

How to Send an Email

STEP 1- Login to your Participant Center

STEP 2- On your Participant Center home page and click “Email” tab to access the Email functionality. You can also click on the third step in the “What to do next?” section.

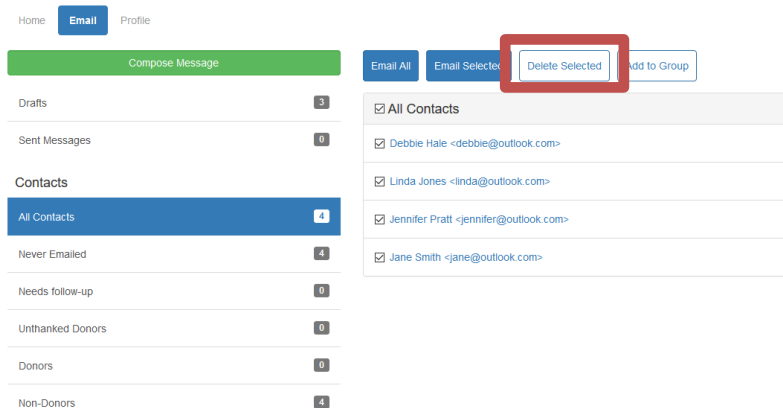
2022 Ride Inside



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.”



Home **Email** Profile

Compose Message

Drafts 3

Sent Messages 0

Contacts

All Contacts 4

Never Emailed 4

Needs follow-up 0

Unthanked Donors 0

Donors 0

Non-Donors 4

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

All Contacts

Debbie Hale <debbie@outlook.com>

Linda Jones <linda@outlook.com>

Jennifer Pratt <jennifer@outlook.com>

Jane Smith <jane@outlook.com>

-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 test@testmail.ca

Drafts 12

Sent Messages 12

Contacts

All Contacts 17

Never Emailed 17

Needs follow-up 0

Unthanked Donors 0

Donors 0

Non-Donors 17

Teammates 8

Non-Teammates 11

Include personalized greeting What's this?

H1 H2 H3 P B I U

Dear family and friends,

This November, I will be taking part in the Ride Inside supporting Manitoba's youngest cancer patients.

Can you imagine a young person in your life being diagnosed with cancer? I am going to do what I can to help, and I invite you to help me. I am committed to the fight against cancer for this generation and those to come.

Proceeds benefit the many Manitoba families receiving treatment at CancerCare Manitoba. Your donation will support **PROFYLE**. Short for **PR**ecision **O**ncology **F**or **Y**oung **peo**PLE, this initiative gives children, adolescents and young adults who are out of traditional treatment options another chance to beat their cancer.

I really need your support to reach my fundraising goal. Every pedal stroke I take is for all the young people living with cancer now, for those who we've lost, and those who will be diagnosed in the years ahead. To donate, please use the link at the bottom of this email to visit my personal webpage.

I hope we can count on your support. I will keep you posted on my progress!

Click below to visit my personal page.

[INSERT YOUR LINK]

Sincerely,

[INSERT YOUR NAME]

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.)*

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

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. Go to the bottom of the page and click **Preview & Send**.

Preview & Send

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.