

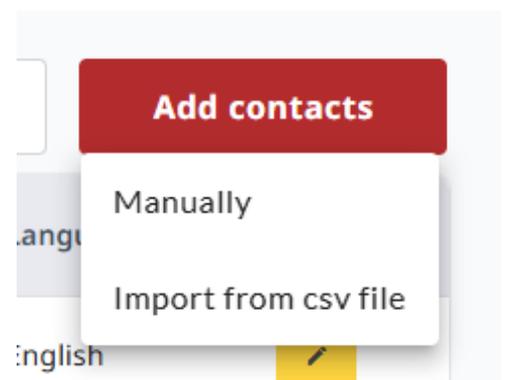
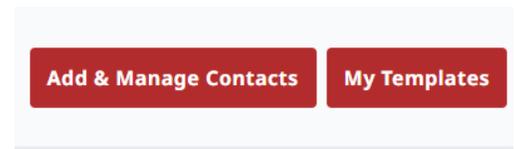
Add Contacts & Send Emails from your Fundraising Page



Click **My Fundraising Tools** in the top right corner of your fundraising page to access your dashboard.

How to Add Contacts to your Fundraising Page:

- Click on **Send Emails** and then **Add & Manage Contacts**
- On the next screen, click **Add Contacts**
- Add manually by typing your contacts in or you can import from an Excel .csv formatted file
- Click on your preferred method
- If you chose **Manually**, follow the prompts on the screen to enter your information
- For a .csv file, you will have to set your spreadsheet up with the following headers (in this order): First Name, Last Name, Email, Language (either French or English)
- Remember to save your spreadsheet as a .csv file
- Once your file is saved, upload it by clicking on **Click to select a file or drag and drop a file here**. You can also drag and drop the file onto this button.
- Once your file is uploaded, click **Save (#) Contact**
- Your contacts should now appear in a contact list



How to Send Emails from your Fundraising Page:

- Click on **Send Emails** in your Fundraising Tools
- Click **My Templates**
- The templates include pre-written letters you can use for your Individual fundraising and Team fundraising to ask for donations, recruit team members and thank donors.
- Once you have decided on your template, you can go back to **Send Emails** and then click on **Send Emails**
- Start by clicking on **Choose Recipients**
- Select the recipients you want to email by clicking in the checkbox beside their name
- Click on **Add (#) Recipients**
- Select an email template by clicking on the arrow beside **Use blank template**
- Choose and click on your preferred template