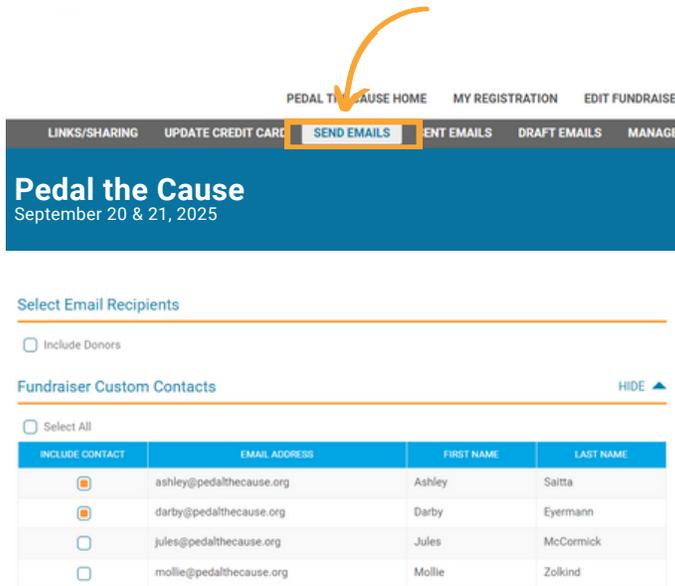


How to Send Emails Through Your Fundraising Page

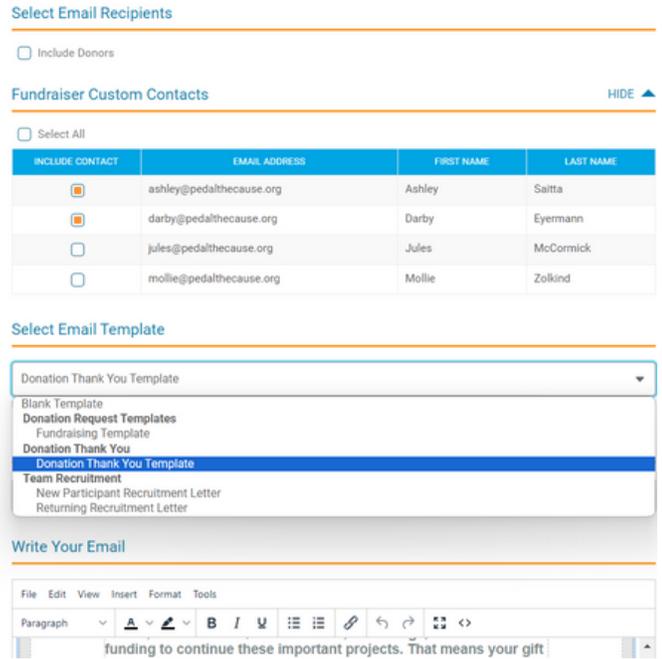
STEP 1

On the "My Fundraisers" page, click on "Edit Fundraiser." From the menu bar, select "Send Emails."



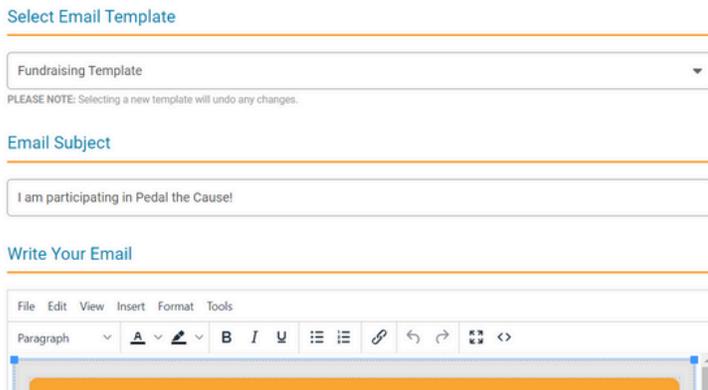
STEP 2

From this page, you can customize template emails or compose unique emails to the contacts you have uploaded.



STEP 3

Select contacts you wish to email. Select template email you wish to customize. Use "Replacement Tags" to customize emails in mass.



STEP 4

Click "Send Email" to send your email(s) or "Save as Draft" to continue working on your email at a later time.



Replacement Tags

TAG	REPLACEMENT
%FIRST_NAME%	This will be replaced with the recipients first name.
%LAST_NAME%	This will be replaced with the recipients last name.
%EMAIL_ADDRESS%	This will be replaced with the recipients email address.
%DONATION_AMOUNT%	This will be replaced by the total donation amount by the recipient.
%FUNDRAISING_GOAL%	This will be replaced with your current fundraising goal.
%AMOUNT_RAISED%	This will be replaced your current amount raised.
%GOAL_PERCENT_REACHED%	This will be replaced with the percentage you have reached of your fundraising goal.