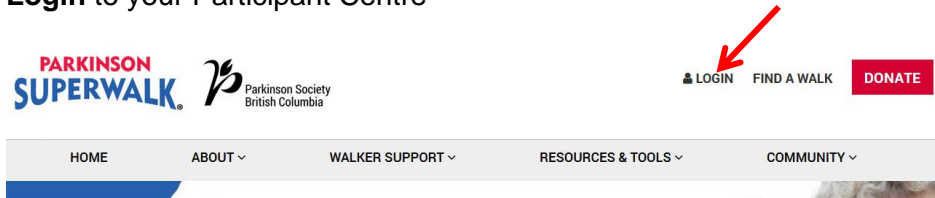


## How do I send emails to people to ask for donations?

1. **Login** to your Participant Centre



2. Click on the **Parkinson SuperWalk** location link. This will take you to your Participant Centre.

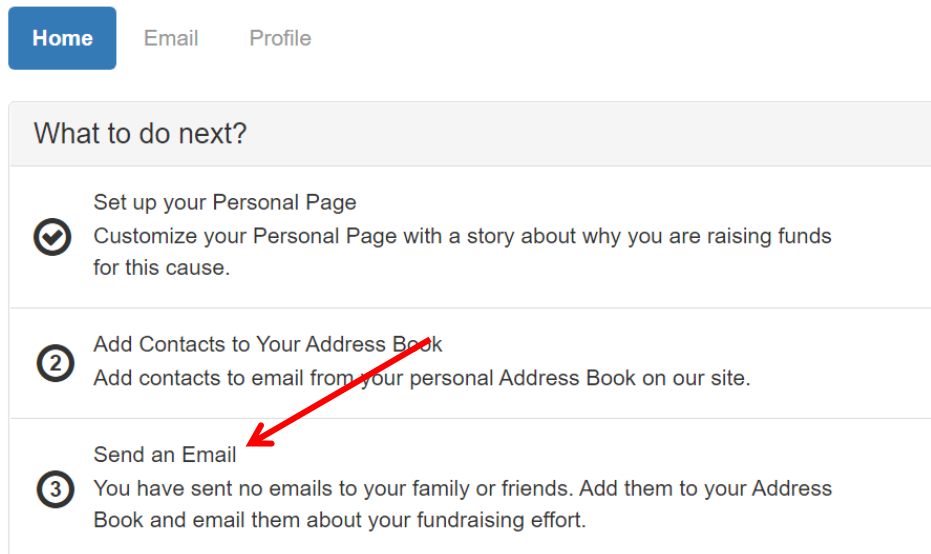
### Access Your Participant Centre

You are currently registered for the following event(s):

[Parkinson SuperWalk 2021 - Virtual Walk](#) ← Any date that works for you.

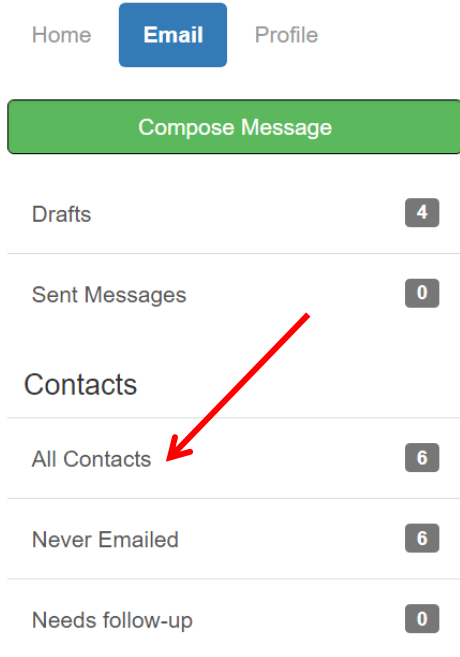
[Edit Profile](#) | [Change Password](#) | [Logout](#)

