

How do I send thank you emails to the donors of my SuperWalk Campaign?

1. **Login** to your Participant Centre



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

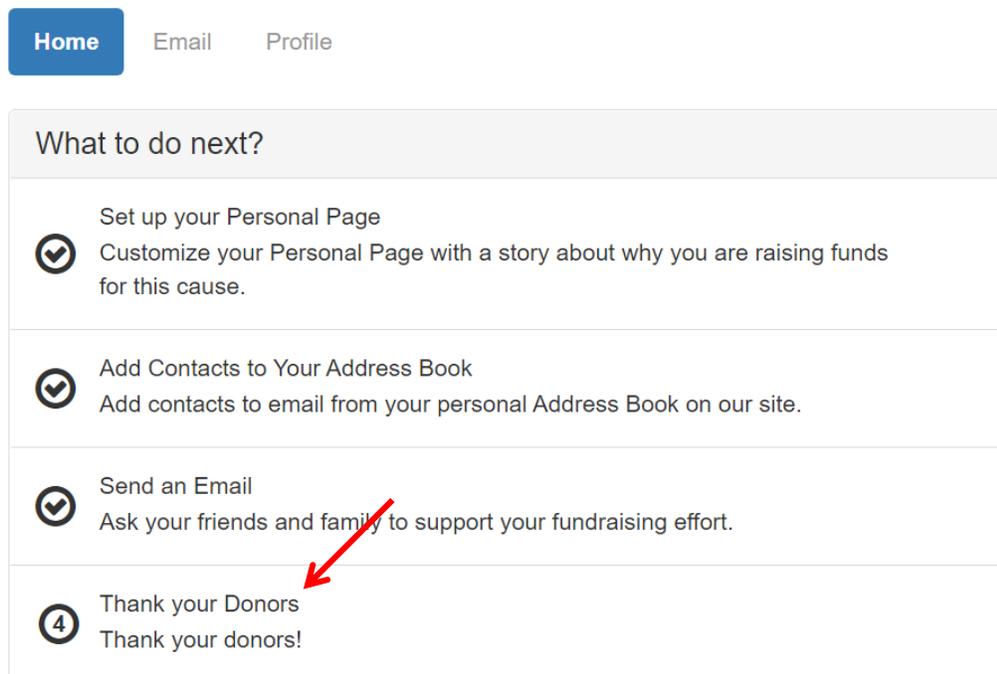
Access Your Participant Centre

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

Parkinson SuperWalk Any date that
2021 - Virtual Walk works for you.

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

3. Click on **Thank your Donors** in the What to do next section.



4. Click on Donors under the contact section on the left-hand side of your screen.

Home **Email** Profile

Compose Message

Drafts 8

Sent Messages 1

Contacts

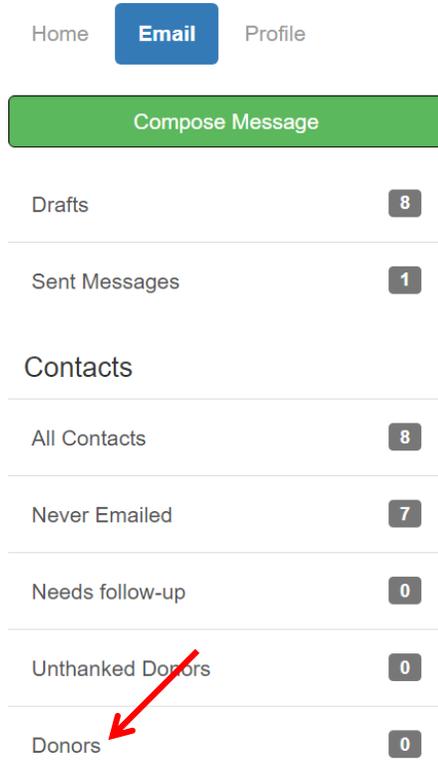
All Contacts 8

Never Emailed 7

Needs follow-up 0

Unthanked Donors 0

Donors 0



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

Click **Email Selected** to continue.

