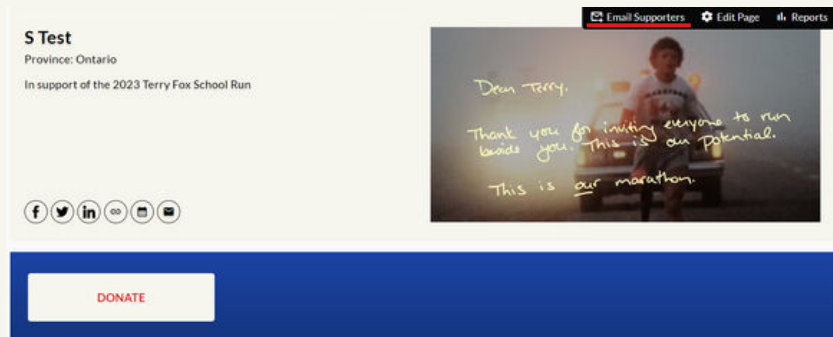


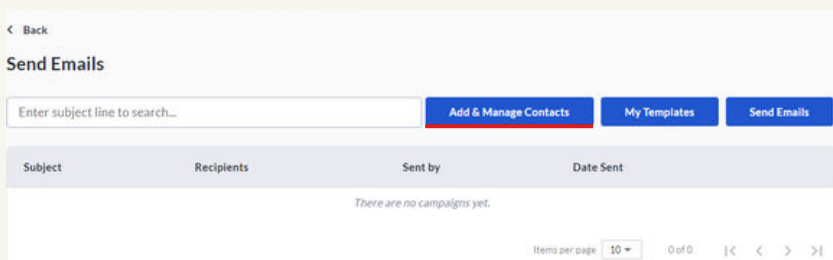


STUDENT FUNDRAISING GUIDE

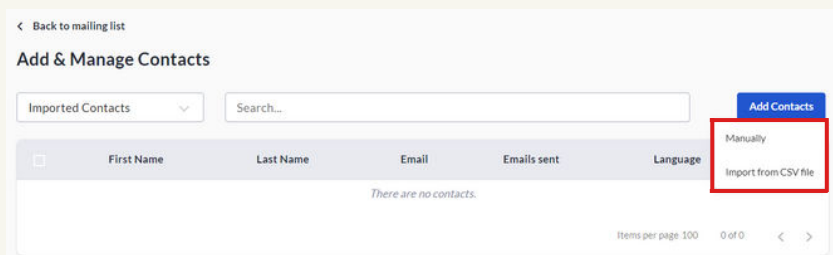
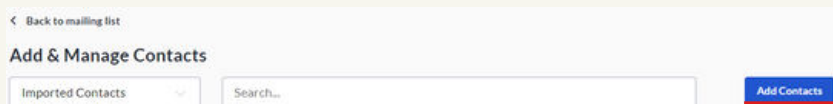
How to Send Fundraising Emails



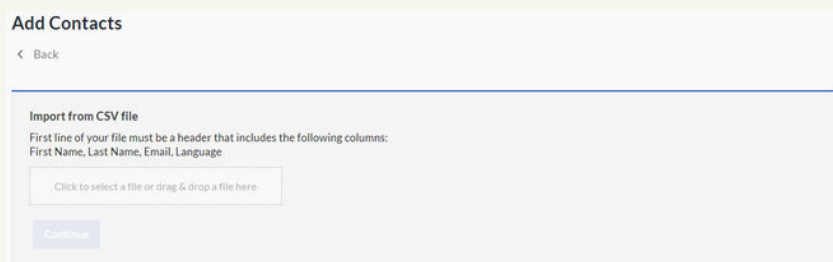
1. Log in to your page and click on the [Email Supporters](#) link in your page menu.



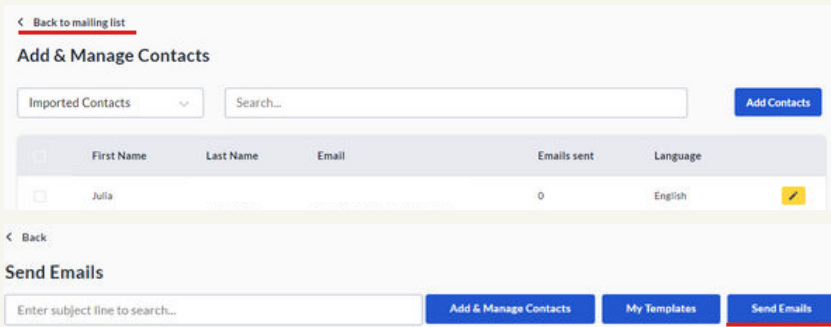
2. Click on the [Add & Manage Contacts](#) button and then on [Add Contacts](#).



