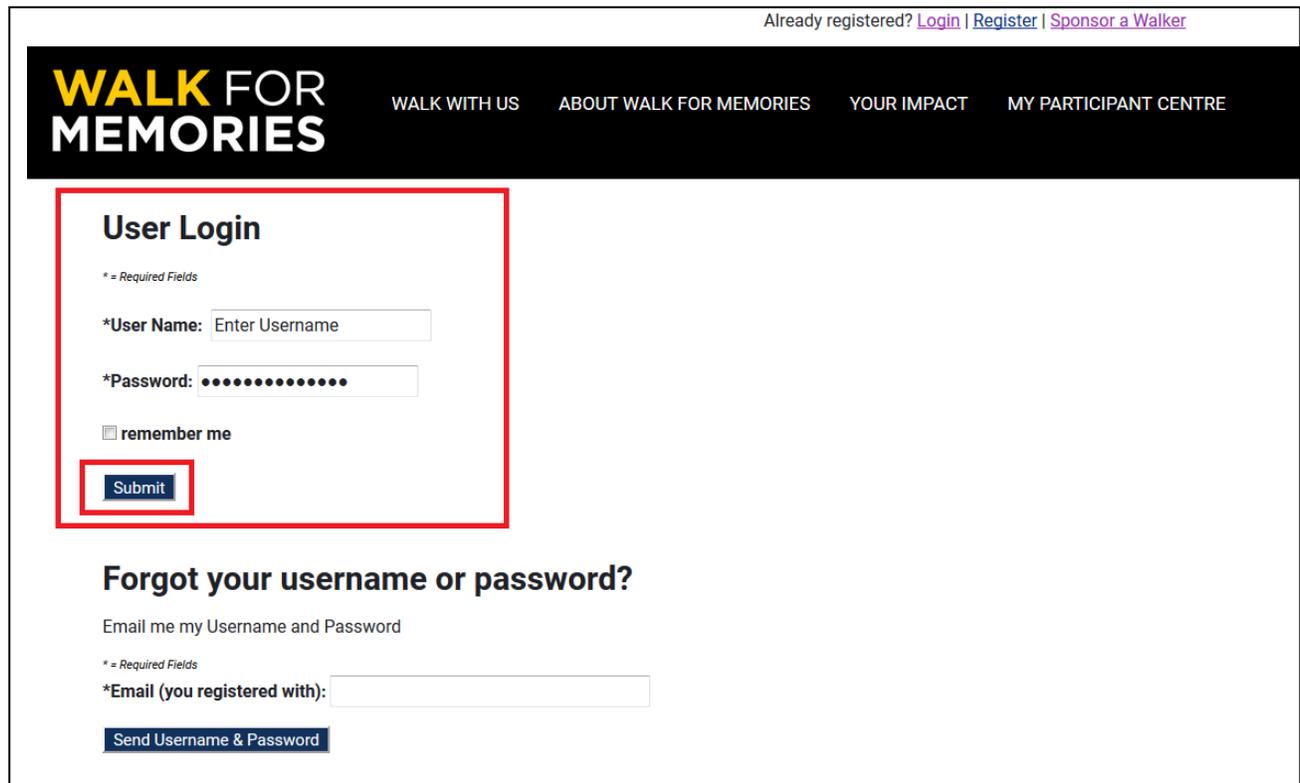
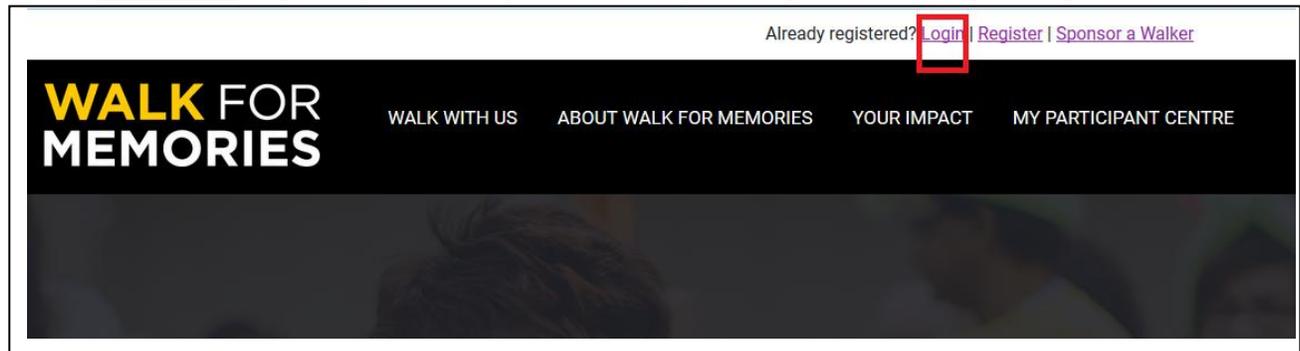


## After Registration: How to send an email from your Participant Centre

Follow along 6 easy steps and their screenshots to guide you through the process of sending an email through the Participant Centre.