Email All **Email Selected** Delete Selected Add to Group

All Contacts

<cara_gibson@hotmail.com>

Chris Adams <Chris_Adams@gmail.com>

Sean Clark <Sean_Clark@gmail.com>

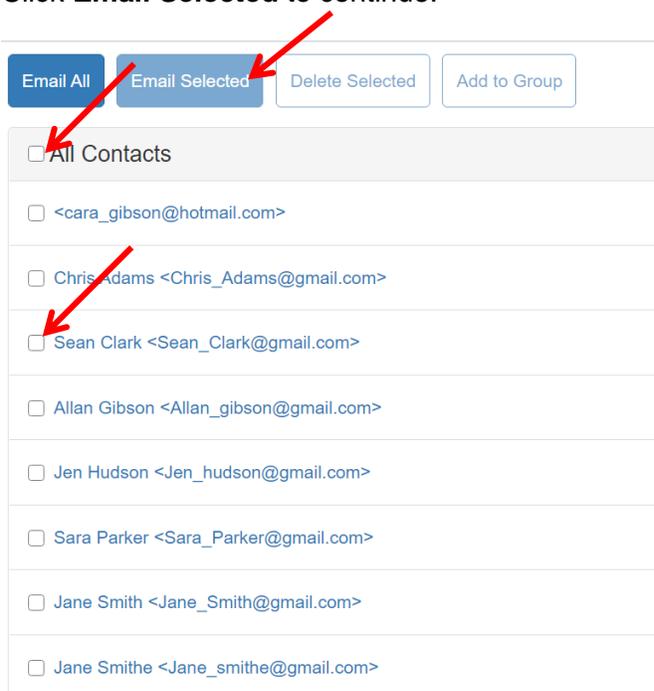
Allan Gibson <Allan_gibson@gmail.com>

Jen Hudson <Jen_hudson@gmail.com>

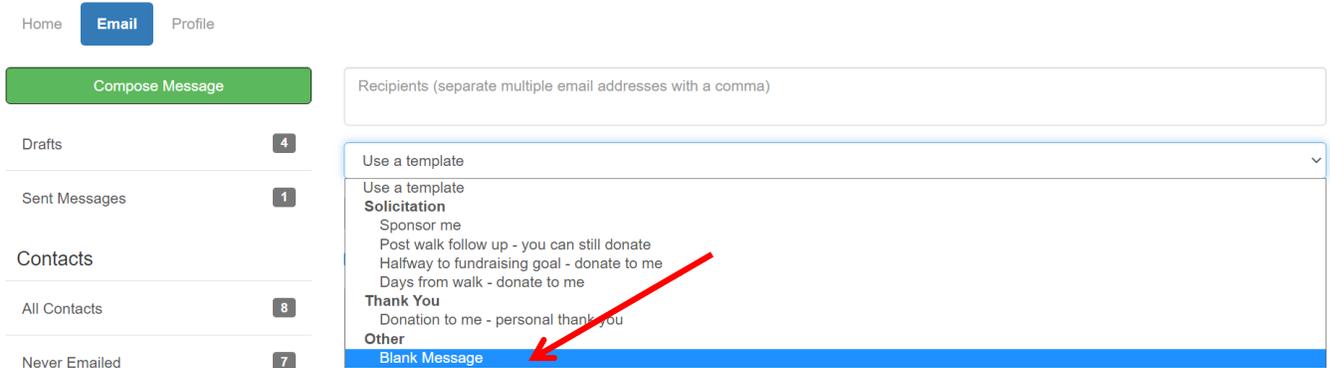
Sara Parker <Sara_Parker@gmail.com>

Jane Smith <Jane_Smith@gmail.com>

Jane Smithe <Jane_smithe@gmail.com>



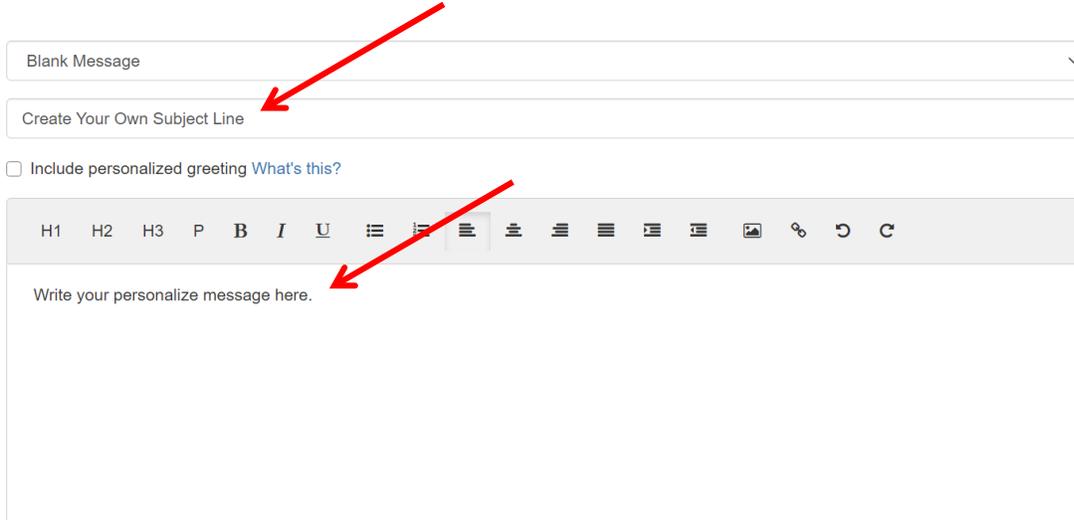
6. To creating your own message, click on the Use a template dropdown and select **Blank Message**. To use one of the pre-created templates, go to step 7.