3. Click on **Send an Email** in the What to do next section.





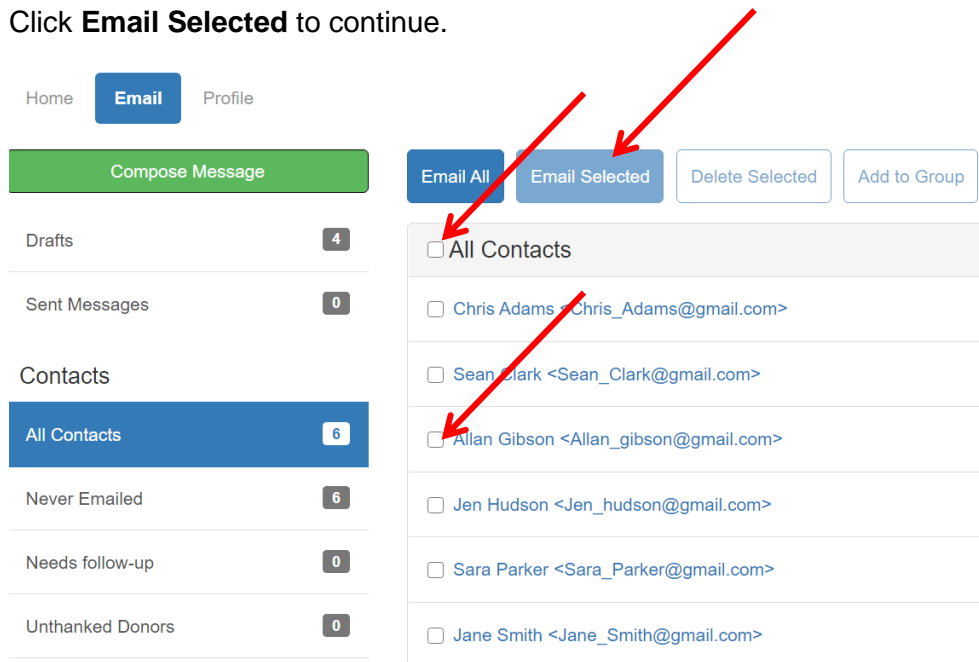
4. To begin sending an email you must select your contacts FIRST before you can select an email template. Click on **All Contacts** under the Contacts section on the left.



5. Select the recipients of your email from your contact list by clicking the box beside the contacts name. Click the box beside **All Contacts** if you want to select all names in your contact list.

Click **Add Contact** to add the name and email of the person you want to email if they are not already in your All Contacts list below.

Click **Email Selected** to continue.





6. To creating your own message, click on the Use a template dropdown and select **Blank Message**. To use one of the pre-created templates, go to step 7.

Type in a subject line and your message. Save it as a template to use at a later time, by clicking **Save as a template** at the bottom of your email.

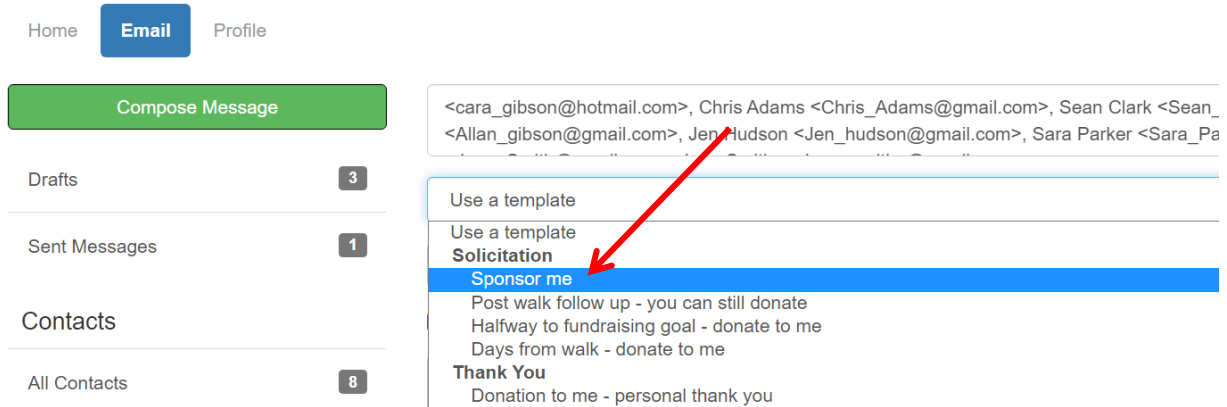
**Tip:** Type your message in a separate word document and save it. Then copy and paste your text into the text box. This will save you time in case your message does not get saved.

Your saved template will be saved in the **Your Saved Templates** section of the template dropdown.

When you are happy with your message click **Preview & Send**.

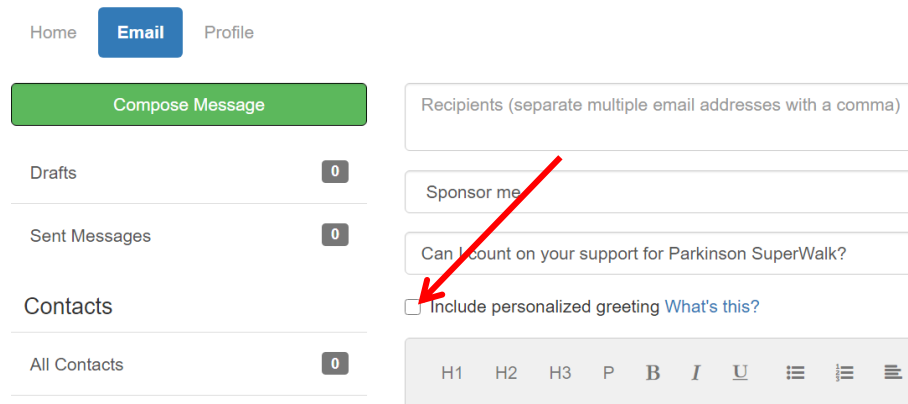


7. To select a pre-created template, use the template dropdown then select **Sponsor Me** or use your own template under Your Saved Templates.



