

## How to Upload Contacts from Gmail or Yahoo

**NOTE: If you use Hotmail, Outlook or another email provider, please refer to the guide for uploading contacts with a CSV file.**

### STEP 1- Login to your Participant Centre

Home About Fundraise Donate Register

### User Login

\* = Required Fields

\*User Name:

\*Password:

remember me

Submit

[Forgot your username or password?](#)

Email me my Username and Password

\* = Required Fields

\*Email (you registered with):

Send Username & Password

**STEP 2- On your Participant Centre home page either click Step 2 under “What to do next?” or click the “All Contacts” tab to access the email and contact area.**

### 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.
- 4 Thank your Donors  
Thank your donors!
- 5 Set a Goal  
You have reached 12% of your goal. Can you set a higher goal?
- 6 Reach Out  
You have 15 contacts that you have not emailed. Consider contacting them about your fundraising effort.

### Share

f t in

### Recent Activity

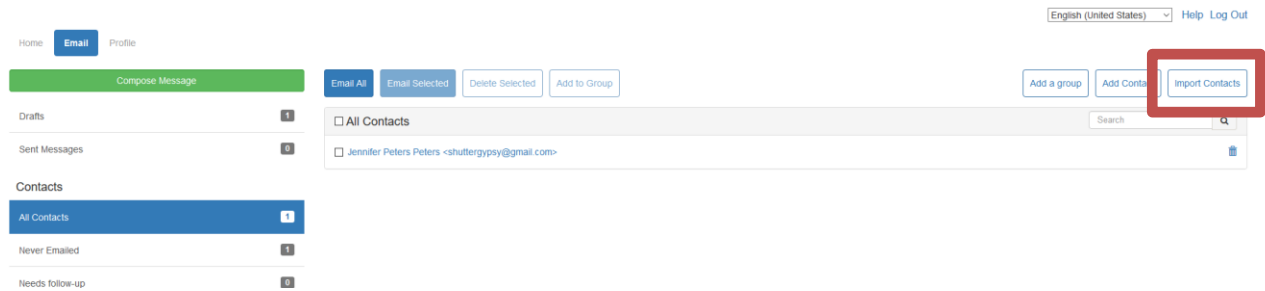
- You donated \$15.00 Mar 24
- You joined 2023 Lemonade Stands for Hope Mar 24
- You donated \$15.00 Mar 24

### Contacts

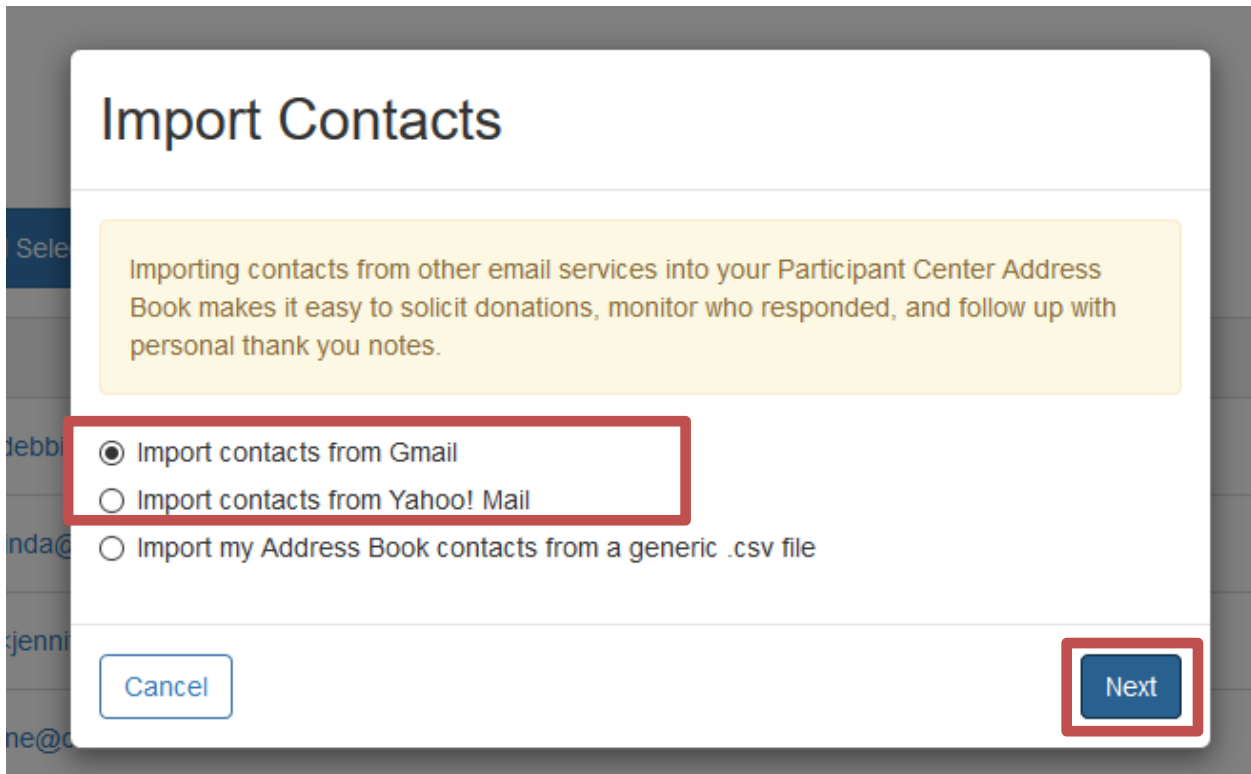
- All Contacts 22
- Never Emailed 22
- Needs follow-up 0
- Unthanked Donors 0
- Donors 1

