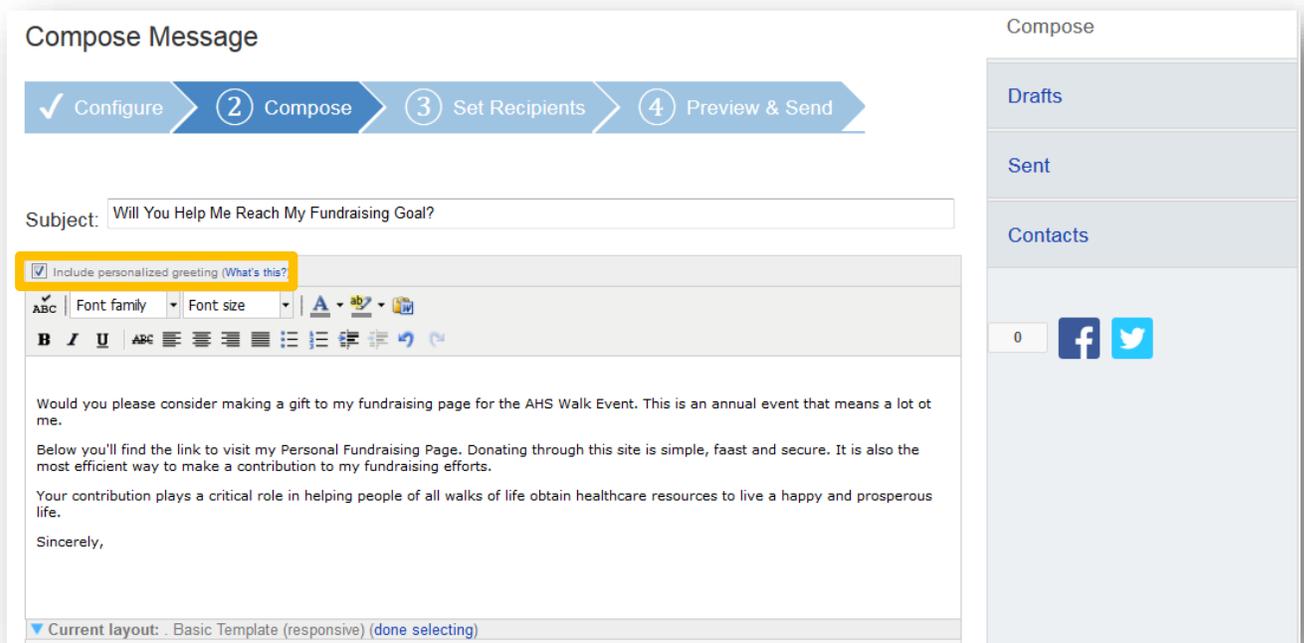
*Remember to **SAVE** your message often to prevent losing your work in the instance of your session timing out due to inactivity. Click **NEXT** if you are ready to **SEND** your email message and select recipients.
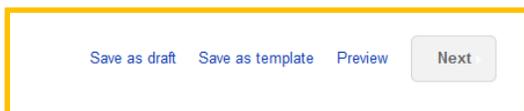
-CONTINUE ON NEXT PAGE-

Step 5: Select Recipients

Your available contacts will be available to select. If you want to add more contacts, you can add addresses individually, import them from your Gmail or Yahoo account, or import addresses from a file upload for all other email service providers.

Check the box next to the names of your intended recipients and their names will show up in the **RECIPIENT LIST** on the right. Then, click the **NEXT** button.
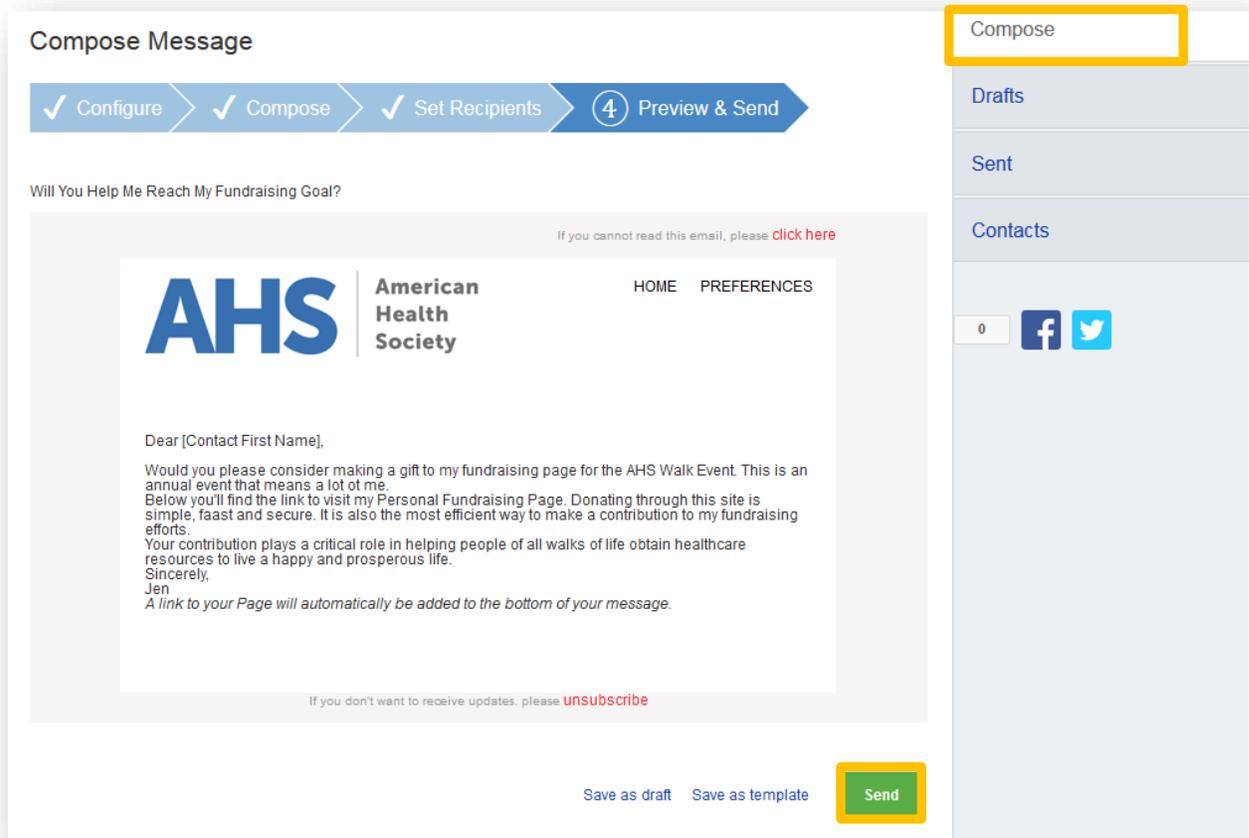
Step 6: Final Preview

