



How to Send Fundraising Emails

Send personal messages to your friends and family to request donations towards your fundraising goal. Here is your step-by-step guide to sending an email:

1. Log in to your Participant Centre
2. Select either the “Email” tab or click “Send emails to your friends and family” in the “Next Steps...” section

Welcome, StepTest!
My Healthy Habit is Active for 1 hour or more

Share with family and friends

[f](#) [Twitter](#) [Email](#) [Copy URL](#)
http://support.heartandstroke.ca/site/TR/Jump2020/Jump2020?px=2495104&pg=personal&fr_id=7

My Fundraising

96.00%

Raised: **\$290.00** | Goal: **\$300.00**

[Update Goal](#)
[View your page](#)

Next Steps...

- Update your fundraiser with a picture and tell us why you jump >
- Send emails to your friends and family >**
- Jump-start your fundraising >
- Share your page on social >

1 (points to Email tab in sidebar)

2 (points to Send emails to your friends and family in Next Steps...)



- Under the “Email” tab choose an email from the list of pre-written emails provided. Please note that all emails are customizable. They are divided into 3 sections: Thank You, Ask for Support, and Other. Once done click “Next”.

Email **Contacts**

Compose Message

1. Configure > 2. Compose > 3. Set Recipients > 4. Preview & Send

Select Email Template

Enter contacts below and send email directly through your Participant Center OR [click here](#) to copy email text to your clipboard and send email through your personal email account.

- ▶ Thank You (1)
- ▼ Ask for Support (3)
 - Help me help kids today! (Preview)
 - It's EASY to protect heart and brain health! (Preview)
 - Learn about FAST and help save lives (Preview)
- ▶ Other (1)

Save as template Preview **Next >**

- To preview an email before choosing it click on “Preview” and a sample will pop-up.

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- ▶ Thank You (1)
- ▼ Ask for Support (3)
 - Help me help kids today! **Preview**
 - It's EASY to protect heart and brain health! (Preview)
 - Learn about FAST and help save lives (Preview)
- ▶ Other (1)

Save as template Preview **Next >**



- The email will be shown in the next section. If you want, you can personalize your message by changing the Subject Line, adding a greeting at the beginning of the message, or inserting your name at the end. After making the edits you want, click “Next”.

Email **Contacts**

Compose Message

1. Configure > 2. Compose > 3. Set Recipients > 4. Preview & Send

Subject:

Include personalized greeting (What's this?)

Font family | Font size |

I'm jumping for healthy futures with Jump Rope for Heart at my school
I'm learning to be active and practice healthy habits to protect my heart and brain. And the money I collect helps kids with heart disease and stroke get better!
Click the link below to donate! When you make a donation on my fundraising page, you're helping me help all the kids who need us.
Thanks for your support!

Current layout: 2020 Jump Rope for Heart - Simple

Save as template Preview **Next >**

- You can now select your list of recipients. Add and save contacts by clicking “Add Contact” and entering their name and email address. Check off the recipients that you want to receive the email in the “Available Contacts” section. They will then appear in the “Recipient List” section. After selecting your contacts, click “Next”.

Email **Contacts**

Compose Message

1. Configure > 2. Compose > 3. Set Recipients > 4. Preview & Send

Add Contact Import Contacts

Available Contacts

Name	Email
<input checked="" type="checkbox"/> Sarah Reid	sarah.reid@heartandstro...
<input type="checkbox"/> Sarah Reidtest	sarah.reid@heartandstro...
<input type="checkbox"/> Sarah Reidtest	sarahmariereid@gmail.c...
<input type="checkbox"/> TestMark Tes...	test10@heartandstroke.ca

Recipient List

Name	Email	Actions
<input checked="" type="checkbox"/> Sarah Reid	sarah.reid@hearta...	Edit X

Save as template Preview **Next >**



7. Your message will appear in preview mode for your review. Press “Send” at the bottom of the page.

JOIN LOGOUT PROFILE FRANC

phitest! Share with family and friends

Copy URL

http://support.heartandstroke.ca/site/TR/Jump2020/Jump2020?px=2495104&pg=personal&fr_id

Email Contacts

Compose Message

1. Configure 2. Compose 3. Set Recipients 4. Preview & Send

Help me help kids today!

#JumpRopeForHeart

I'm jumping for healthy futures with Jump Rope for Heart at my school!

I'm learning to be active and practice healthy habits to protect my heart and brain. And the money I collect helps kids with heart disease and stroke get better!

Click the link below to donate! When you make a donation on my fundraising page, you're helping me help all the kids who need us.

Thanks for your support!

A link to your Page will automatically be added to the bottom of your message.

privacy or your personal information, please contact the United Privacy Officer, at your provincial Heart and Stroke Foundation of Canada office at 1-888-HSF-INFO (473-4636) or through www.heartandstroke.ca/privacy

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Save as template Send

8. Once your email is sent you will be brought back to the Homepage of your Participant Centre.