How to Send an Email in the Participant Center

Thank you for making your move!

Please follow these steps to send an email from the Participant Page of your Moving Day® event page.

1.) From the home screen of the Participant Center, click on the ‘Email’ tab.

2.) You will see various email template options, which you can preview. Select the option that you would like to use.

Click the ‘Next’ button.
How to Send an Email in the Participant Center

3.) You will see the email content of the template selected.
You may make changes here such as ticking the box ‘Include personalized greeting’ (the first name of contact will appear after it is chosen in following steps, if there is no first name for the contact, ‘Dear Friend’ will appear). You can also manually type greeting.
Replace the [PARTICIPANT NAME] text with your own name.
Click the ‘Next’ button.

4.) You will see an Available Contacts and Recipient list. To add existing contacts to the recipient list, check the box next to the contact(s) you wish to send the email to.
To add new contacts to the recipient list, you must click on the ‘Add Contact’ button, then enter the name and email of the contact, or you can click the ‘Import Contacts’ button to retrieve information from other email services. This will add contacts to both Available Contacts and Recipient lists.
How to Send an Email in the Participant Center

5.) You can also add contacts based on groups that are automatically generated when your contacts take actions (Examples: Donating, joining a team). Under ‘Available Contacts,’ in the drop down menu select ‘Groups.’

When you are finished adding contact to the recipient list, Click the ‘Next’ button.

6.) You will see how your email will look like to the recipient.

Click the ‘Send’ button.

Congratulations! You have now sent an email for your Moving Day® event.