



Sending out Emails to Your Contacts

1. From the Participant Centre, click "Address Book". This will take you to the list of your email contacts.

The Grandmothers Campaign is an initiative of  the Stephen Lewis FOUNDATION

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Hello **Asmita Persaud**, [Edit Profile / Personalized URL] [Logout]


Welcome to the Participant Centre

Here are valuable tools to help you spread the word and manage your fundraising efforts.




 **Campaign Status Reminders - You have:**

1 contact in your address book you have never emailed for this event. Send e-mail.

 **Launch Your Fundraising Campaign**

1. Customize your Personal Page or Team Page
2. Import your contact list into your Address Book
3. E-mail family and friends to solicit donations using the E-mail Centre
4. Embed your Fundraising Badge into your blog or external sites by copying the link for Fundraising Badge

 **Manage Your Fundraising and Enter Offline Pledges**

2. Select the contacts you would like to send mail to by clicking the little box beside their name.

Edit Contacts [2 contacts] [View Previous Donors & Team Members](#)

Legend: D Donor T Teammate

<input type="checkbox"/>	Name	E-mail	Phone	Type	Action
<input checked="" type="checkbox"/>	Asmita Persaud	apersaud@stephenlewisfoundation.org			Edit
<input type="checkbox"/>	Sydney Oastler	soastler@stephenlewisfoundation.org		T	Edit

[E-MAIL SELECTED CONTACTS](#) [E-MAIL ALL CONTACTS](#) [DELETE](#) [EXPORT LIST](#)

Please note: Choosing to **e-mail contacts** will direct you to the **E-mail Centre** where you can select a sample message and compose your e-mail.

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Stephen Lewis Foundation - 260 Spadina Ave., Suite 501, Toronto, ON, M5T 2E4
416-533-9292 - 1-888-203-9990 - info@stephenlewisfoundation.org
Charitable Registration # 89635 4008 RR0001

3. Then press “Email Selected Contacts”

Edit Contacts [2 contacts] [View Previous Donors & Team Members](#)

Legend: D Donor T Teammate

<input type="checkbox"/>	Name	E-mail	Phone	Type	Action
<input checked="" type="checkbox"/>	Asmita Persaud	apersaud@stephenlewisfoundation.org			Edit
<input type="checkbox"/>	Sydney Oastler	soastler@stephenlewisfoundation.org		T	Edit


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4. This will load a page called the “Email Centre”. From here choose the type of letter you’d like to send to the individuals you selected in the previous step.

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Hello **Asmita Persaud**, [Logout]

Send Emails to Your Contacts

[Help](#) 

Select one of the sample e-mails below or use the Blank e-mail to create your own message. Messages can be saved for future use.

Your Saved E-mails

Currently, there are no saved messages

Sample Fundraising E-mails

- » Ask for support
- » Follow-Up
- » Thank You can only be sent to donors
- » Blank

Sample Invitations E-mails

- » Join the Event
- » Join My Team

Team E-mail

5. This will load a screen with that particular sample email. For the example below, we've chosen "Ask for Support". You'll notice that the email addresses you selected in your previous selection step are listed on the left under the heading "Selected Contacts".

Important: The email message that you're writing will be sent to the list on the left as the "Selected Contacts". The list on the right is the list of all email addresses in your address book.

If you see someone that you no longer would like to send it to, you can click the little box beside their name and press the round button with the green arrow to the right.

PERSONAL PAGE TEAM PAGE ADDRESS BOOK E-MAIL CENTRE GET SOCIAL FOLLOW-UPS DONATION HISTORY ENTER OFFLINE PLEDGES ONLINE HELP

Hello **Asmita Persaud**, [Logout]

E-mail Centre

[Help](#)

Create & Send E-mail - Ask for support

1. Add or remove contacts in the **Selected Contacts Box**
2. **Compose** or **customize your message**
3. **Preview** your e-mail
4. **Send E-mail Now** or **Save E-mail Message** for future use

Please note: If no contacts are listed in either column, please add contacts to your Address Book.

* Required Field

From:
Asmita Persaud <apersaud@stephenlewisfoundation.org>

To:*
The e-mail will be sent to the names listed in the **Selected Contacts** box. To move contacts between the **Selected Contacts** and **Contacts Available** boxes, select the contact(s) and then use the appropriate arrow keys.

Selected Contacts
Remove All

Asmita Persaud(apersaud@stephenlewisfoun...

