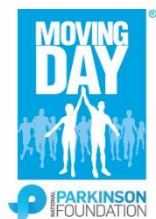


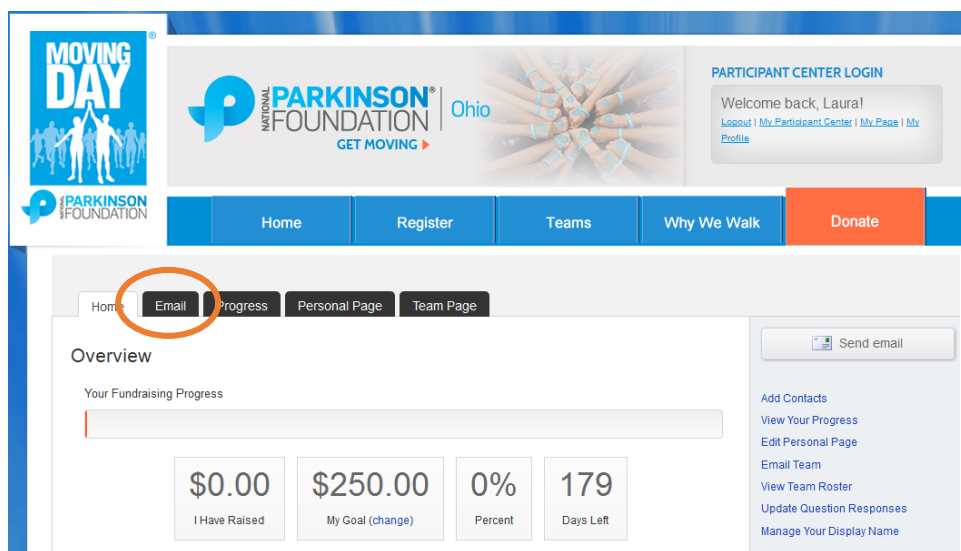
How to Send an Email in the Participant Center



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.



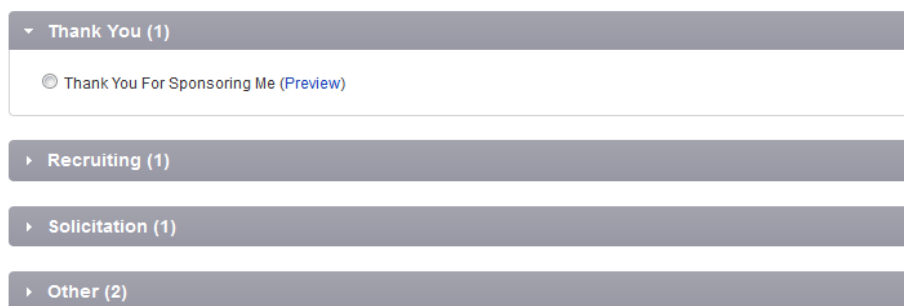
2.) You will see various email template options, which you can preview. Select the option that you would like to use.



Compose Message



Select Email Template



Click the 'Next' button.



Save as draft Save as template Preview

Next

PEOPLE WHO MOVE CHANGE THE WORLD.®

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.

Compose Message



Subject: Thank You For Sponsoring Me

☒ Include personalized greeting (What's this?)

Font family Font size

B *I* U ABC [List Bulleted] [List Numbered] [Link] [Image] [Video] [Audio] [GIF] [Embed]

Thank you for supporting me and for helping the National Parkinson Foundation Ohio make life better for people living with Parkinson's disease through expert care and research. Your gift will help us fund breakthrough research which leads to better treatments that will save and extend lives.

If you'd like to follow my progress, you can check my personal page any time to see how close I am to achieving my fundraising goal. You can also follow links from that page to learn more about the event, and how you can get involved as a volunteer or a participant.

If you'd like to learn more about the work of the National Parkinson Foundation Ohio, please visit www.parkinsonohio.org.

Thanks again for your donation. Together, we are making a difference for people who are living with Parkinson's disease.

Sincerely,

[PARTICIPANT NAME]

► Current layout:

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

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.

Compose Message



Available Contacts

Contacts Search

<input type="checkbox"/>	Name	Email
<input checked="" type="checkbox"/>	Damian Wat...	dwatkins@parkinson.org

Recipient List

Name	Email	Actions
Damian Wat...	dwatkins@parkins...	Edit X

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

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.

✓ Configure ✓ Compose ③ Set Recipients ④ Preview & Send

Add Contact Import Contacts

Available Contacts

Groups

- ☐ Donors
- ☐ Non-Donors
- ☐ Teammates
- ☐ Non-Teammates
- ☐ Never Emailed
- ☐ Needs follow-up
- ☐ Unthanked Donors

Recipient List

Name	Email	Actions
------	-------	---------

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

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

Register Now

MOVING DAY PARKINSON FOUNDATION Ohio 5TH ANNUAL MOVING DAY

REGISTER DONATE

Dear Damian,
Thank you for supporting me and for helping the National Parkinson Foundation Ohio make life better for people living with Parkinson's disease through expert care and research. Your gift will help us fund breakthrough research which leads to better treatments that will save and extend lives.
If you'd like to follow my progress, you can check my personal page any time to see how close I am to achieving my fundraising goal. You can also follow links from that page to learn more about the event, and how you can get involved as a volunteer or a participant.
If you'd like to learn more about the work of the National Parkinson Foundation Ohio, please visit www.parkinsonohio.org.
Thanks again for your donation. Together, we are making a difference for people who are living with Parkinson's disease.
Sincerely,
Laura S.
A link to your Page will automatically be added to the bottom of your message.

[Moving Day® Home](#) | [Teams](#) | [About Walk](#)

National Parkinson Foundation Ohio Chapter
2800 Corporate Exchange Drive | Suite 265
Columbus, Ohio 43231 | centralohioparkinson.org
(614) 890-1901 | Toll Free (866) 920-6673

Moving Day® National Partners
[Lundbeck](#) [ucb](#) [Right at Home](#)

HEPLINE: English / Español
1.800.4PD.INFO (473-4638)
Get your PD questions answered.

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[Privacy Policy](#) | [Contact](#) | [Unsubscribe, or update your email preferences](#)

Click the 'Send' button.

Save as draft Save as template **Send**

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

PEOPLE WHO MOVE CHANGE THE WORLD.®