



Small steps make
MIGHTY STRIDES



**HOW TO: SEND EMAILS AND MESSAGES
THROUGH YOUR FUNDRAISING DASHBOARD**

SENDING EMAILS AND MESSAGES

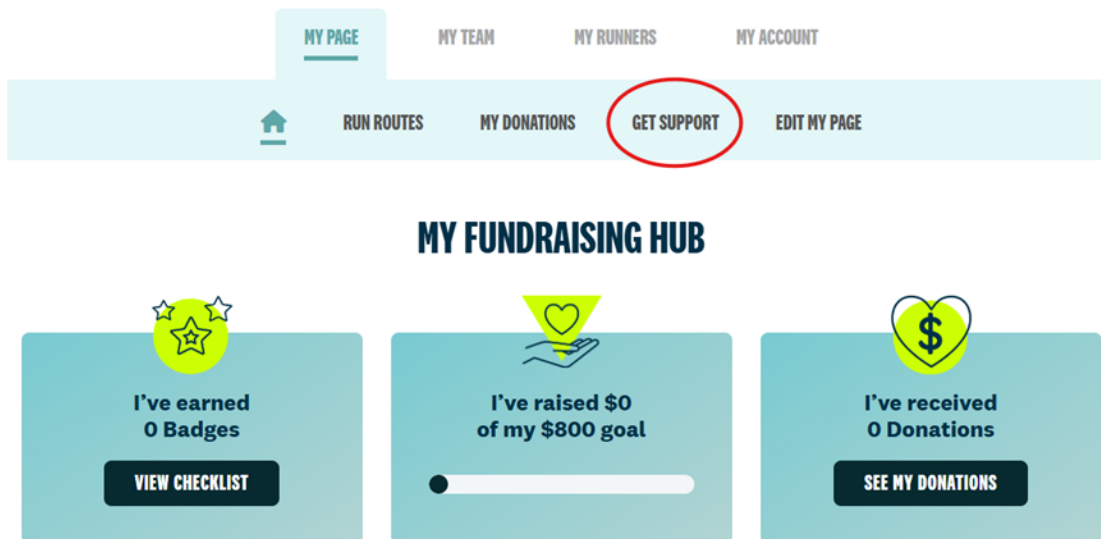


When you are logged in to your dashboard you can send emails to your donors and team members. Also, if you are part of a team you can use the messaging feature to communicate with your team members.

#1: HOW TO SEND EMAILS TO DONORS AND TEAM MEMBERS

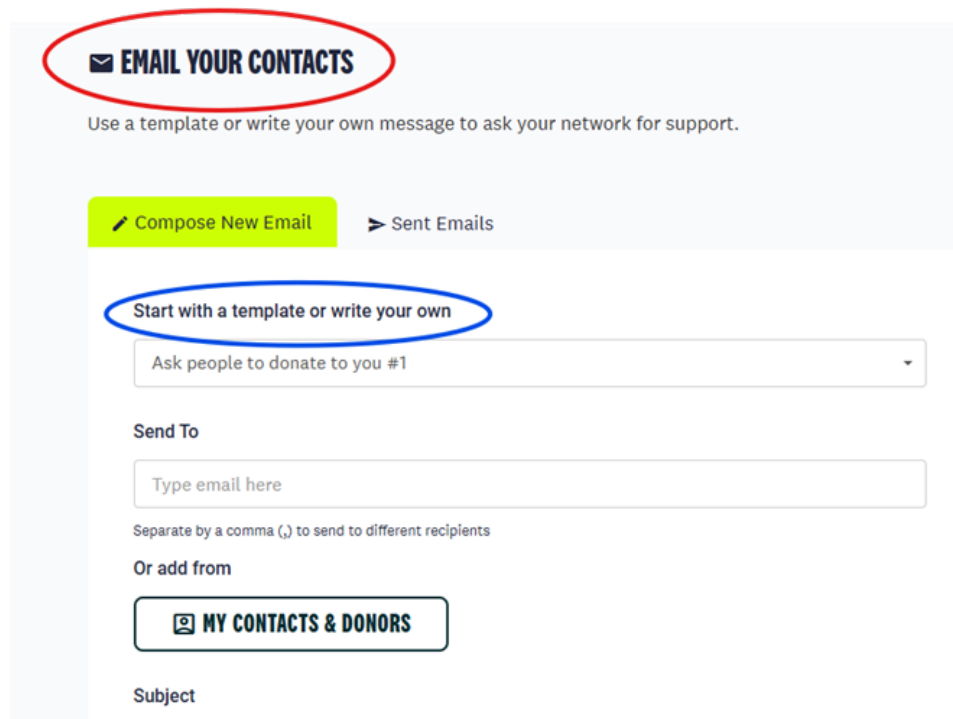
STEP #1

- Log in and click on 'Get Support' on your dashboard then scroll down to the box that says 'Email Your Contacts'



STEP #2

- Choose from an editable template or compose your own email.
- You can view your contacts and donors to send them an email or you can also insert specific emails or upload a contact list.