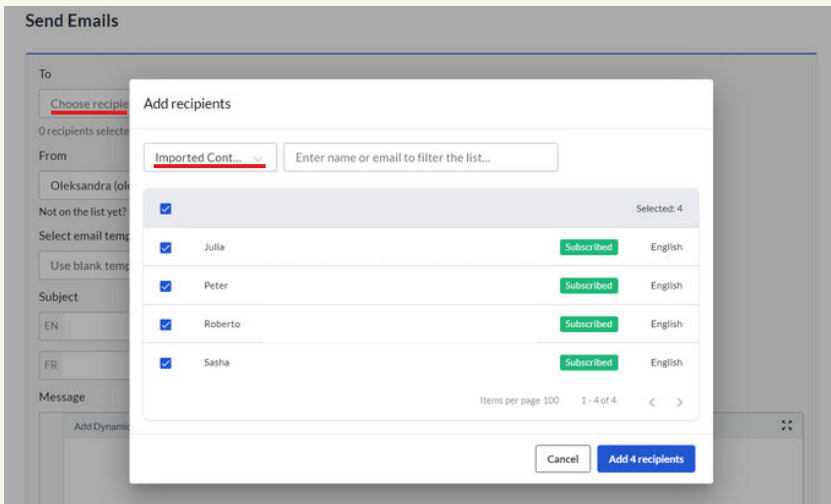
3. You can add contacts manually, one by one.



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

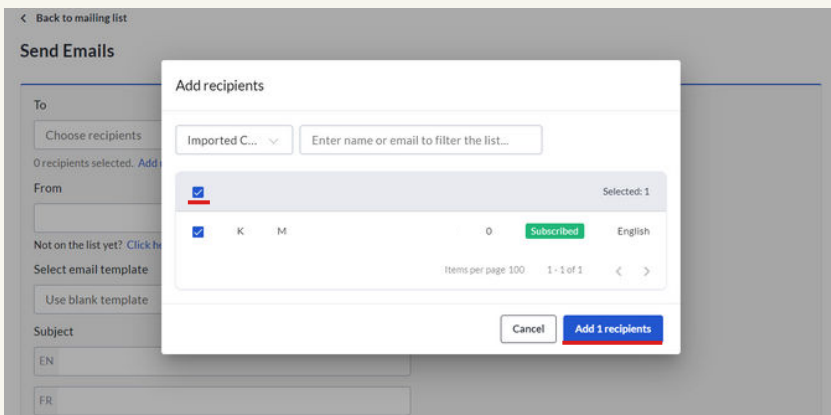


4. Once you have added your contacts, click on Back to mailing list. When you are ready to send an email, click on the Send Emails button.

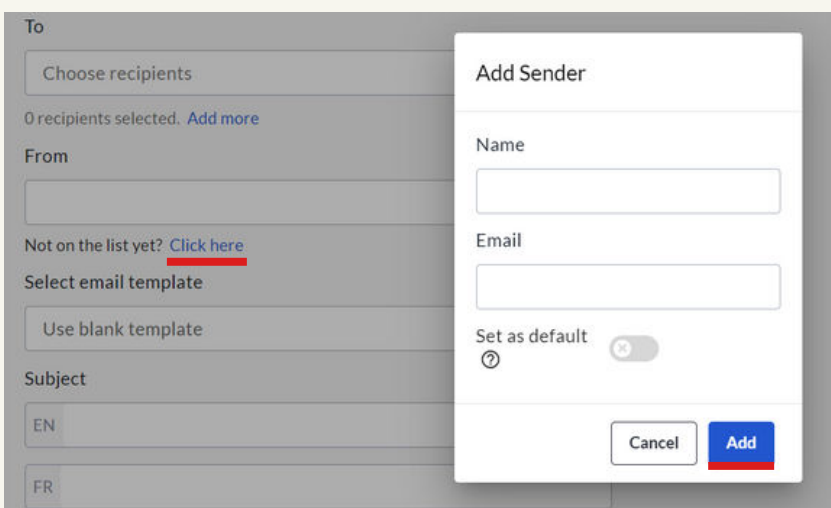


5. Click on Choose Recipients to open the pop-up, and select the contact list you want to email. To email your new contacts, select your Imported Contacts list.

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 names and click on the Add Recipients button.



7. Under "From", next to "Not on the list yet?", click on the Click here link to add a "From" email address. Add your 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.

The screenshot shows an email editor interface. At the top, there's a toolbar with various icons. Below it, the email content is displayed. The main heading is "#CHERTERRY" in large red letters, followed by "JOURNÉE TERRY FOX DES ÉCOLES" in blue text on a white background. Below the heading, there's a placeholder for a recipient's name: "Bonjour (first-name).". A short paragraph of text follows: "En 1980, Terry rêvait d'un monde sans cancer. Quarante-trois ans plus tard, le rêve de Terry se poursuit. Aidez-nous à financer la recherche essentielle sur le cancer au Canada en appuyant ma participation à La Journée Terry Fox des écoles." Below the text, there are two checkboxes: "Save this message as a template for future use" and "I confirm this message is intended for the purpose of fundraising." At the bottom, there's a "I'm not a robot" checkbox with a CAPTCHA image, and three buttons: "Cancel", "Send preview email", and "Send".

