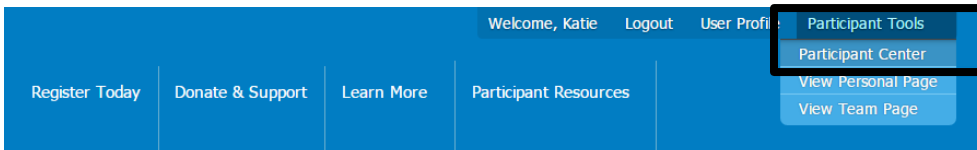


Accessing your Email Center

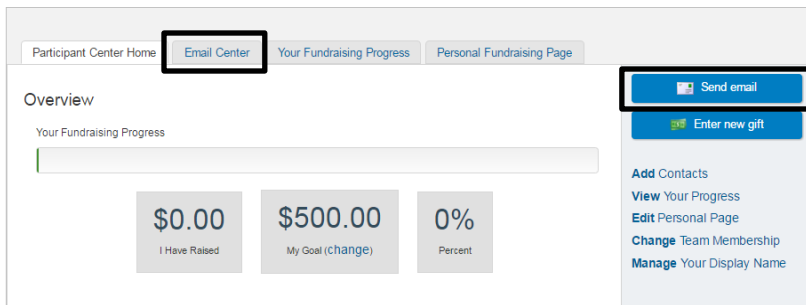
Sending emails to your friends and family is a powerful way to gain their support. Plus, we make it easy for you! The email section of your Participant Center offers sample email templates for all of your fundraising needs including solicitation and thank you messages.

To access this part of the Participant Center, follow these steps:

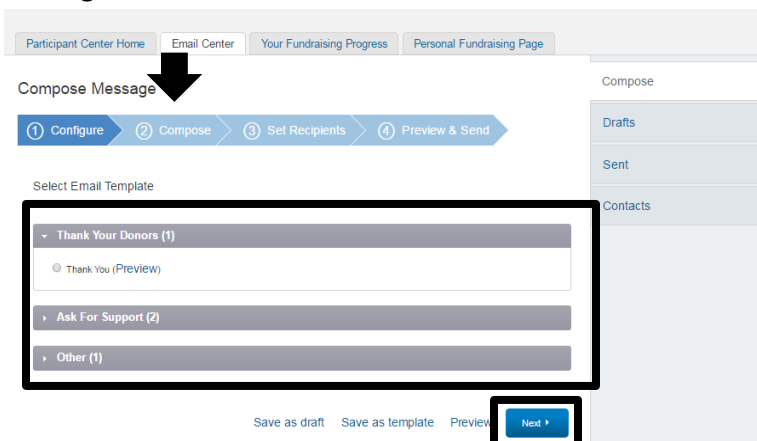
Step 1: After you log in to the event website, locate “Participant Tools” in the top-right corner and select “Participant Center” from the drop-down menu.



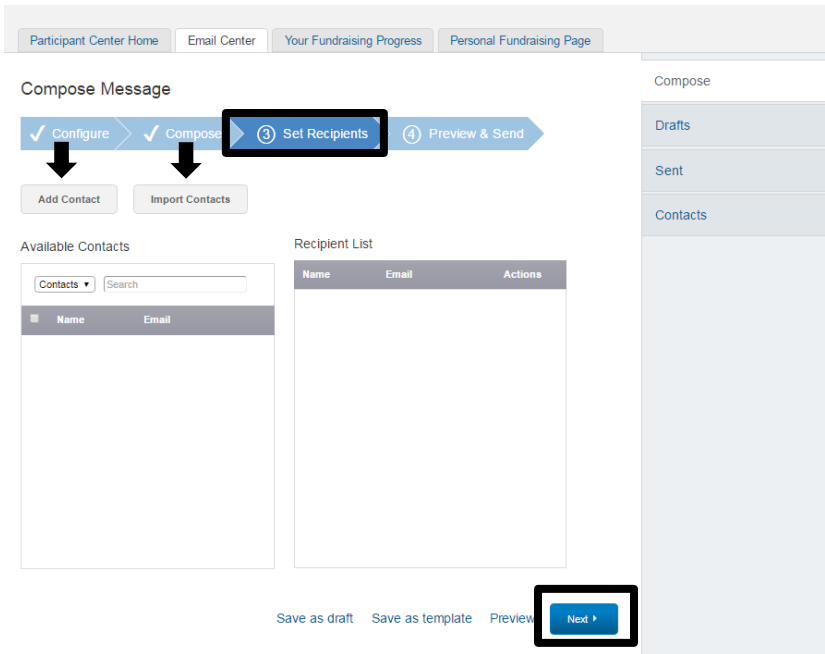
Step 2: From the Participant Center homepage, select “Email Center” from the top navigation bar or “Send Email” from the right column.



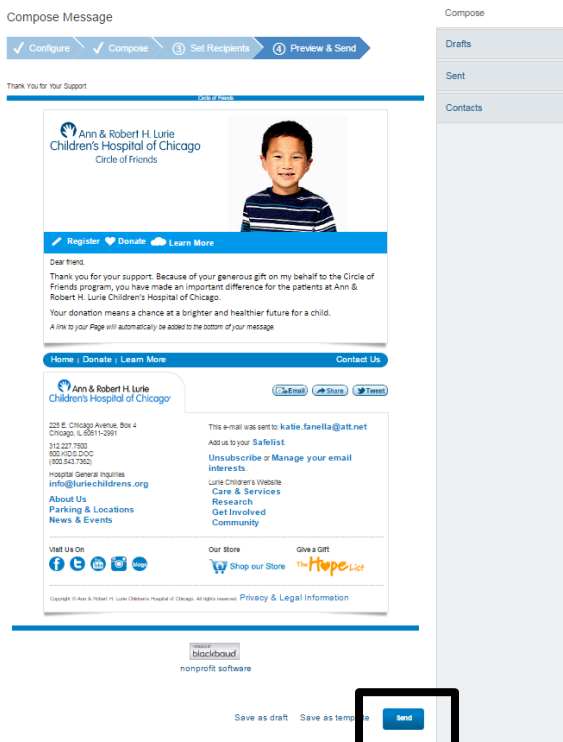
Step 3: Select one of the templates available to you and click “Next.” Or, select “Compose” to draft your own message.



Step 4: Once you're ready to distribute your email, select "Set Recipients" to add recipient addresses. You can type in addresses manually by selecting "Add Contact" or you can automatically import contacts from your address book by selecting "Import Contacts." Select "Next" once the email addresses have been added.



Step 5: Preview your email to make sure all details are accurate and then select "Send."



Use the email section of the Participant Center throughout your entire fundraising process! Continue to spread the word about your involvement and remember to send thank you emails once your donations start rolling in.