



HOW TO SEND AN EMAIL

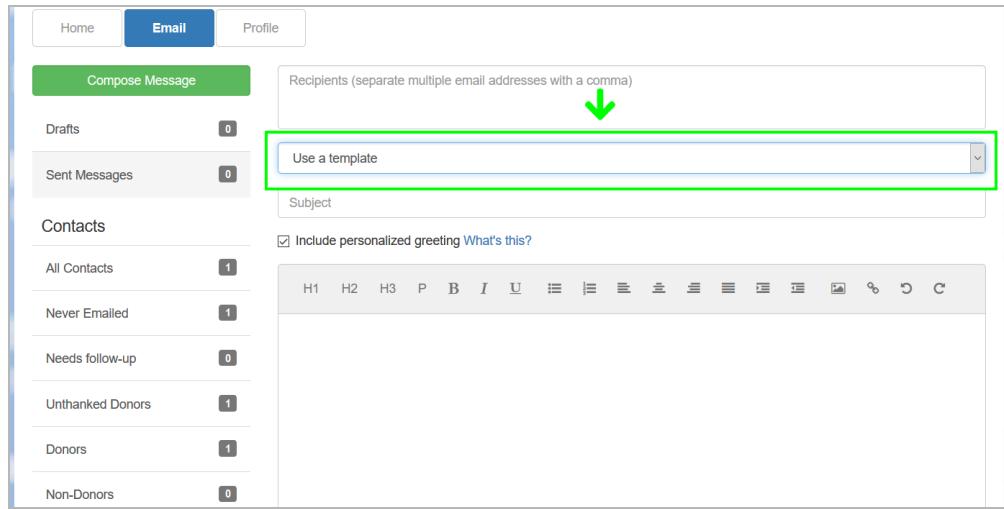
Step 1: Login to your Participant Center

A screenshot of the Game On Cancer Participant Center homepage. At the top left is the "GAME ON CANCER" logo. To its right is the "Henry Ford Health System" logo with "HENRY FORD CANCER INSTITUTE" text. The top right features a welcome message "Welcome Mary!" and buttons for "LOG OUT" and "PARTICIPANT CENTER", with a green arrow pointing to the "PARTICIPANT CENTER" button. Below the header is a navigation bar with "REGISTER", "DONATE", and "ABOUT ▾ EVENT INFO ▾ FUNDRAISING ▾". A large banner image of a stadium is visible behind the navigation bar.

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

A screenshot of the Game On Cancer Participant Center home page. At the top, there are three buttons: "Home" (blue), "Email" (highlighted with a green box and a red arrow pointing to it), and "Profile". Below this is a section titled "Your Fundraising Progress" with a progress bar from \$100.00 to \$150.00. To the right is a "Edit Goal" button. The main content area features a cartoon illustration of three people holding a "WELCOME" sign. To the right of the illustration is a "Need help getting started?" section with text about available resources and a "What to do next?" button with a plus sign. At the bottom, there are sections for "My Information", "Team Information", "Personal Donations" (listing an "Offline Teamraiser" entry), and a footer with social media icons.

Step 3: Select an email message template from the dropdown or just start typing your own.



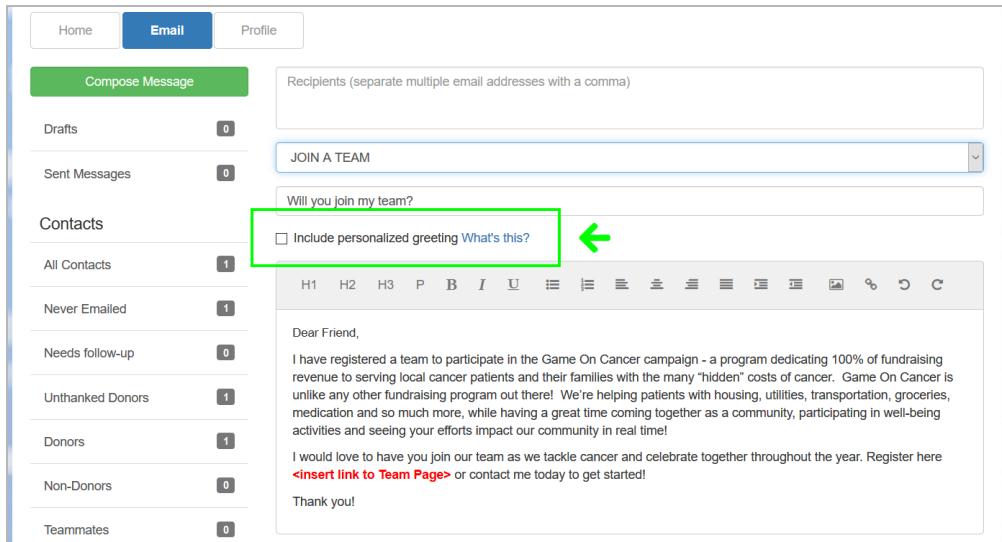
Step 4: Compose your message

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 (and team page, if you are on a team) will automatically populate at the close of the email. Finally, don't forget to sign your name before sending!