Contacts available
Select All

Sydney Oastler (soastler@stephenlewisfoundation.org)

Subject:*
My Stride

Body:*

Dear [%ContactFirstName%],

This spring, I'm taking part in Stride to Turn the Tide, a national walk organized by Canadian grandmothers and grandmothers for the Grandmothers to Grandmothers Campaign of the Stephen Lewis Foundation.

I am walking to raise funds for African grandmothers living in the communities hardest hit by the AIDS pandemic. These indomitable women not only care for their grandchildren orphaned by AIDS but lead the way in innovative programmes that are transforming their communities

6. To edit the email message click in that area and type what you'd like. You can edit the email subject as well as the body of the message.


Important: The text that looks like [%this%] is computer-generated and will fill in the relevant information, like your email contacts' first names for example.

The screenshot shows an email editor interface. At the top, there are two empty dropdown menus. Below them is the 'Subject:*' field with the text 'My Stride' and a green arrow pointing to it. Underneath is the 'Body:*' field, which contains a rich text editor. The editor's toolbar includes icons for undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, insert merge field, and apply CSS class. The body text reads: 'Dear [%ContactFirstName%], This spring, I'm taking part in Stride to Turn the Tide, a national walk organized by Canadian grandmothers and grandfathers for the Grandmothers to Grandfathers Campaign of the Stephen Lewis Foundation. I am walking to raise funds for African grandmothers living in the communities hardest hit by the AIDS pandemic. These indomitable women not only care for their grandchildren orphaned by AIDS, but lead the way in innovative programmes that are transforming their communities and altering the course of the pandemic on the continent. Please help me reach my fundraising goal! It's easy to contribute. All you need to do is click the link below and then click on the 'Donate Now' button in the top-right corner of my walk page. You can be sure that your contribution will be well used. It will help the Stephen Lewis Foundation's community-based partners support African grandmothers and the grandchildren in their care with:'. Below the editor is a checkbox labeled 'Include My Fundraising Badge in this e-mail' with a help icon and the text 'What is this?'. Underneath is the 'Organization Message:' section with explanatory text and a 'Preview' button. At the bottom, there are four buttons: 'PREVIEW', 'SEND E-MAIL NOW', 'SAVE MESSAGE', and 'CANCEL'.


7. Once you're happy with your message click "Send E-Mail Now".

This screenshot is a close-up of the bottom portion of the email editor interface. It shows the 'Organization Message:' section with its explanatory text and 'Preview' button. Below that, the 'SEND E-MAIL NOW' button is highlighted with a green oval, indicating the next step in the process. The other buttons, 'PREVIEW', 'SAVE MESSAGE', and 'CANCEL', are also visible.

8. Your screen will refresh and let you know that it was able to send the message (and if not, it will tell you which contacts weren't emailed.)

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E-mail Centre

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Create & Send E-mail - Ask for support


» **Your message was successfully sent to 1 contact(s).**

1. Add or remove contacts in the **Selected Contacts Box**
2. **Compose** or **customize your message**
3. **Preview** your e-mail
4. **Send E-mail Now** or **Save E-mail Message** for future use


Please note: If no contacts are listed in either column, please add contacts to your Address Book.

* Required Field

9. To check the status of your emails and ensure that the emails were sent out, click “Follow-Ups” from the dashboard of icons. It will load a page that looks like the one below.

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Hello **Asmita Persaud**, [Logout]

Follow-Up on Your Emails & Thank Donors

[Help](#)

Follow-Ups helps you track and monitor your campaign's email & donation activities so you can target your communication for best fundraising results!

Filter / Search Contacts

Filter Contacts By:

Name / E-mail: Results/Page

11. Once here, scroll down to see a list of all the people you have emailed. You will be able to see the last email that you sent to them.

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Hello **Asmita Persaud**, [Logout]

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Filter / Search Contacts

Filter Contacts By:

Name / E-mail: Results/Page

Follow-Up Status [2 contacts]

Legend: Send a Thank You E-mail Send a Follow-Up E-mail **D** Donor **T** Teammate

Name & E-mail	To Do	Type	E-mails Sent		E-mails Open		Page Visits		Donations	
			#	Last	#	Last	#	Last	Amount (CAD)	Last
<input type="checkbox"/> Asmita Persaud apersaud@stephenlewisfoun			1	2016-06-02	0		0		0.00	
<input type="checkbox"/> Sydney Oastler soastler@stephenlewisfound		T	0		0		0		0.00	

Please note: Choosing to **e-mail contacts** will direct you to the **E-mail Centre** where you can select a sample message and compose your e-mail.

If you have any questions please feel free to contact the us at 1-888-203-9990 ext 302 or 230 or at campaign@stephenlewisfoundation.org