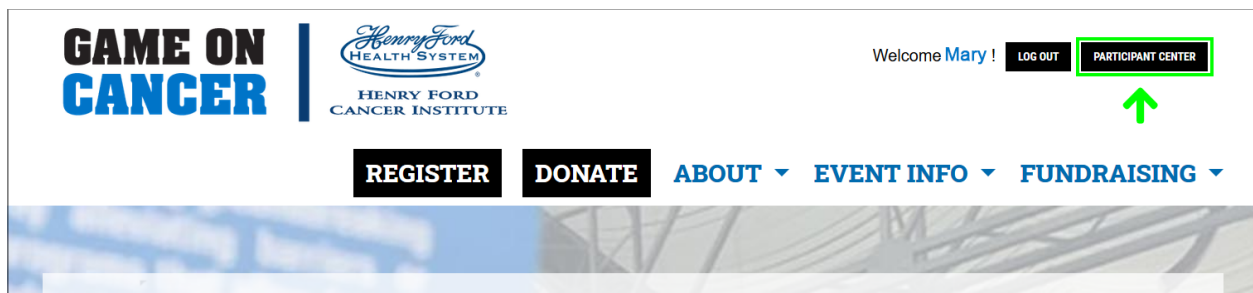


**GAME ON
CANCER**

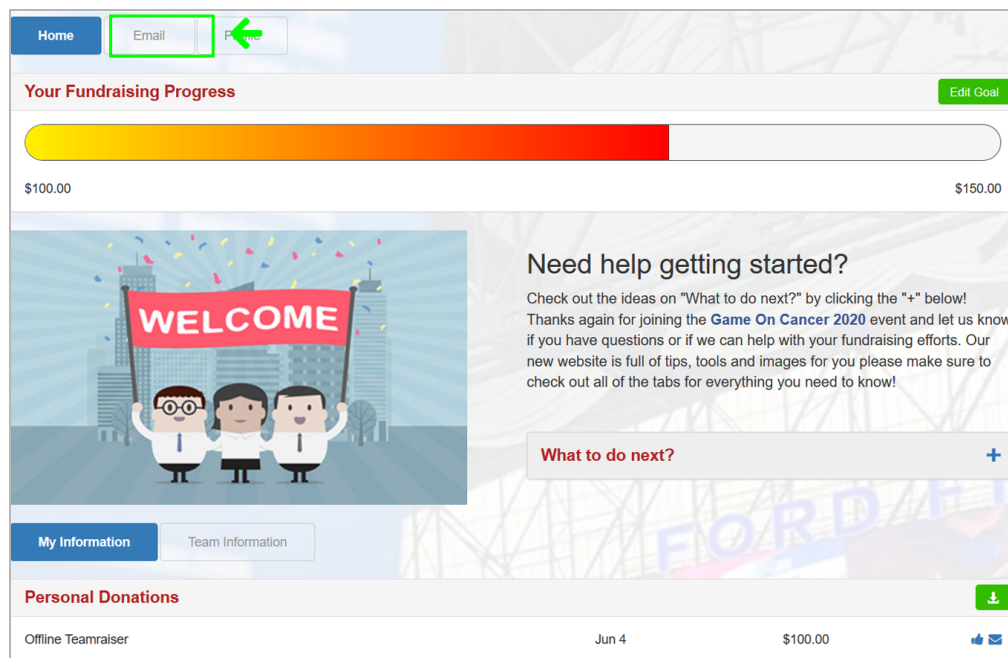


HOW TO SEND AN EMAIL

Step 1: Login to your Participant Center



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



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

Home Email Profile

Compose Message

Recipients (separate multiple email addresses with a comma)

Use a template

Subject

☒ Include personalized greeting [What's this?](#)