### **Step 1:**

From [walk.alz.to](http://walk.alz.to), login to your Participant Centre by clicking on the top right “Login” button.



Continue to Participant Centre.

Welcome back, Sarah. [Logout](#) | [Sponsor a Walker](#)

# WALK FOR MEMORIES

[WALK WITH US](#) [ABOUT WALK FOR MEMORIES](#) [YOUR IMPACT](#) [MY PARTICIPANT CENTRE](#)

## Members Area

Welcome Sarah! If you are not Sarah Pietrkiewicz, [click here](#)

[CLICK HERE TO CONTINUE >>](#)

**Step 2:**

Click the tab "Email".

Welcome back, Sarah. [Logout](#) | [Sponsor a Walker](#)

# WALK FOR MEMORIES

[WALK WITH US](#) [ABOUT WALK FOR MEMORIES](#) [YOUR IMPACT](#) [MY PARTICIPANT CENTRE](#)

Home **Email** Progress Personal Page

### Overview

Your Fundraising Progress



\$20.00 I Have Raised	\$500.00 My Goal <a href="#">(change)</a>	4% Percent	102 Days Left
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[Send email](#)  
[Enter new gift](#)

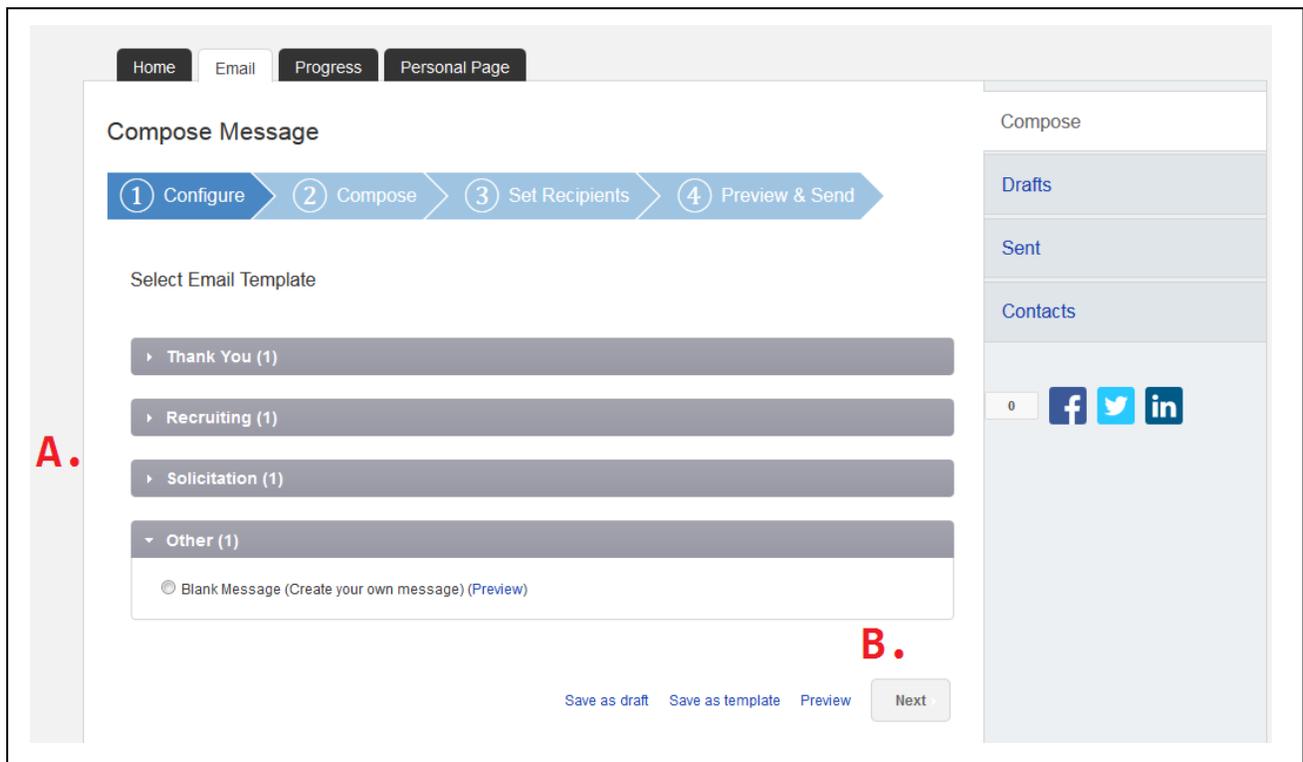
- [Add Contacts](#)
- [View Your Progress](#)
- [Edit Personal Page](#)
- [Email Team](#)
- [View Team Roster](#)
- [Change Team Membership](#)

**Step 3:**

You are now about to start the process of setting up and sending an email. You can either set up a new email (blank), or you can choose a template from under each grey bar (a message already written) which you are still able to edit to make your own.

