



## How To: Send an Email

Thank you for participating in the Melanoma Research Foundation's Miles for Melanoma program! Here are some instructions to help you send donation and/or recruitment emails through your Participant Center

1. Log into your Participant Center
2. Click on the "Email" tab

Home **Email** Progress Personal Page

### Compose Message

① Configure → ② Compose → ③ Set Recipients → ④ Preview & Send

Select Email Template

- ▶ Thank You (1)
- ▶ Solicitation (4)
- ▼ Other (1)
  - Blank Message (Preview)

Save as draft Save as template Preview **Next**

3. Select an email template or choose to customize your own by selecting "Blank Message" under other. You can preview these messages by selecting the link to "Preview" next to each option

**Continue on next page**



## How To: Send an Email

4. Edit the subject line and text in the body of the email to customize the message for your family and friends. In our templates, you can just enter your personalized information in the highlighted areas of the template before you send

### Compose Message



Subject:

Include personalized greeting (What's this?)

Font family:  Font size:

**B** *I* U | ABC [List icons]

**Donate today to make a difference in the fight against melanoma.**

I'm writing to ask for your support. I'm joining the Melanoma Research Foundation (MRF) for Miles for Melanoma DC on May 15. Miles for Melanoma DC is a 5K run/walk, but it's also a place where people will gather – people who care about the fight against melanoma.

Why am I doing this? Because melanoma claims someone's life every single hour of every single day, and the MRF is leading the fight against it by supporting cutting-edge research, by advocating with local, state, and federal governments, and by educating the public so that more people can avoid ever hearing that diagnosis.

Will you please help me? I've set a goal to raise **[INSERT YOUR FUNDRAISING GOAL HERE]** to support the MRF in these critical efforts. Make a donation today by clicking on the link near the bottom of this email. Thanks in advance for helping out!

Better yet, after you've donated, join me at Miles for Melanoma DC. Go to <http://join.melanoma.org/2016mfmdc> and sign up as a fundraiser yourself.

THANK YOU!

▶ Current layout: Miles for Melanoma Stationery with 20th

Save as draft Save as template Preview **Next**

Continue on next page



- 5. Preview and/or Save your work using the options below the email, then hit "Next"

### Compose Message



Subject: Help me fight melanoma

Include personalized greeting (What's this?)

Font family: ABC Font size: [dropdown] | [Color picker] [Background color] [Image icon]

**B** *I* U | [List icon] [List icon] [List icon] [List icon] [List icon] [List icon] [List icon] [List icon] [List icon] [List icon] [List icon] [List icon] [List icon] [List icon] [List icon]

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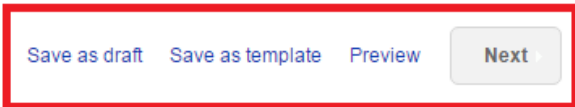
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THANK YOU!

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- 6. Your available contacts will appear to select. If you want to add more contacts, you can import them from your email account by clicking "Add Contacts" or "Import Contacts" depending how many you would like to upload

### Compose Message



Continue on next page



## How To: Send an Email

7. Select which recipients you would like to email from the “Available Contacts” list and double check that they appear on the “Recipient List.” Once all your contacts have been added, click “Next” at the bottom of the screen

Add Contact

Import Contacts

### Available Contacts

Contacts ▾ Search

<input type="checkbox"/>	Name	Email
<input checked="" type="checkbox"/>	Test Test 4	test4@test.com
<input checked="" type="checkbox"/>	Test Test 2	test2@test.com
<input checked="" type="checkbox"/>	Test Test 3	test3@test.com
<input checked="" type="checkbox"/>	Test Test	test@test.com

### Recipient List

Name	Email	Actions
Test Test 4	test4@test.com	Edit X
Test Test 2	test2@test.com	Edit X
Test Test 3	test3@test.com	Edit X
Test Test	test@test.com	Edit X

Save as draft Save as template Preview

Next

8. Preview your message and hit “Send”

If you have any additional questions or need help sending an email through your Participant Center, please email [milesformelanoma@melanoma.org](mailto:milesformelanoma@melanoma.org) or call our office at (202) 347-9675 for assistance. Miles for Melanoma is a national program, so please be sure to include the event name when you email or call.