

COMMUNITY EVENT ONLINE GUIDE

Send Emails From Your Dashboard

Welcome! Let's get started!

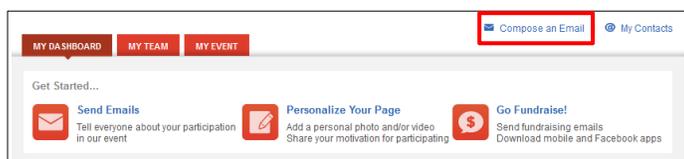
Follow the step-by-step directions below to send emails from your dashboard inviting friends, family and coworkers to join your team or support you with a donation

Step 1: Log In

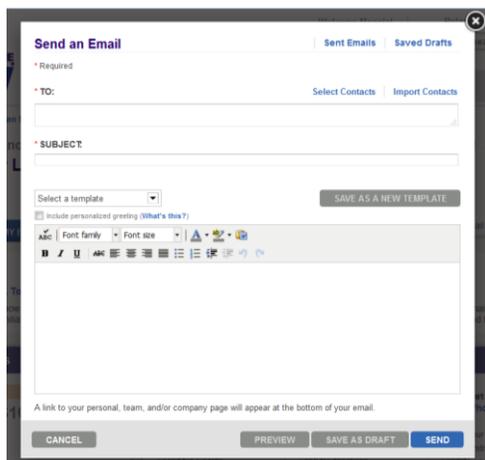
Using your username and password, log into your Dashboard.

Step 2: Compose an Email

From any section of your Dashboard, click the **Compose an Email** link.



The **Send an Email** overlay will appear:



Step 3: Select your contacts

Your name and your email address will automatically populate as the sender's address.

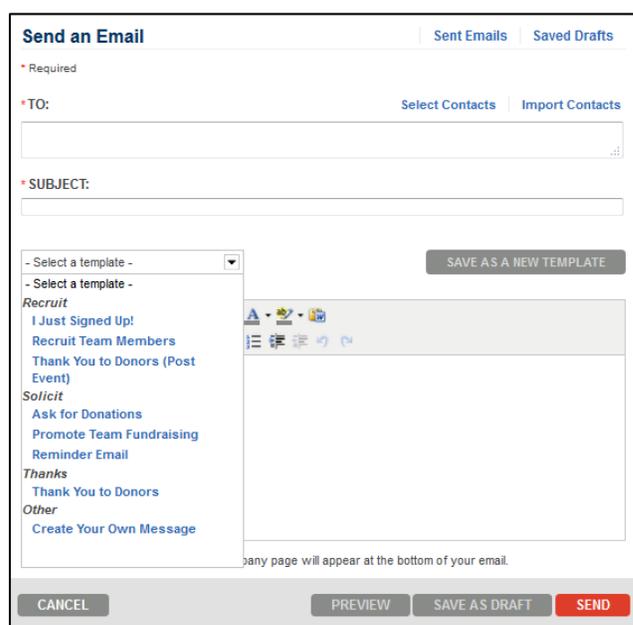
- Begin typing the names of those you wish to email into the To: field. If email addresses are already in the Address Book, they will begin to auto-populate.
- Click **Select Contact(s)** or **Select Group(s)** if you would like to see more options of individuals you may send the message to.

For help on adding contacts, check out our guide on **Managing your Address Book** (will hyperlink)

Step 4: Write your message and send!

If you need help deciding what to write in your email, simply choose one of the template messages. Click on the **Select a template** drop-down menu to see the suggested messages available (i.e. Thank a Donor).

Once you select the template of your choice, the email will appear for you to personalize or send as is



- Make any changes to the **Subject and the Message** text.
- Click **Preview** to see your email message before you send it. In addition to previewing the message, send a message to yourself or a friend to test the message is delivered as you expect. If sending the message to yourself, be sure to send to an email other than the one you used when registering for the event.
- Click **Save as Draft** if you want to save this message for future use.
- Click **Send** to deliver this message to everyone you have added as a recipient of this email. A confirmation will appear letting you know the message has been sent and giving you an opportunity to continue sending emails.

If you have any trouble logging in, or creating your account, please call 877-957-7848

If you have any questions or concerns, please contact your local staff partner or call the American Cancer Society at 1.800.227.2345.