8. The email template will appear. The subject line and content of your email is filled with suggested text. If you would like to edit the subject line or message, click in either of the text boxes then add and delete as you would a word document.

You may include “Dear <first name>” by checking the box beside **Include personalized greeting**.



*If you have edited the content and would like to save the template for future emails, click **Save as a template**. This template will be available to you under Your Saved Templates folder.*



## Preview

[Close](#) [Send](#)

**Subject:**

Can I count on your support for Parkinson SuperWalk?

**Message:**

A message from

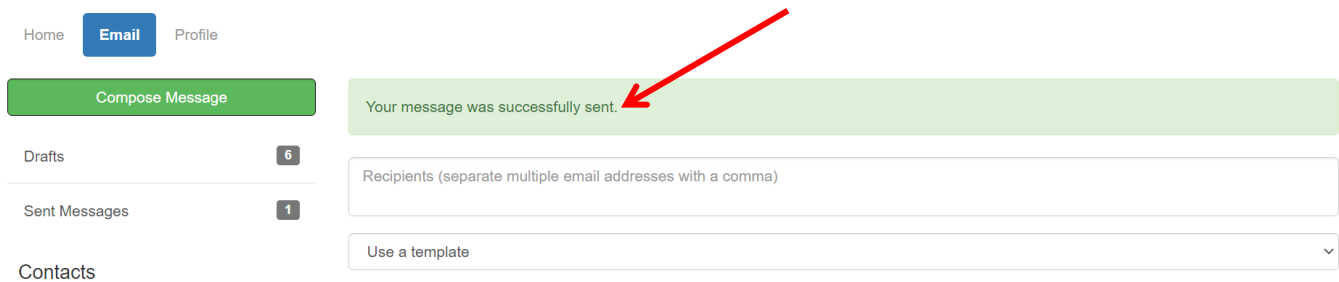
This September, I'm participating in Parkinson SuperWalk. As a result of precautionary measures being implemented by health authorities due to the pandemic, we will be unable to gather in groups to walk together as we have in the past. I am, however, continuing my fundraising efforts to ensure Parkinson Society BC has the resources they need to support the Parkinson's community.

Thank you,

[your name]

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

10. You will receive a notification at the top of your message centre that your message has been sent.



Home **Email** Profile

Compose Message

Your message was successfully sent.

Drafts 6

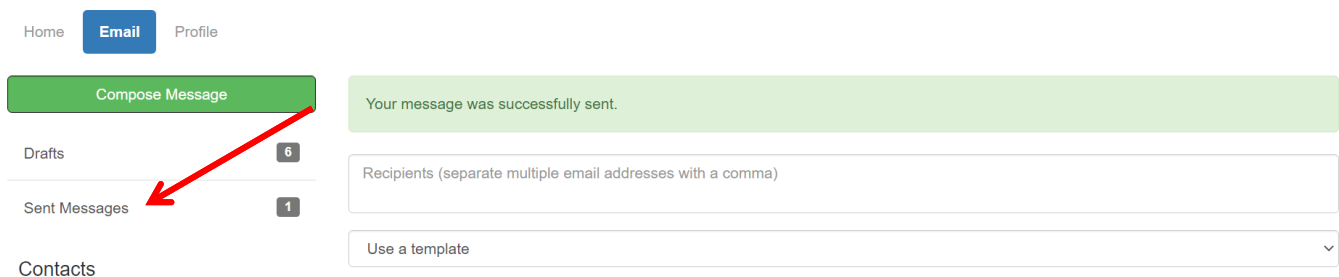
Sent Messages 1

Contacts

Recipients (separate multiple email addresses with a comma)

Use a template

11. To view emails that have been sent out click on **Sent Messages** on the left-hand side of your screen.



Home **Email** Profile

Compose Message

Your message was successfully sent.

Drafts 6

Sent Messages 1

Contacts

Recipients (separate multiple email addresses with a comma)

Use a template

12. When you are done, click **Log Out** at the top right of the page. For security, it is **very important to log out when you exit your Participant Page.**

