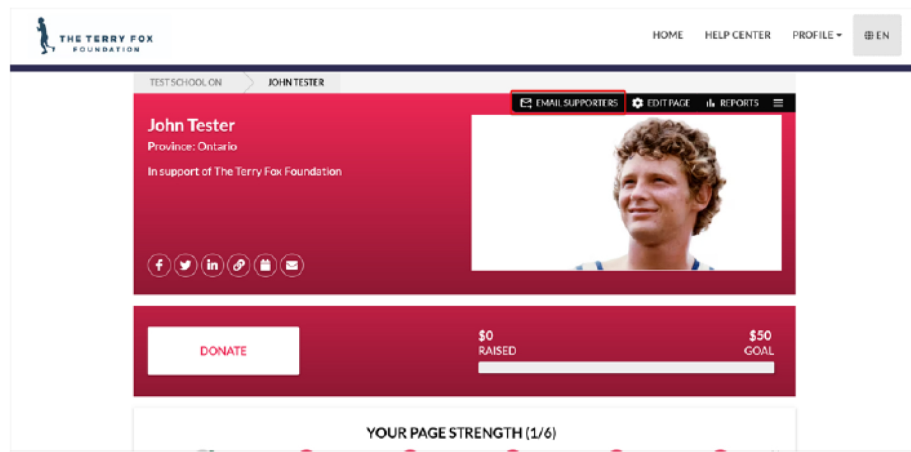


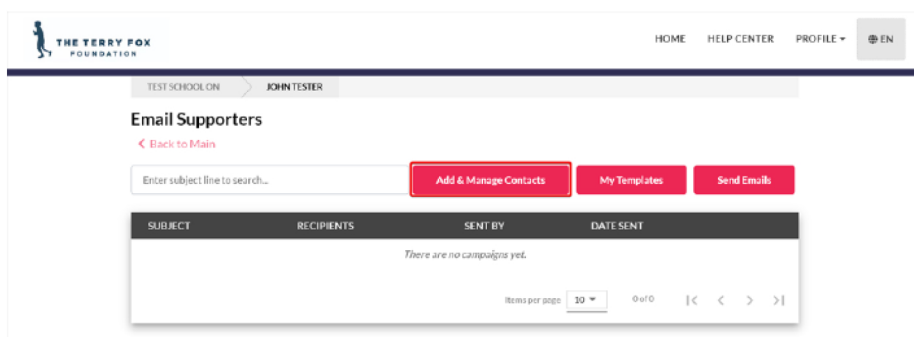


STUDENT FUNDRAISING GUIDE

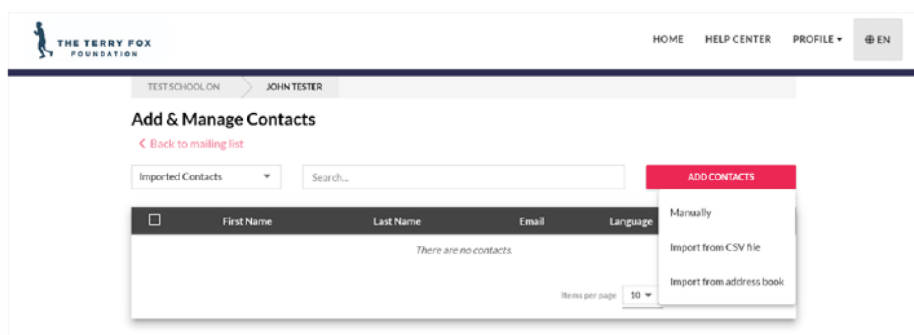
How to Send Fundraising Emails



1. Log in to your page and go to Email Supporters in your page menu.



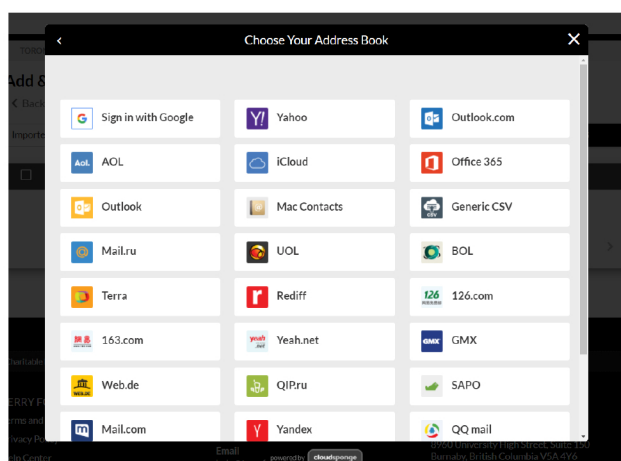
2. Click on Add & Manage Contacts and then on Add Contacts.

