How to send emails from your Participant Centre

Your Participant Centre provides you with email templates to use as you begin fundraising for your event. You can customize the content of your email and track who've you have sent to and who has replied.

1. 1. Go to www.walkforalzheimer.ca and click '**Login**' at the top of the screen.

    - Enter the Username and Password
    - Click '**Submit**'
    - Click the **name of the registered event**.

2. Click the '**Email**' tab
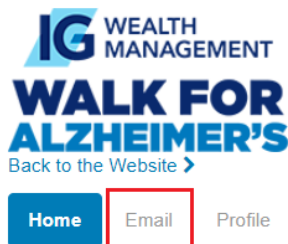
3. Select '**Compose Message**'
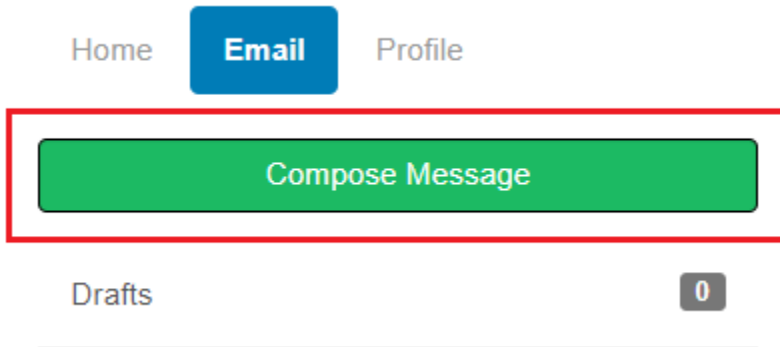
4. Enter the email addresses of your recipients in the field.
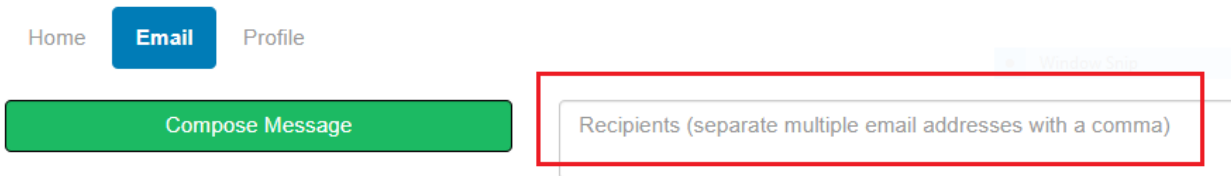
5. Click on the '**Use a template**' dropdown menu to select the email template of your choosing. Options include "Thank you, Recruiting, Solicitation, and Other."
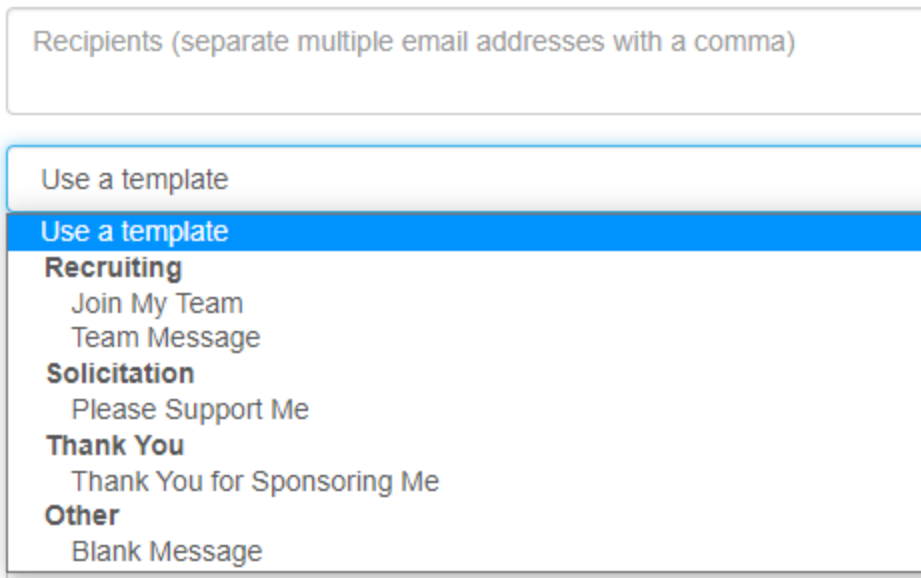

6. Once a template has been selected. The subject line and body of your email will auto populate with the template that was selected.

Dear Friends and Family,

I'm excited to tell you that I'm participating in the IG Wealth Management Walk for Alzheimer's taking place in [CITY] on [DATE] to support the Alzheimer Society.

Right now, more than half a million Canadians are living with dementia. By 2031, this number will increase to almost a million. That's why I'm participating in the Walk, so I can help the Alzheimer Society meet the increasing demand for programs and services that help those in our community affected by dementia to live as best as possible.

Please join me! You can help by joining my team, sponsoring me through a secure online donation or you can register for the Walk as an individual.

Thank you for your support. I look forward to seeing you at the Walk!

Sincerely,
[INSERT YOUR NAME HERE]

7. You have the option of editing your template. You can change the subject line, message in the body and add a personalized greeting. A personalized greeting adds a salutation to the first name of your contact which is taken from your contact list and customized for each email. For example, Dear Tony or Dear Tamara. If your contact list does not include a first name, it will read Dear Friend. If you use a personalized greeting, do not put a salutation in the first line of your email i.e. do not write in Dear Tony yourself.

8. Click '**Preview and send**' button on the bottom left

9. Please note, you can save your customize message by selecting the '**Save as template**' button.

Save as template

10. You may enter the contact information in the recipient field, or you **may select your contacts** by clicking on the different groups under the '**Contacts**' column. By selecting a group, the list of contacts will appear to the panel on the right. You will have the option of selecting your contacts from the list. For example:

Home	Email	Profile

Compose Message

Drafts	0
Sent Messages	3

Contacts

All Contacts	9
Never Emailed	6
Needs follow-up	3
Unthanked Donors	2
Donors	2
Non-Donors	7

Email Group	Email Selected	Delete Selected	Add to Group

☐ **Needs follow-up**

☐ Beta Tester <devnull+asoc-1128744@convio.com>

☐ John Three <   >

☐ M Tom <   >

Select the group and the list of contacts will appear to the right.

You have the option to select who you would like to email.