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.

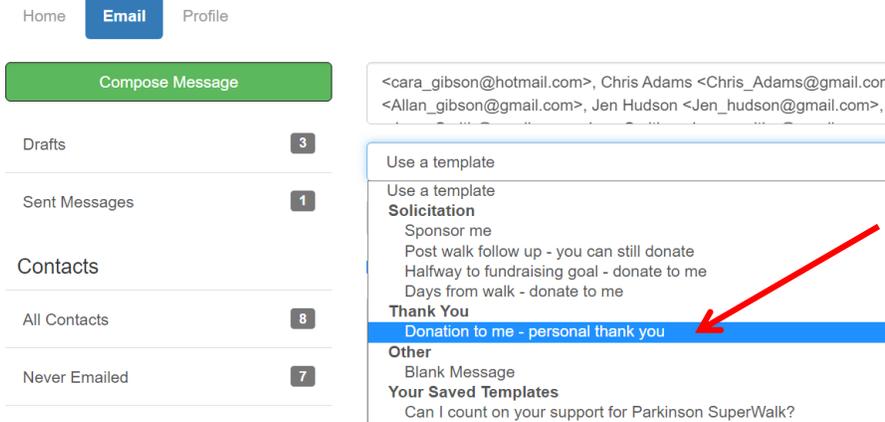
Tip: Type your message in a separate word document and save it. Then copy and paste your text into the text box. This will save you time in case your message does not get saved.

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





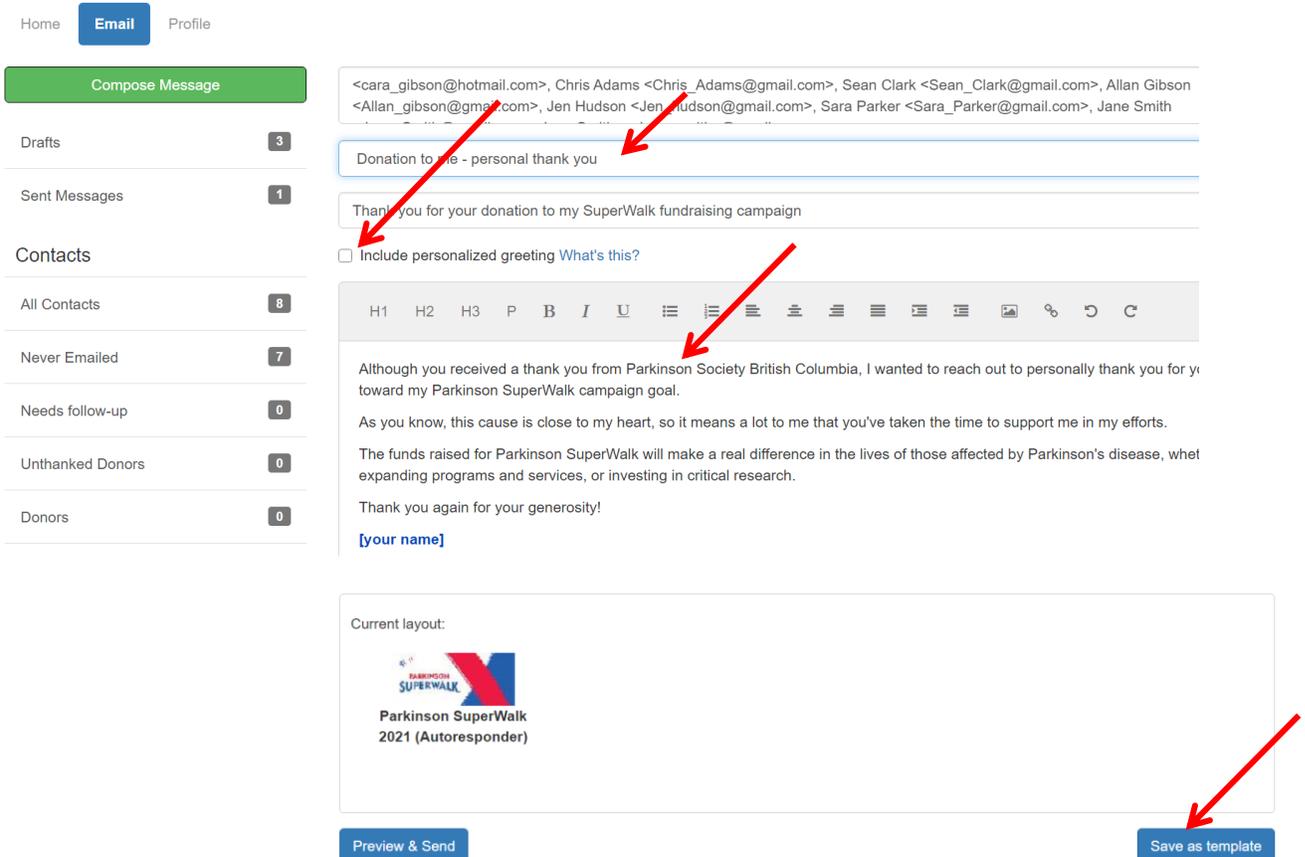
7. To select the pre-created template, use the template dropdown and click on **Donation to me**. You may use your own thank you template under Your Saved Templates.



