

Add & Manage Contacts

Imported	I Contacts 🔹	Search		ADD CO	ADD CONTACTS		
	First Name	Last Name	Email	Language			
	Barb	С	barb@barbc.com	English			
	Fix	Isag	fixisag577@galotv.com	English			
	Р	Evay	pevay67707@galotv.com	English			
	Ra	Gax	ragax70255@chimpad.com	English			
	Wes	eboy	weseboy535@galotv.com	English			
				Items per page 10 💌 1 - 5 of 5	< >		

4. Once you have added your contacts, click on <u>Back to</u> <u>mailing list</u>.

When you are ready to send an email, click on the <u>Send</u> <u>Emails</u> button.

.0	Imported Contacts		Enter name or email to filter the list ADD CONTACTS				
Re	Donors		LAST NAME	EMAIL	STATUS	LANGUAGE	
el.		Barb	С	barb@barbc.com	Subscribed	English	٦
U		Fix	Isag	fixisag577@galotv.com	Subscribed	English	
Ik		Р	Evay	pevay67707@galotv.com	Subscribed	English	
EN .		Ra	Gax	ragax70255@chimpad.com	Subscribed	English	
e		Wes	eboy	weseboy535@galotv.com	Subscribed	English	
				ltems per p	age 10 🔻 1	l-5of5 < >	

5.Click on <u>Choose Recipients</u> to open this pop-up, and select the contact list you want to email.

To email your new contacts, select your <u>Imported</u> <u>Contacts</u> list.

6. Select the contacts you want to email by checking the box next to their name and click on the <u>Add Recipients</u> button at the bottom.

Imported Contacts 🔹		•	Enter name or email to filter the list		ADD CONTACTS	
					SELECTED	
V	Barb	С	barb@barbc.com	Subscribed	English	
\checkmark	Fix	Isag	fixisag577@galotv.com	Subscribed	English	
\checkmark	Ρ	Evay	pevay67707@galotv.com	Subscribed	English	
\checkmark	Ra	Gax	ragax70255@chimpad.com	Subscribed	English	
~	Wes	eboy	weseboy535@galotv.com	Subscribed	English	
				Items per page 10 🔻	1-5 of 5 < 📏	

Го	
Bart	b C, Fix Isag, P Evay, Ra Gax, Wes eboy
recip	ients selected. Add more
rom	
Rob (C (tffrunsite.mail@gmail.com)
Not on	the list yet? Click here
Select	email template
Searc	ch i
Use b	plank template
Indiv	idual: Get Donors
Indiv	idual: Tell-A-Friend
Indiv	idual: Thank Donors
Signe	
	-
Indiv	ridual: Get Donors
Subje	ct
EN	Thank You for Supporting Me for the Terry Fox Run
FR	Appuyez ma collecte de fonds pour La Journée Terry Fox!
Messa	age Body
	Add Dynamic Fields - Font - TT TB / & A TA E := := e ² TA - T ₂ S
EN	TERREPORTED Image: Constraint of the c
	Thank you for your generous support! Add Dynamic Fields - Font - II B I G A B III III IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
	IAMALY' AVADAUT AND JOUT

Cancel Send preview email

Template Name:

7. Make sure your preferred "From" email address is set.

Under <u>Select email template</u>, select one of our prepared email templates to use, or select <u>Use blank template</u> and create your own email from scratch.

To send fundraising emails you can use the <u>Get Donors</u> template.

8. You can use the template asis, or customize and save your own version.

TIP: If you customize the email to your donors, make sure you leave the dynamic field link to your page in the email body - the <u>{fundraiser-</u> <u>link}</u>.

Your donors will click on your page link to donate to your page!

If you customize your email, scroll down and check the box next to <u>Save this message as a</u> <u>template for future use</u>. You can use it again in the future.

Always send yourself a preview test before sending your email!



You can also export a downloadable report that will come to your email.

cipients		C Re
nter name or ema	il to filter the list	Filter by status All
NAME	EMAIL	STATUS
Ra Gax	ragax70255@chimpad.com	Queued Queued on Aug 06, 2022 at 02:34 PM
Wes eboy	weseboy535@galotv.com	Queued



12.Under <u>My templates</u> you can see any customized email versions you have saved, and create new templates.



TIP: Don't forget to share your page on social media! Your page has icons for sharing on Facebook, Twitter and Linkedin.

You can also copy your page link, and add the event to your calendar.

Use your Page Strength to guide your fundraising efforts. Complete all the steps!

Wishing you lots of fundraising success! Questions? Contact us any time at help@terryfox.org