-CONTINUE ON NEXT PAGE-

**STEP 3-Click “Contacts” in the links on the right-side of the screen. STEP 4- Click “Import Contacts”**

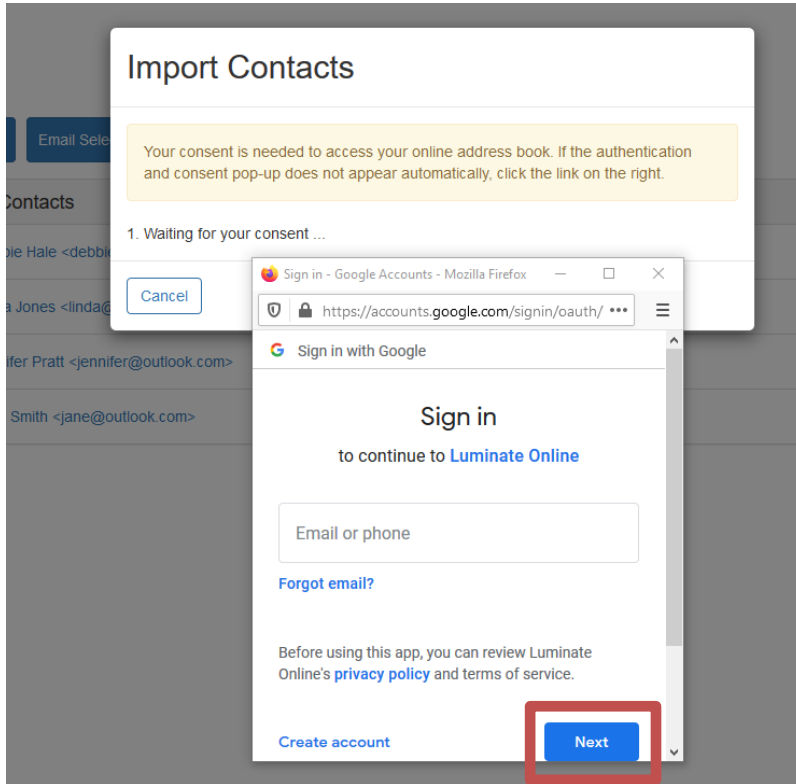


**STEP 5-Choose the button next to either Gmail or Yahoo and click “Next”**

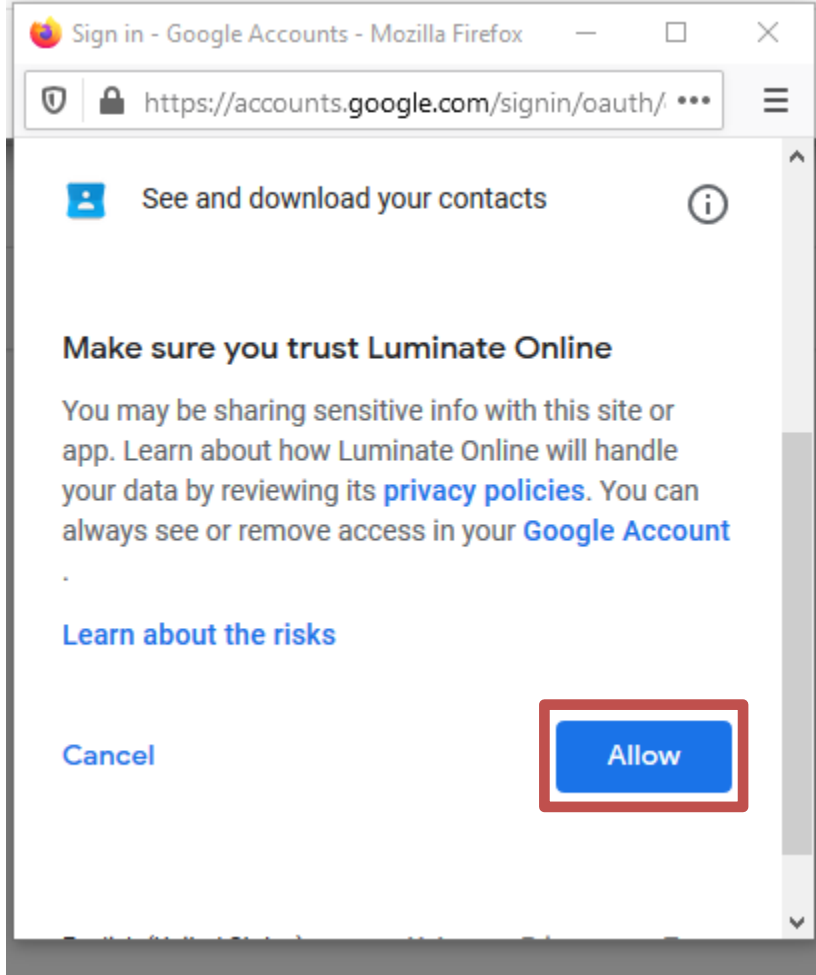


**-CONTINUE ON NEXT PAGE-**

**STEP 5-It will take a moment, but an authorization pop-up window will appear for you to give your consent. If this does not appear automatically, check to see if you are receiving a notice that you are blocking pop-ups on your browser**



**Yahoo or Google will request for you to authorize access by logging into your email service provider. Once you login to your Gmail or Yahoo account, scroll down and click Allow.**



**STEP 7- Select Contacts to Import**

You can opt to import ALL of your contacts from your email address book or select which email addresses you'd like to import by clicking the check box next to the email addresses of the contacts you want to import into your Participant Center. Then, click the "Next" button.

You are now ready to start emailing your contacts!