

STEP 1- Login to your Participant Center

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

MANAGE YOUR FUNDRAISING

Your Participant Center is your key to fundraising success. From here, you can:

- Update your Participant Profile with a custom picture and share your story. Pro tip: participants with a customized profile raise more and hit their fundraising goal earlier.
- Use email templates to invite your friends and family to make a donation or join your team.
- Share the link to your Participant Profile so that your supporters can make a fast, easy and safe donation.
- Thank your supporters with the email template.
- Monitor your fundraising progress, change your fundraising goal.

Don't forget to check out the [Tools and Resources](#) section of the website. It's full of ways to help you reach your fundraising goal!

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.
- Thank your Donors
Thank your donors!
- Set up your Personal Page
Your last Personal Page update was 12 days ago. Consider updating it now with new information.
- Set a Goal
You have reached 0% of your goal. Can you set a higher goal?
- Reach Out
You have 1 contacts that you have not emailed. Consider contacting them about your fundraising effort.

Recent Activity

Rhonda Halverson joined your team	Mar 03
Gloriane Luna joined your team	Mar 02
Joy Kiewer joined your team	Mar 01
Caroline Pereira joined your team	Mar 01
You joined 2021 Anti-Cancer Challenge	Feb 22

Contacts

All Contacts	39
Never Emailed	39
Needs follow-up	0
Unthanked Donors	0

STEP 3-Select an email message template from the drop down or choose a blank message to start from scratch

UCI Anti-Cancer Challenge **RIDE. RUN. WALK.**

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

Current layout:

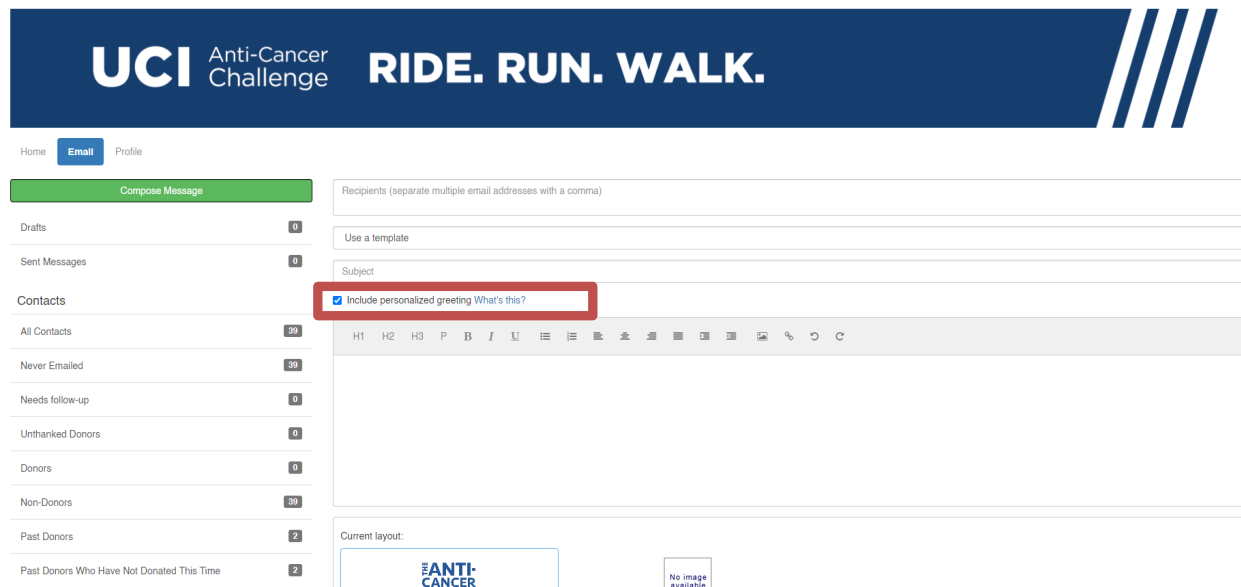


STEP 4- Compose your message

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 a 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.