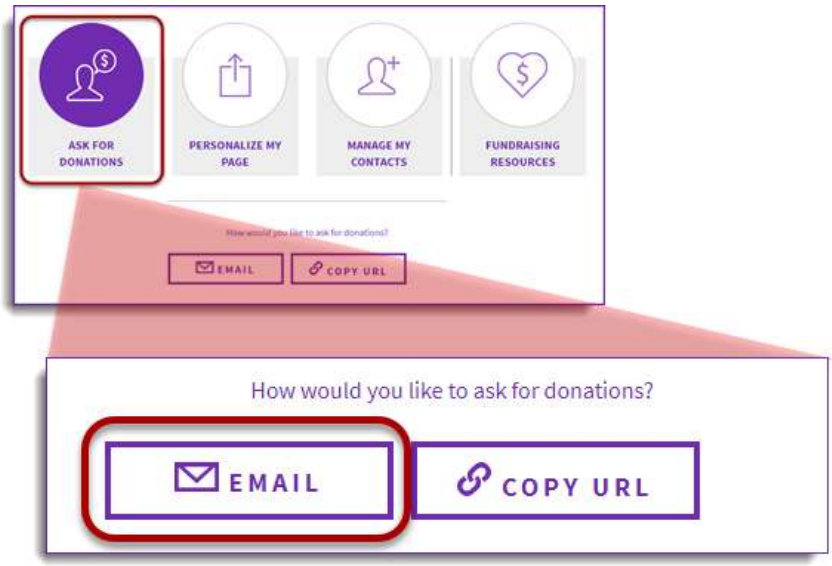
- Compose a New Message
- Thank Your Donors

Compose a New Message

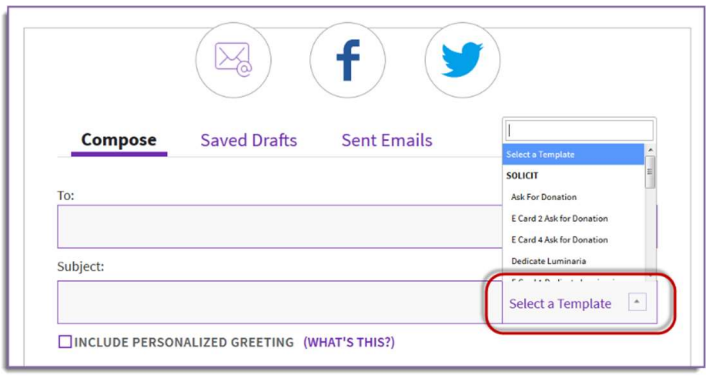
1. Log into your **Dashboard**.

2. Select Ask For Donations, then select the **Email** icon

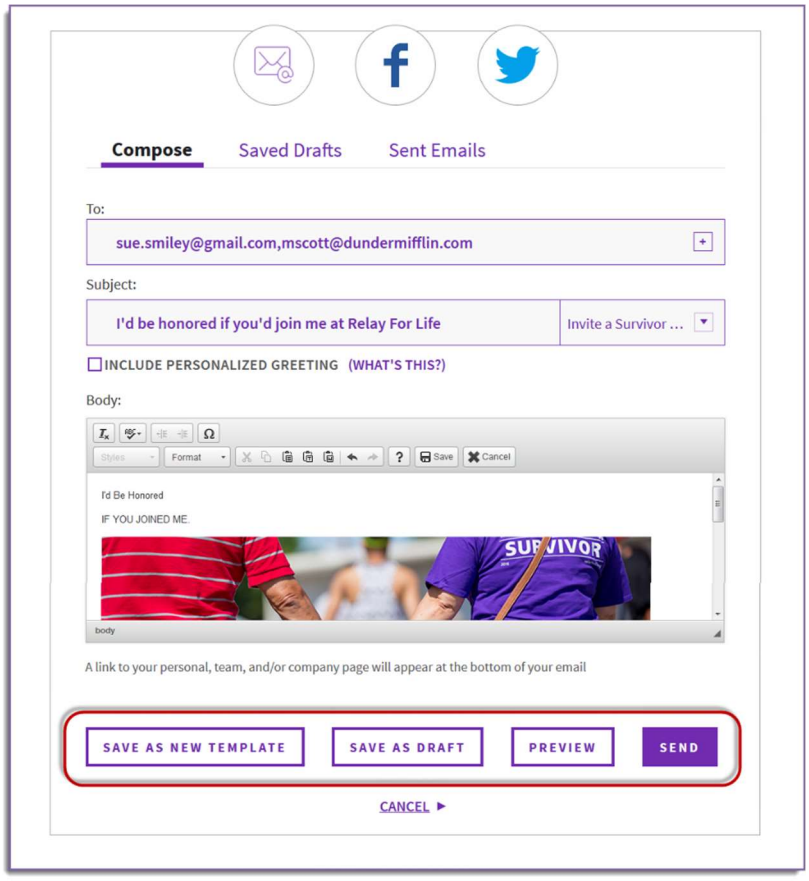


3. The email tool will open below:
   a. Begin typing the names of those you wish to email into the To: field. If email addresses are already in the Address Book, they will begin to auto-populate.
   b. Click + to **Select Contact(s)** or **Select Group(s)** if you would like to see more options of individuals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

4. If you need help deciding what to write in your email, choose one of the template messages.
   a. Click on the **Select a template** drop down menu to see the suggested messages available (i.e. Thank a Donor)
   b. Once you select the template of your choice, the email will appear for you to personalize or send as is.



5. Once your email appears the way you wish, there are a few options available:
   a. **Save As New Template** if this is a message you plan to send multiple times
   b. **Save As Draft** if you want to send the email at a later time
   c. **Preview** to see what the email will look like to recipients
   d. **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.



Thank Your Donors

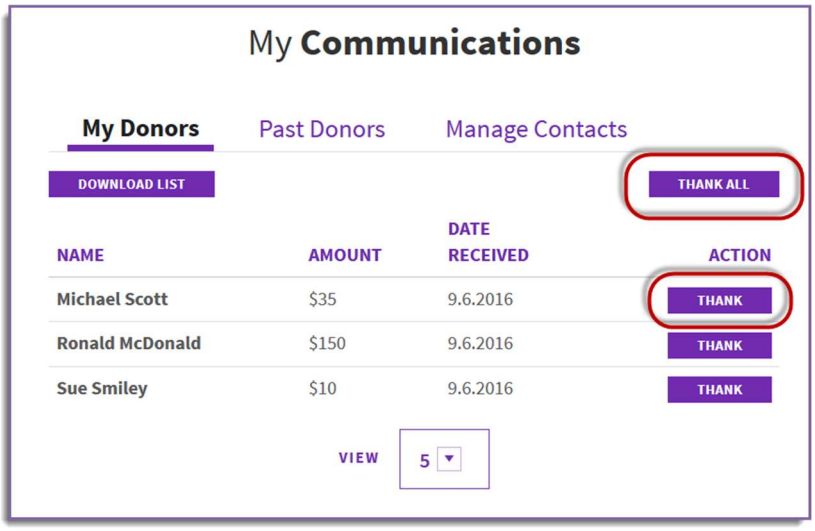
1. Log into your **Dashboard**.

2. Scroll down to **My Communications** to see a complete list of your donors

3. You can choose to thank your donors all at once by clicking **Thank All** or thank them individually by selecting **Thank** next to the appropriate donor's name(s).

4. Select the desired template or create your own and **Send**!

5. Once a Thank You message is sent, the "Thank" prompt will disappear from the donor's name.



If you have any questions, please open an [event support case]