SENDING EMAILS AND MESSAGES



MY CONTACTS & DONORS

IMPORT CONTACTS

Select the people you would like to send this email to or import contacts

Show me:

- All My Contacts (A-Z)
- All Donors

That

Select

- Select
- Have donated to this event
- Haven't donated to this event
- I have not emailed yet
- Aren't fundraising in this event

STEP #3

- When you click on 'My Contacts & Donors' the screen to the left will open and you can select specific donors or upload a list of emails to your account.

MY CONTACTS & DONORS

IMPORT CONTACTS

Select the people you would like to send this email to or import contacts

Show me:

- All My Contacts (A-Z)
- All Donors

That

Select

<input type="checkbox"/> Select all	Donated this year	Emails sent
<input checked="" type="checkbox"/> brianna2mass@hotmail.com	N	
<input checked="" type="checkbox"/> daniela2mass@hotmail.com	N	

- Once selected or uploaded the emails will appear, you can then select those you would like to send to and click 'add to email'.

ADD TO EMAIL

Close window

SENDING EMAILS AND MESSAGES



STEP #4

- Review your subject and message and click “Send Email”.
- Tip: Be sure to add in the name of the email recipient before sending!

MY CONTACTS & DONORS (2 ADDED)

Subject

Will you help me raise funds for BC Children's Hospital?

Message

In support of BC Children's Hospital, I have committed to raising \$500 and I'm asking for your help to get me there. Will you support me and help make a difference in the lives of children and families with serious and life-long childhood diseases across BC?

Please visit my fundraising page to make a secure online donation:
<https://bcchfstaging.funraisin.com.au/fundraisers/BriannaSecondmass>

As the only hospital in the province devoted exclusively to children, almost one million kids count on BC Children's Hospital. Your donation will help ensure they receive the best possible health care when they need it. Specifically, it will help advance innovative research and support programs that comfort kids and families when it's needed most.

Thank you for your generosity.

Brianna

➤ SEND EMAIL

SENDING EMAILS AND MESSAGES

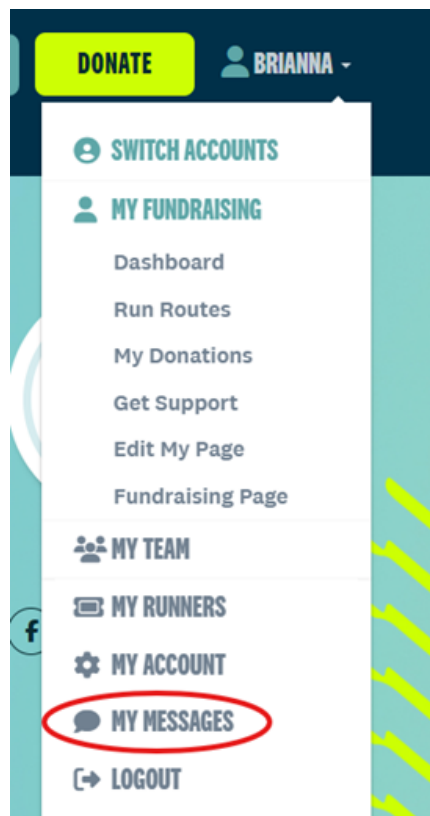


#2: HOW TO SEND MESSAGES TO TEAM MEMBERS

Please note only runners who are members of a team have access to using the messaging feature to send messages to other team members.

STEP #4

- Log in and click on your name (small profile picture on the right hand of the mobile screen) messages will be listed as part of the dropdown menu
- Click messages and a pop-up screen will appear and here you can compose a new message



STEP #5

- Once you click new message, the screen to the left will appear. Here you can choose your team and do the following:
- a. Send messages to all team members by checking 'select all' or use the drop-down menu to select specific team members
- b. Edit the subject and message and click send message
- **Note:** Team members will be notified of the new message via the email address used to register. If you receive a message from a team member you will be notified by email as well.

NEW MESSAGE

To: The Secondmassers

Member(s) Select all

Nothing selected

Subject

Message

SEND MESSAGE

If you have any additional questions, please feel free to reach out to race@bcCHF.ca and an RBC Race for The Kids team member will be happy to help!