You have the opportunity to preview your message as it will appear to your email recipients. If you would like to make changes, click on the **COMPOSE** step to make edits. Otherwise, click **SEND** at the bottom of the page to send your message!


If you'd like to send this specific message frequently, you may want to create a **TEMPLATE**. A template provides you a starting point for your message so you don't have to compose the entire message from scratch when you return to send another message.

To create a **TEMPLATE**, click "Save message as a template" **BEFORE** you hit the SEND button.

To access your saved templates, click on **CONFIGURE**. You will now see a section for **YOUR SAVED EMAIL TEMPLATES** under the **EMAIL** tab. Select the appropriate template and complete the email creation steps as outlined above.
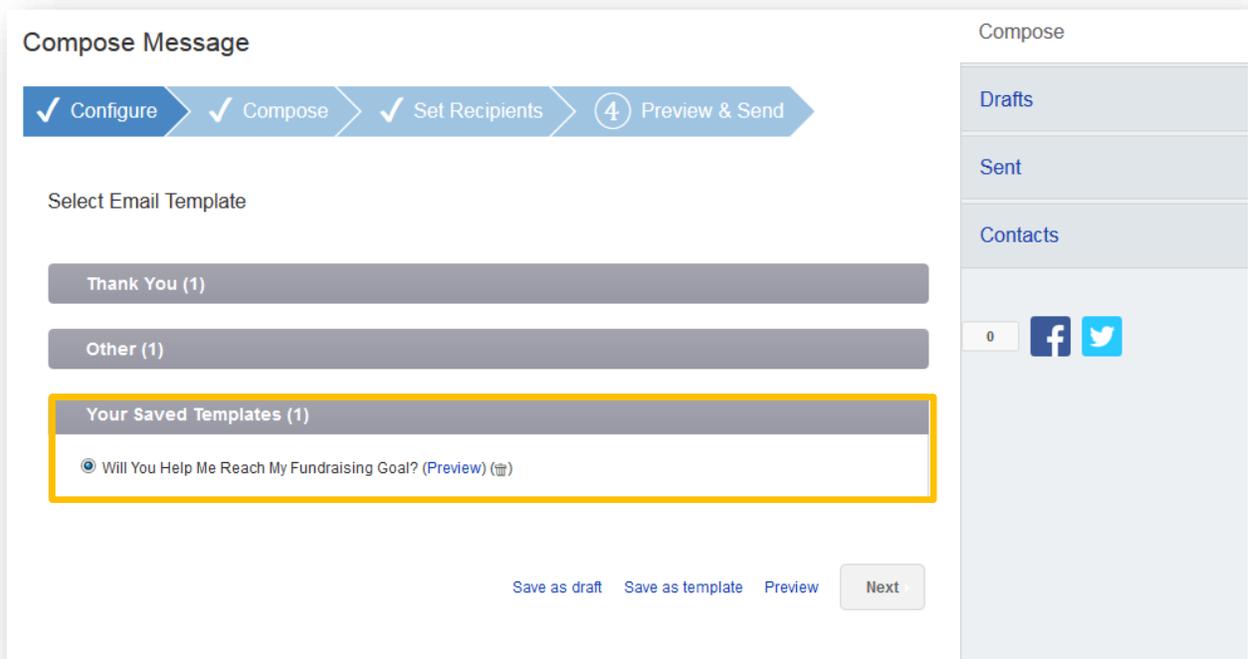
Step 7: View Sent Messages

Keep track of your sent email messages at any time. Just click the **EMAIL** tab and then the **SENT** tab on the right side of the page. All of your sent messages, including recipient information and date sent, will appear in a list.