

## HOW TO SEND EMAILS

1. Once logged into your Participant Center, click on Send Email.

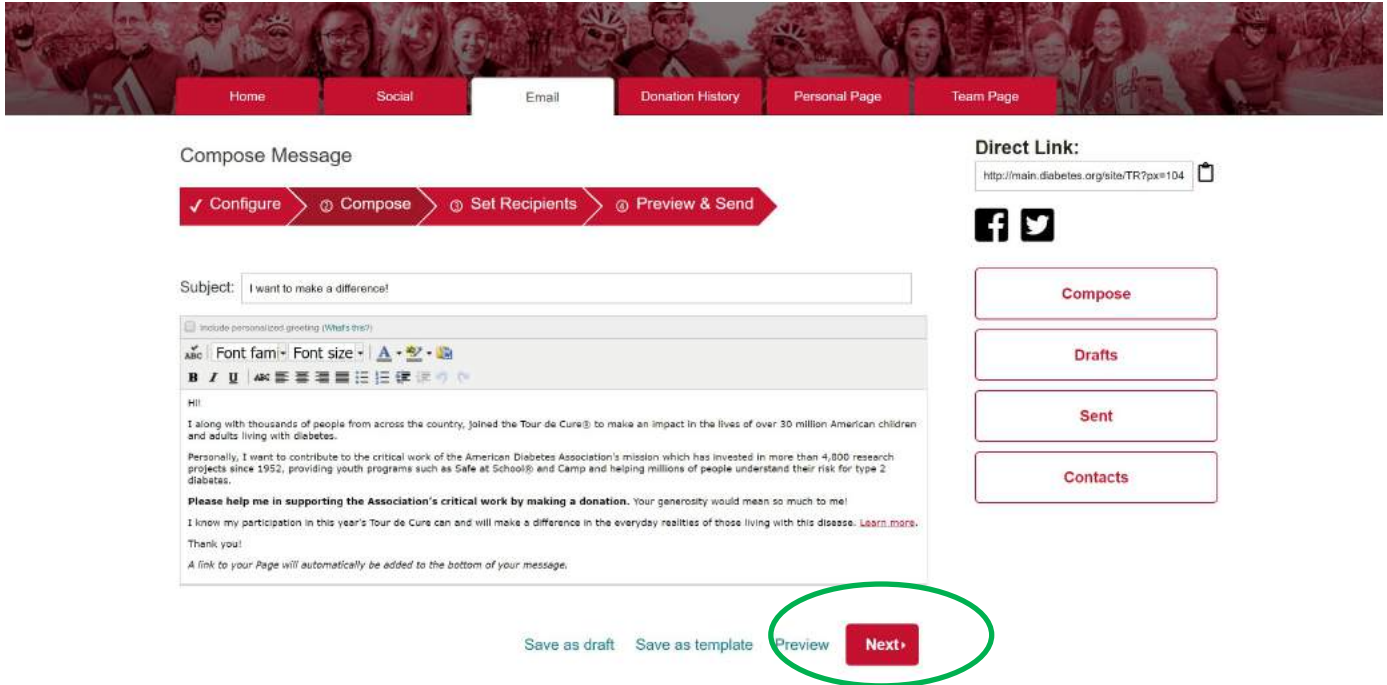
The screenshot shows the 'My Participant Center' page for Traci Hawse. The navigation bar includes Home, Social, Email, Donation History, Personal Page, and Team Page. The main content area displays registration details for the 2020 Tour de Cure: Lake Nona, with a progress bar showing 0% of the goal raised (\$0.00 of \$250.00). A 'Next Steps' section prompts the user to 'Customize Your Personal Page'. On the right, a 'Direct Link' is provided, and a vertical menu of action buttons is shown. The 'Send Email' button is circled in green.

2. Under Configure, choose a topic in the grey section, and then select radio button. Click "Next" to compose.

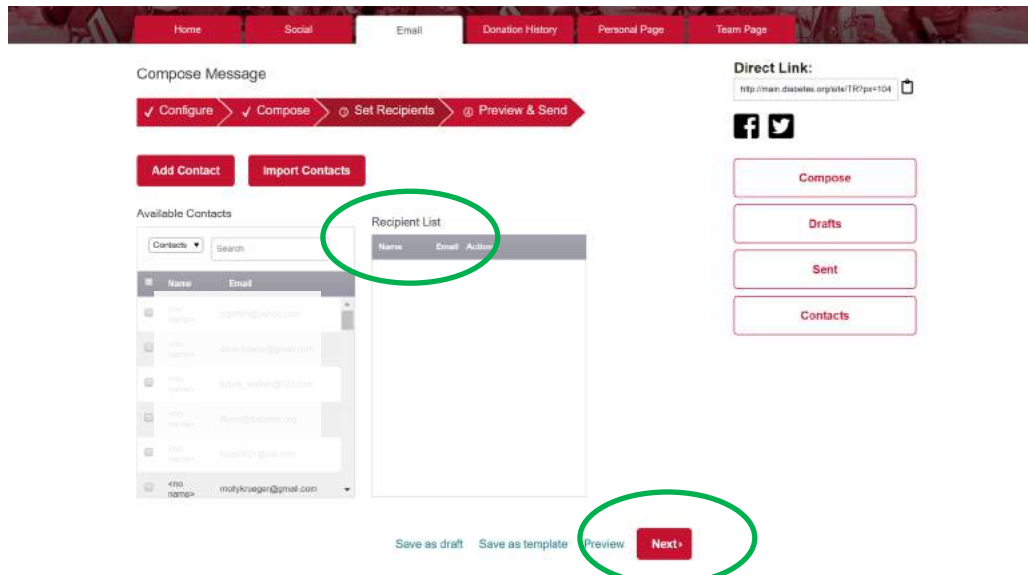
The screenshot shows the 'Compose Message' screen. The navigation bar is the same as in the previous screenshot. The 'Compose Message' section shows a progress bar with steps: Configure (checked), Compose (checked), Set Recipients (disabled), and Preview & Send (disabled). Under 'Select Email Template', there are three main categories: 'Thank You (1)', 'Recruiting (4)', and 'Other (2)'. The 'Recruiting (4)' category is circled in green, and the radio button next to 'Welcome to the team! (Preview)' is selected. At the bottom, the 'Next' button is circled in green.

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3. Under Compose Message, you can update the template with personalized information, or just click “Next” to leave as is. Click “Next” to advance.



4. If email addresses are imported already, they will show in a list. Click the check box to select the recipient’s email address, and click the “Next” button. To import or add contacts, click the “Import Contacts” or “Add Contact” button and follow prompts.



5. Preview your message. If it’s ready, click the red “Send” button. To make changes, click the red Compose button arrow under Compose Message along the top.