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 or 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.





9. Once you have finished editing your message click **Preview & Send**.

Although you received a thank you from Parkinson Society British Columbia, I wanted to reach out to personally thank you for your donation toward my Parkinson SuperWalk campaign goal.

As you know, this cause is close to my heart, so it means a lot to me that you've taken the time to support me in my efforts.

The funds raised for Parkinson SuperWalk will make a real difference in the lives of those affected by Parkinson's disease, whether that is expanding programs and services, or investing in critical research.

Thank you again for your generosity!

[\[your name\]](#)

Current layout:



Preview & Send **Save as template**

10. A preview of your message will appear. If you are happy with your message, click **Send**.

If you notice something that you would like to change before you send, click **Close** and then make your edits. You will need to click **Preview & Send** again to send your email.

Preview **Close** **Send**

Subject:
Thank you for your donation to my SuperWalk fundraising campaign

Message:
A message from Terry Day caroline22w+sw1@gmail.com.

Although you received a thank you from Parkinson Society British Columbia, I wanted to reach out to personally thank you for your donation toward my Parkinson SuperWalk campaign goal.

As you know, this cause is close to my heart, so it means a lot to me that you've taken the time to support me in my efforts.

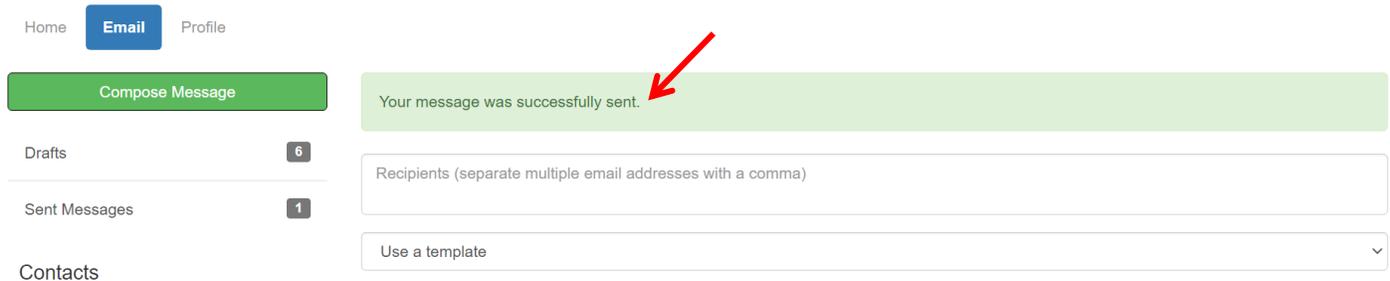
The funds raised for Parkinson SuperWalk will make a real difference in the lives of those affected by Parkinson's disease, whether that is expanding programs and services, or investing in critical research.

Thank you again for your generosity!

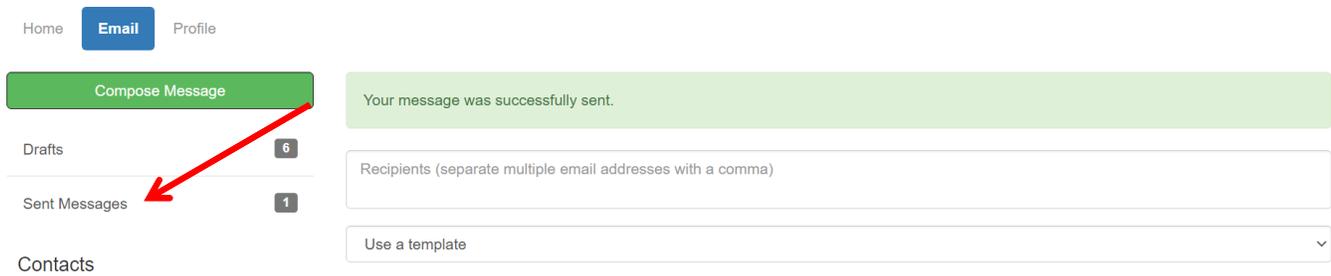
[\[your name\]](#)

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

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



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



13. 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.**