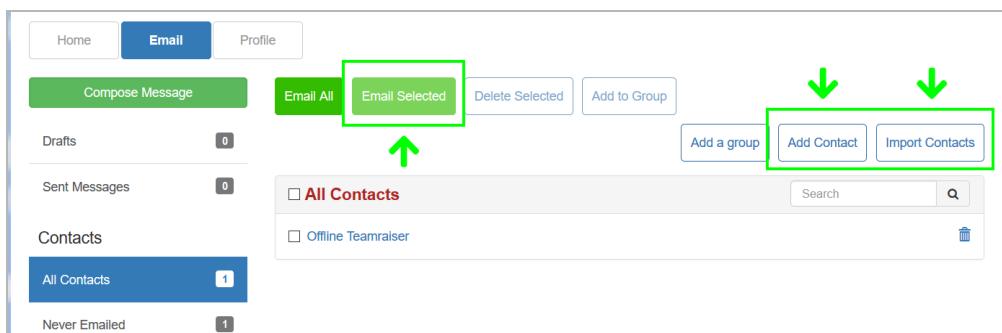


Step 5: Select Recipients

Your available contacts will be available to select from the groups on the left.

1. Click on the group name
2. Select all addresses you want to include in the email and click Email Selected
3. Successful selections will show in the Recipients field at the top of the email.

If you want to add more contacts, you can add addresses individually (in the Recipients field, separated by a comma) or within the Contacts, import them from your Gmail or Yahoo account, or import addresses from a file upload for all other email service providers.



Adding Contacts

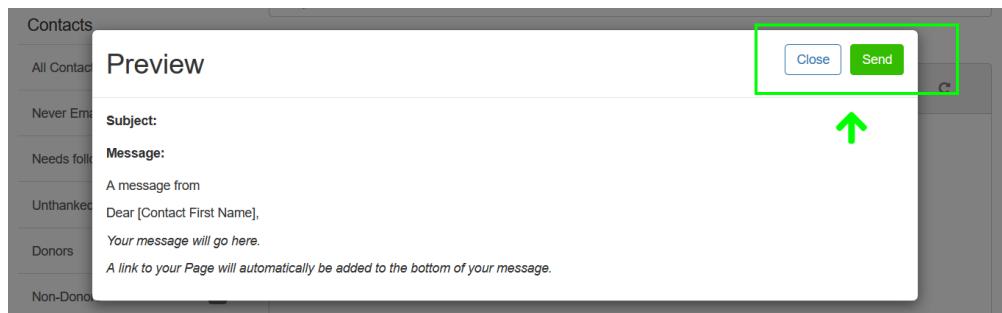
1. Click on All Contacts
2. Choose Add Contact to manually enter a single contact
3. Choose Import Contacts to batch upload addresses, select Gmail, Yahoo, or .csv, and follow the instructions/prompts
4. The system has default groups and you can create your own.

Step 6: Final Preview

You have the opportunity to preview your message as it will appear to your email recipients - Click on Preview & Send.



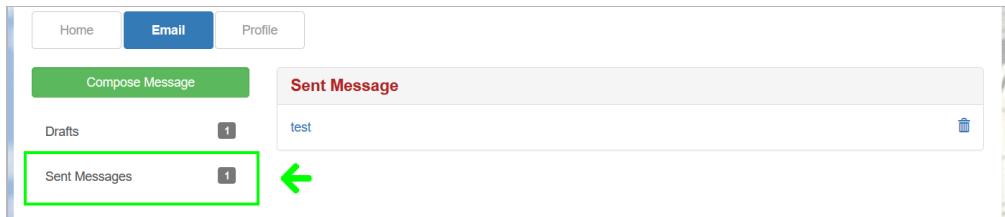
If you would like to make changes, close the pop up box to make edits. If the email is complete, click Send.



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 as template" BEFORE you SEND the email. Your saved templates will show in the dropdown list.

Step 7: View Sent Messages

Keep track of your sent email messages at any time. Just click the EMAIL button and then Sent Messages on the left side of the page. All of your sent messages, will appear in a list. Recipient information and date sent are available by clicking on the message name.



Please see additional guides for instructions

- How To: Access Your Participant Center
- How To: Edit Your Fundraising Page
- How To: Upload a Photo to Your Fundraising Page