

How to Send an Email

STEP 1- Login to your Participant Centre

STEP 2- On your Participant Centre home page and click "Email" tab to access the Email functionality.

Walk for Health

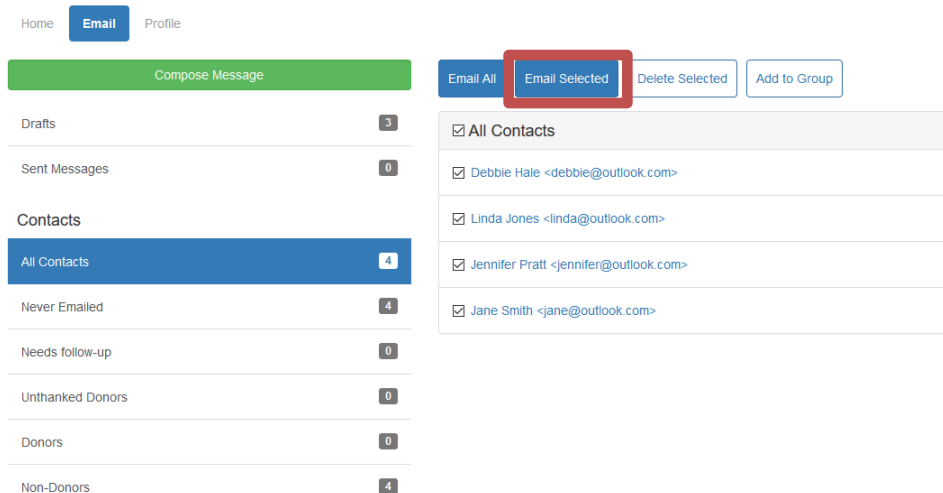


Heads up! It looks like you aren't opted in to receive email. [Edit your profile to opt in now.](#)

What to do next?

- 1 Set up your Personal Page
Customize your Personal Page with a story about why you are raising funds for this cause.
- 2 Add Contacts to Your Address Book
Add contacts to email from your personal Address Book on our site.
- 3 Send an Email
You have sent no emails to your family or friends. Add them to your Address Book and email them about your fundraising effort.

STEP 3- If you wish to manually type in the email addresses of your supporters move on to STEP 4. Otherwise to choose the recipients in your contact list, you can click "All Contacts" and select these first. Then click "Email Selected."



-CONTINUE ON NEXT PAGE-

STEP 4-Select an email message template from the drop down or choose a blank message to start from scratch

Home Email Profile

Compose Message

Recipients (separate multiple email addresses with a comma)

Recruitment

Join my Lemonade Stands for Hope fundraising team!

Include personalized greeting [What's this?](#)

H1 H2 H3 P B I U

I'm holding a **Lemonade Stand for Hope** in support of CancerCare Manitoba and I want you to join me! Together we can make a difference in the lives of Manitobans touched by cancer.

Will you "stand" with me? Join my stand, or host your own and fundraise during Lemonade Stands for Hope weekend, July 14-16.

Your support will help Manitoba's cancer patients from all across our province experience more tomorrows with the people they love and live out more of their dreams.

Manitobans truly need our help. Join my team by clicking the link below.

Together we can make a difference.

Sincerely,
[ENTER YOUR NAME HERE]

STEP 5- Compose your message

You can edit the SUBJECT line and the text in the BODY of the page. In our templates, you can just enter your personalized information before you're ready to send. Otherwise, feel free to start from scratch and change all of the message to meet your specific needs.

Include Personal Greeting

If you are sending this message in bulk to all of your contacts or a specific group, click the "Include personalized greeting". This includes a default salutation and the first name of each recipient listed in the "To" line of an email message (for example, Dear Pat). If the recipient is not already a contact within your address book, the word "Friend" will display with the salutation instead. **Note:** *If you select to include the personalized greeting in your message, do not manually type in a greeting as well. (That is, you do not want the message to start with two lines that say "Dear Sue" or a "Dear Sue" line followed immediately by a "Hey Sue" line.)*

Be sure to put your name in the closing. You don't have to worry about pasting the URL to your fundraising page as that populates automatically upon sending the email. Click **Preview & Send**.

-CONTINUE ON NEXT PAGE-

2022 Challenge for Life Help Log Out

Home **Email** Profile

Compose Message

Recipients (separate multiple email addresses with a comma)

2. Recruitment

Join My Challenge for Life Team!

Include personalized greeting [What's this?](#)

H1 H2 H3 P B I U

My team, <insert team name>, has registered for Challenge for Life in support of CancerCare Manitoba Foundation! We are seeking passionate and courageous members to join our team to help change the course of cancer in Manitoba. You would be an amazing addition to our team. Would you please join us?

2 in 5 of us will be diagnosed with cancer in our lifetimes and by joining us in the Challenge you can make a difference for every Manitoban who will hear the words "you have cancer."

When you fundraise, you help CancerCare Manitoba undertake leading-edge research and deliver the best patient care, treatment and care for all Manitobans. Ultimately, helping cancer patients from all across our province experience more tomorrows with the people they love and live out more of their dreams. What could be better than that.

Manitobans truly need our help. Join my team by clicking the link below, or by going to challengeforlife.ca and searching my name.

I hope you'll join us! I know that together we can make a difference together for so many.

Sincerely,
[ENTER YOUR NAME HERE]

Preview & Send Save as template

STEP 6- Final Preview

You have a final opportunity to preview your message as it will appear to your email recipients. If you would like to make changes, click **CLOSE** step to go back and make edits. Otherwise, click **SEND** at the bottom of the page to complete the email process and send your message.

Preview Close Send

Subject:
Join my Lemonade Stands for Hope fundraising team!

Message:
A message from Participant Test

I'm holding a **Lemonade Stand for Hope** in support of CancerCare Manitoba and I want you to join me! Together we can make a difference in the lives of Manitobans touched by cancer.

Will you "stand" with me? Join my stand, or host your own and fundraise during Lemonade Stands for Hope weekend, July 14-16.

Your support will help Manitoba's cancer patients from all across our province experience more tomorrows with the people they love and live out more of their dreams.

Manitobans truly need our help. Join my team by clicking the link below.

Together we can make a difference.

Sincerely,
[ENTER YOUR NAME HERE]

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