H1 H2 H3 P B I U

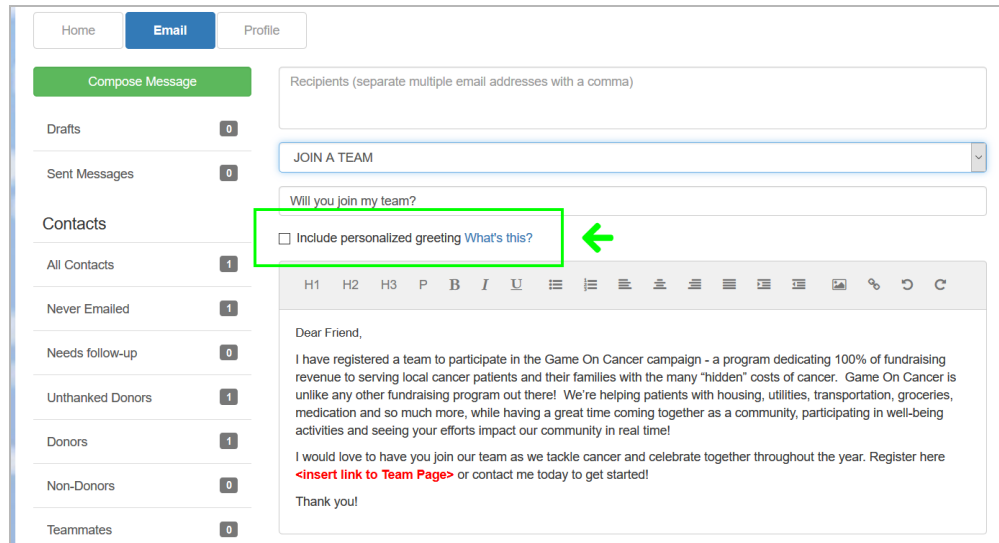
Step 4: Compose your message

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!

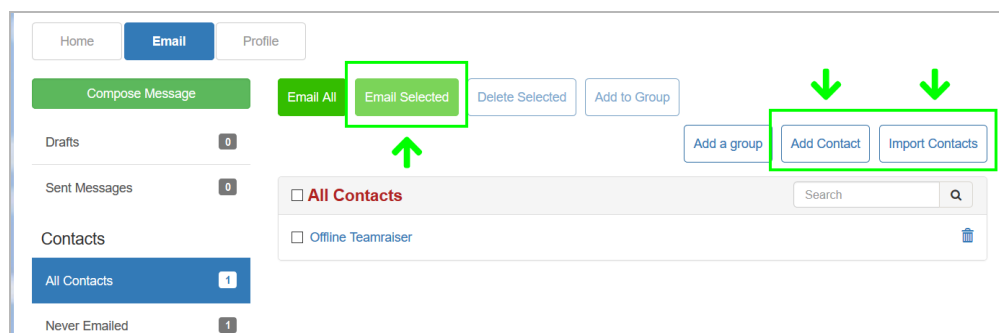


Step 5: Select Recipients

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

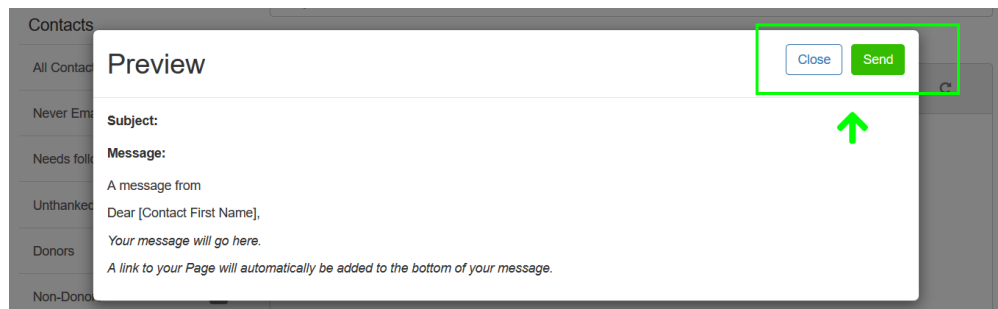
1. Click on All Contacts
2. Choose Add Contact to manually enter a single contact
3. Choose Import Contacts to batch upload addresses, select Gmail, Yahoo, or .csv, and follow the instructions/prompts
4. The system has default groups and you can create your own.

Step 6: Final Preview

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



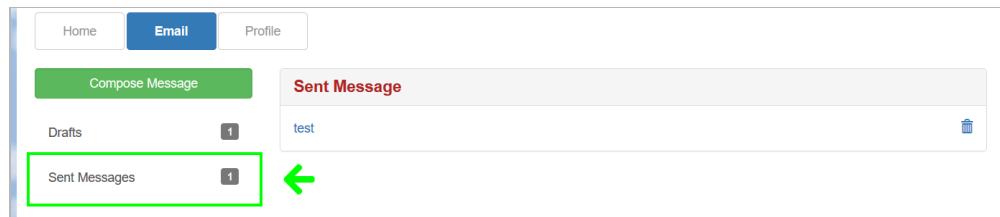
If you would like to make changes, close the pop up box to make edits. If the email is complete, click Send.



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