A. Select your email template option. Click on the grey bars to access the options under them.

B. After selecting your template, click the “Next” button at the bottom right.



#### **Step 4:**

When you have selected your template (this example will work with a blank template), you will need to:

- A. Type in a subject line.
- B. Type your message to your audience. Is it about joining a team? OR maybe about supporting your fundraising by asking them to make an online pledge to your name? Use the editing wizard to change the look of your message (ie. Bold text, underline text, change the colour or size of text). The Participant Centre will also automatically attach a link in the email to your Personal Page after sent, so your recipients can support you by reading your story, or making a donation.
- C. Select your email stationary. This design will wrap around the message you are sending. The image available is the image your recipients will see when they receive the email.
- D. Need to save this message and come back to it? Save as a draft. Want to send this message again to other people in the future? Save it as a Template.
- E. When you are finished, click "Next".

**A.** Subject: Place subject line here

**B.**  Include personalized greeting (What's this?)

Font family Font size

**B** *I* U ABC abc

Enter your message here.  
(a link to your fundraising page will automatically be added to the email)

Current layout: WFM Stationery 1 (done selecting)

**C.** WFM Stationery 1 WFM Stationery 2 WFM Stationery 3 WFM Stationery 4

**D.** Save as draft Save as template Preview

**E.** Next

## Step 5:

Select your recipients.

**Note:** This step requires you to have your contacts already imported into The Participant Centre. If you have not already imported your contacts and need help doing so, please refer to the guide *After Registration: Importing and Adding Contacts to Your Participant Centre*.

- A. Under the Available Contacts dropdown, you can select either “Contacts” or “Group” to find your contacts. Then, click on the check-box beside the name you wish to add to your email recipient list.
- B. When you click, you will see them move into the Recipient List box, to the right.
- C. When finished adding your contacts, click “Next”.

The screenshot displays the 'Compose Message' interface. At the top, there are navigation tabs: Home, Email, Progress, and Personal Page. The 'Compose Message' section features a progress bar with four steps: 1. Configure, 2. Compose, 3. Set Recipients (highlighted), and 4. Preview & Send. Below the progress bar are two buttons: 'Add Contact' and 'Import Contacts'. The 'Available Contacts' section on the left includes a dropdown menu with 'Group' selected, a search box, and a list of contact categories with checkboxes. The 'Recipient List' section on the right shows a table with columns for Name, Email, and Actions, containing five entries. At the bottom right, there is a 'Next' button.

Name	Email	Actions
Kristin [REDACTED]	[REDACTED]	Edit X
Ernest [REDACTED]	[REDACTED]	Edit X
Alexander [REDACTED]	[REDACTED]	Edit X
Renda [REDACTED]	[REDACTED]	Edit X
Ronald [REDACTED]	[REDACTED]	Edit X
Sarah [REDACTED]	[REDACTED]	Edit X

## Step 6:

Review and Send.

Review your email to make sure it looks and says what you would like it to.

A. If it looks good, click the green “Send” at the very bottom of the preview.

B. If you need to go back and make other edits, click the “Compose” button on the blue progress bar.

The screenshot shows an email composition window. At the top, there are navigation tabs: Home, Email, Progress, and Personal Page. Below these is the 'Compose Message' header with a red 'B.' and a blue progress bar with four steps: 'Configure', 'Compose', 'Set Recipients', and 'Preview & Send' (the last one is active). The email content is a promotional message for the 'WALK FOR MEMORIES' event on Feb 3, 2018. It features a header with the event name and 'Register Donate Volunteer' links, followed by a photo of people tying yellow ribbons. The main text describes the event and includes a note about a fundraising page link. Below the text is a large yellow banner for 'OFFICIAL SPONSORS' listing Toronto Memory Program, MedicAlert Safely Home, The Dunfield, revera Retirement Living, Leaside, CYCLEBAR, and INTEGRACare. At the bottom of the banner is contact information for Walk for Memories. A red box highlights a green 'Send' button at the bottom right of the preview area, with a red 'A.' next to it. Other buttons like 'Save as draft', 'Save as template', and 'Compose' are also visible.