How to Send Emails Through Your Fundraising Page





Select Email Template

Sele Fund PLEASE

Ema

Write

File Parag

Select contacts you wish to email. STEP 3 Select template email you wish to customize. Use "Replacement Tags" to customize emails in mass.

undraising Template	
ASE NOTE: Selecting a new template will undo any changes.	
nail Subject	
am participating in Pedal the Cause!	
rite Your Email	
ile Edit View Insert Format Tools	

STEP 2

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

Include Donors			
undraiser Custor	m Contacts		HI
Select All			
INCLUDE CONTACT	EMAIL ADDRESS	FIRST NAME	LAST NAME
	ashley@pedalthecause.org	Ashley	Saitta
	darby@pedalthecause.org	Darby	Eyermann
0	jules@pedalthecause.org	Jules	McCormick
	mollie@pedalthecause.org	Mollie	Zolkind

Donation Thank You Template	*
Blank Template	
Donation Request Templates Fundraising Template	
Donation Thank You	
Donation Thank You Template	
Team Recruitment	
New Participant Recruitment Letter	
Returning Recruitment Letter	
Write Your Email	
File Edit View Insert Format Tools	
Paragraph ∨ <u>A</u> ∨ <u>ℓ</u> ∨ B I U II II ∂ 5 ∂ 11 ↔	
funding to continue these important projects. That means your gift	

STEP 4

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



placement Tags

selecting replacement tags in the text editor toolbar, you can include tags that will be automatically replaced for each pient. The tags must match exactly as shown in the table below, including using uppercase.

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.

HIDE 🔺