10. When you are ready to send, scroll to the bottom and check the box next to I'm not a robot. To save your customization, check the box next to Save this message as a template for future use.

Click Send to send it!

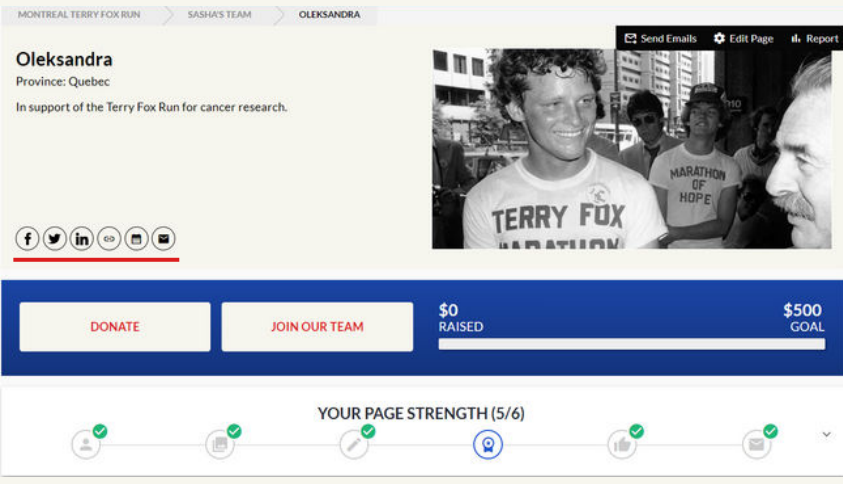
The screenshot shows an email status report interface. At the top, there's a "Back" button. Below it, the title is "Please Support Me for the Terry Fox Run!". There are four status indicators: "SENT" (0), "DELIVERED" (0), "OPENS" (0), and "FAILED" (0). Below the indicators, there's a section for "EMAIL DETAILS" with fields for "Created By", "Sent On", "From", "Subject" (Please Support Me for the Terry Fox Run!), "Message" (with a "Show content" button), and "Status" (Queued). Below the details, there's a "Recipients" section with a search bar, a "Filter by status" dropdown (set to "All"), and a "Download Report" button. A table with columns "Name", "Email", and "Status" is shown, with one row containing a "Queued" status and a timestamp "Queued on July 03, 2023 03:02 PM". At the bottom, there's a pagination control showing "Items per page" (10) and "1 - 1 of 1".

11. Once you send your email, a status report will appear.

You can also export a downloadable version of the report that will be delivered to your email.

The screenshot shows an email management interface. At the top, there's a "Back" button. Below it, the title is "Send Emails". There's a search bar with the placeholder "Enter subject line to search...". Below the search bar, there are three buttons: "Add & Manage Contacts", "My Templates", and "Send Emails". Below the buttons, there's another "Back" button. Below that, the title is "Mailing List Templates". There's a search bar with the placeholder "Enter subject line to search...". Below the search bar, there's a yellow banner that says "There are no templates yet." At the bottom, there's a blue button with a plus sign and the text "Create new template".

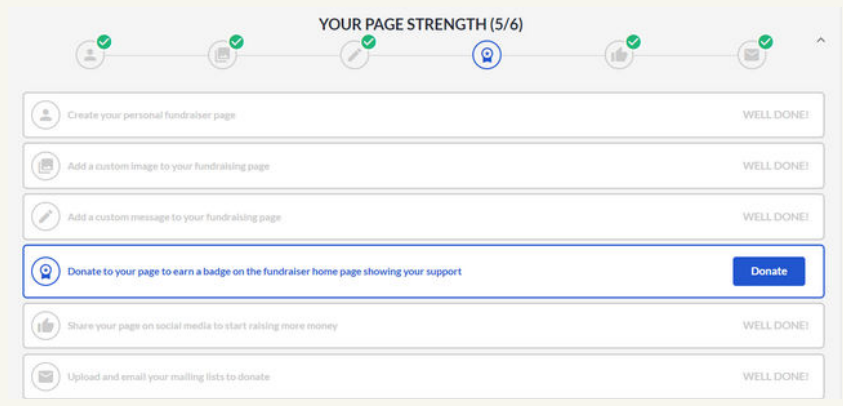
12. Under My Templates, you can see any customized emails you have saved and create new templates.



TIP: Don't forget to share your page on social media! Your page has icons for sharing on Facebook, Twitter and LinkedIn.



TIP: You can copy your page link, and add the event to your calendar.



TIP: Use your page strength menu to guide your fundraising efforts. Complete all the steps!

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