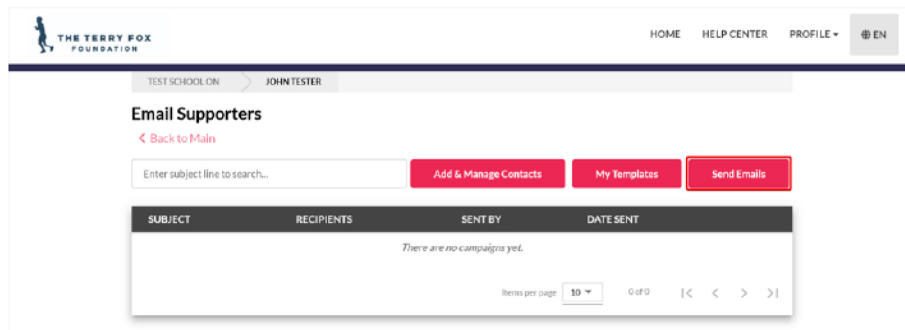


3. You can add contacts manually, one by one.

You can upload your contacts from a csv Excel file. Your csv file should include the following columns: First Name, Last name, Email, Language.

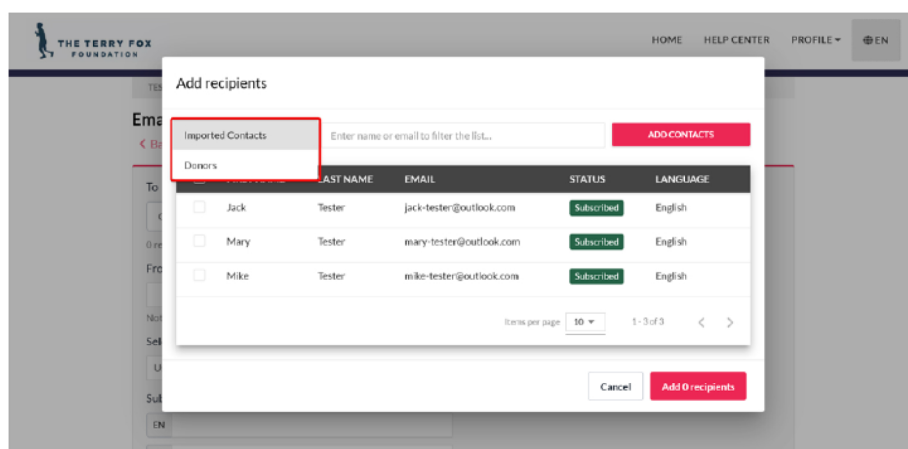
You can also import your contacts from any of these address books.





4. Once you have added your contacts, click on Back to mailing list.

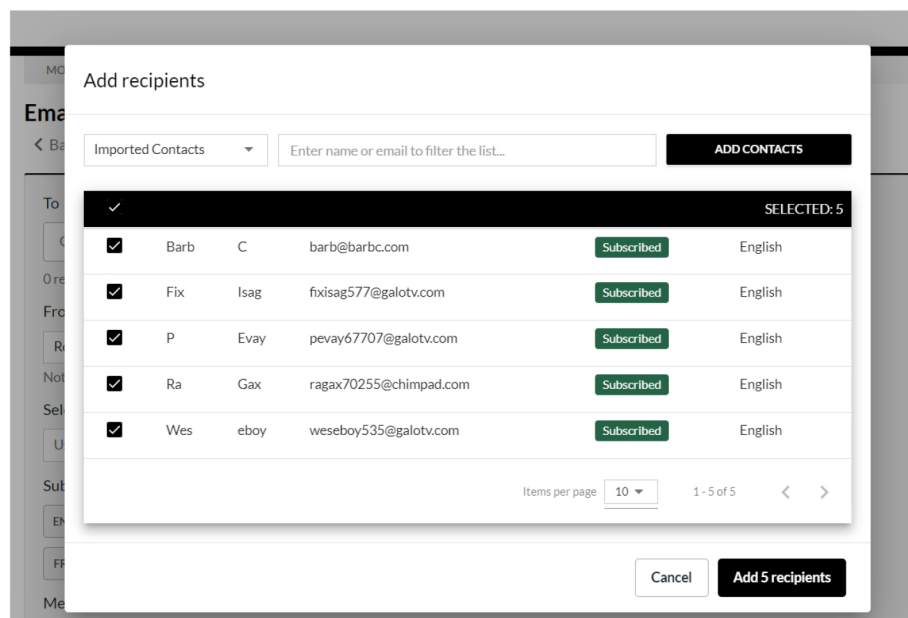
When you are ready to send an email, click on the Send Emails button.



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

To email your new contacts, select your Imported Contacts list.

TIP: You can also select your Donor list here when it's time to send a Thank You email.



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

Add Sender

Name

Email

Set as default ☒

Cancel Add

7. Under "From", next to "Not on the list yet?", click on the Click here link to add a "From" email address. Add a name and email in the pop-up, set as default, and click "Add". Enter the verification code that comes to your email to verify, and continue.

To

Fix Isag, P Evay, Ka Gax, Wes eboy

4 recipients selected. [Add more](#)

From

John Tester (deneg26431@yubua.com)

Not on the list yet? [Click here](#)

Select email template

For Students: Get Donors

Subject

EN Please Support Me For The Terry Fox School Run!

FR Appuyez ma collecte defonds pour La Journée Terry Fox des écoles !

Message Body

Add Dynamic Fields

Font

T B / G A

EN TERRY FOX SCHOOL RUN

8. Under Select email template, choose one of our default email templates to use, or select Use blank template and create your own email from scratch.

To send fundraising emails you can use the default For Students: Get Donors template.

You can use the template as-is, 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 {fundraiser-link}.

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

Message Body

Add Dynamic Fields

Font

T B / G A

EN TERRY FOX SCHOOL RUN

"NOBODY IS EVER GOING TO CALL ME A QUITTER." - TERRY FOX

Hello {first-name},

In 1980, Terry said, "Nobody is ever going to call me a quitter." He never quit on his dream, and neither will I.

Please help fund critical cancer research in Canada by supporting my participation in the Terry Fox School Run. Click on my page link below to make a donation:

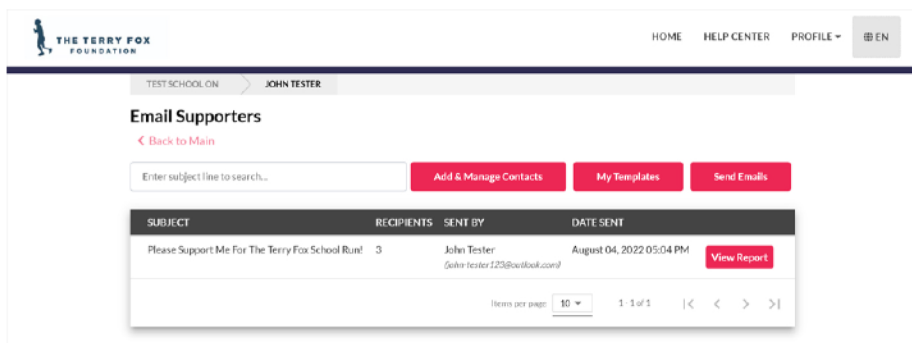
[{fundraiser-link}](#)

If you send yourself a preview test first (which we recommend!), you will receive the test in both languages.

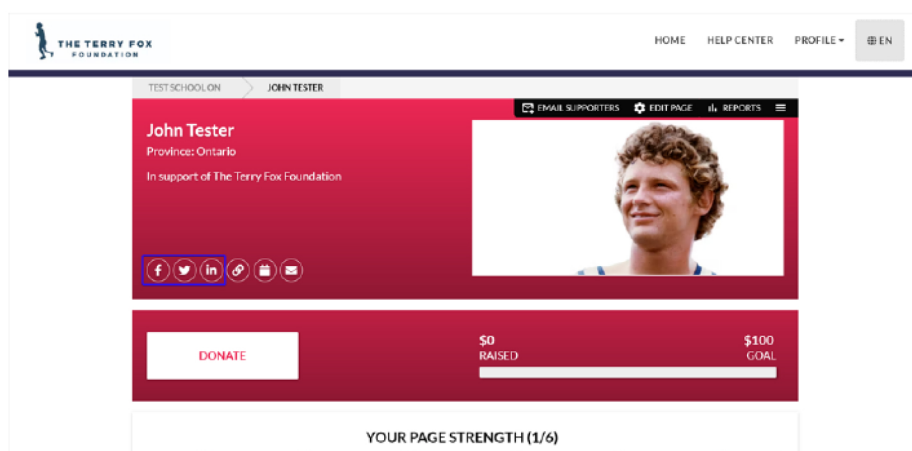
10. When you are ready to send, scroll to the bottom and check the box you see checked in the image to the left. **Make sure your email is only intended for the purpose of fundraising.**

Click Send to send it!

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

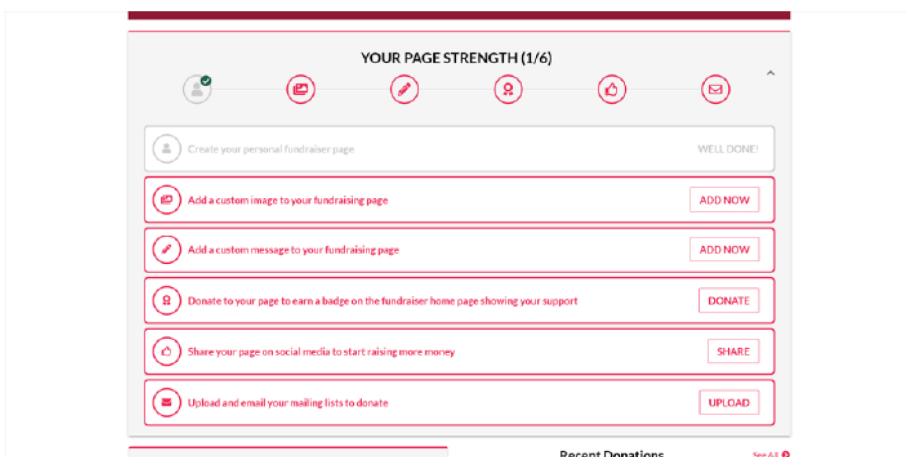


12. Under My templates you can see any customized email versions you have saved, edit them, and create new templates.



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 find icons here to copy your page link, add the event to your calendar, and send emails.



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

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