

# EMAIL YOUR CONTACTS



The 'My Fundraising' section of your pledge page has several tools that can help you get the word out.

**Solicit Sponsors:** Use this function to send an email to your contacts.

The screenshot shows a web interface for a fundraising page. On the left is a vertical navigation menu with options: Home, My Fundraising (highlighted with a blue arrow), My Fundraising, Solicit Sponsors (highlighted with a blue arrow), Manage Sponsors, Download Forms, Sponsor Myself, Tell a friend, Team Summary, My Profile, and My Registration. The main content area is titled "Personal Progress" and includes a breadcrumb trail: "Home · My Fundraising · Manage Sponsors · Visit Page". Below this is a table of progress metrics:

Total Amount Raised:	<b>\$0.00</b>
Total Donations:	<b>0</b>
Fundraising Goal:	<b>0% of \$1,500.00</b> <a href="#">(change)</a>
Registration Status:	Registered
Online Registration Number:	2668987

Below the table is a "Personal Page:" section with a URL: <https://secure.e2rm.com/registant/FundraisingPage.aspx?re>. To the right of the table is a 3D pie chart showing 100% completion, with a legend below it labeled "Goal Remaining".

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You can choose to use your own email account or import contacts to your pledge page and email them from here.

- Home
- My Fundraising
- My Fundraising
- Solicit Sponsors
- Manage Sponsors
- Download Forms
- Sponsor Myself
- Tell a friend
- Team Summary
- My Profile
- My Registration

## Solicit Sponsors

**Soliciting sponsors is easy online!**

### Step 1: Send Emails

**Send emails from your own email account:** Enter your personal email address in the box below. An email will be sent to the email address you provided. The email will include the automatic message that you may add to plus a donation website link. You can edit this email or forward it directly to as many of your contacts as you wish.

**Send many emails at one time:** You can also enter multiple email addresses in the box below and use this webpage to automatically send out an email to your contacts. If you would like to access your address book, please click on the mini brown address book icon and then select "Import contacts" to access your existing contact list from Outlook, Gmail, Yahoo, AOL, etc. Send to your entire address book, add new, or choose individual contacts.

**Important:** The system has a 15 minute time limit. Either method will send an automatic solicitation by email, and recipients are directed to a secure online donation page. If you edit the message below this will NOT be saved for next time, so it is always a good idea to send yourself a copy of the email so that you have a saved copy of your personal message.

**Send a "friendly reminder" email!** If you've sent out your solicitation emails, but haven't heard back from one or more contacts, don't give up! Send a friendly reminder using an optional personal introduction such as: "If you've received an email from me recently but haven't had time to respond, this is just a friendly reminder that..." You'll be surprised at how much they appreciate the gentle tap on the shoulder!

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## ***Option One:***

Use your own email account: With this option, you are going to send an email from your own personal email account. Enter your own personal email address in the box below. An email will be sent to you directly. At this point, you can edit the email or send directly to your contacts.

To:  [contacts](#)

(Please enter one email address per line.)

***Show Previous Sponsors:*** If you have participated in B2B in previous years, you can access a list of all your previous sponsors and use them in the email you create from your own account.

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## ***Option Two:***

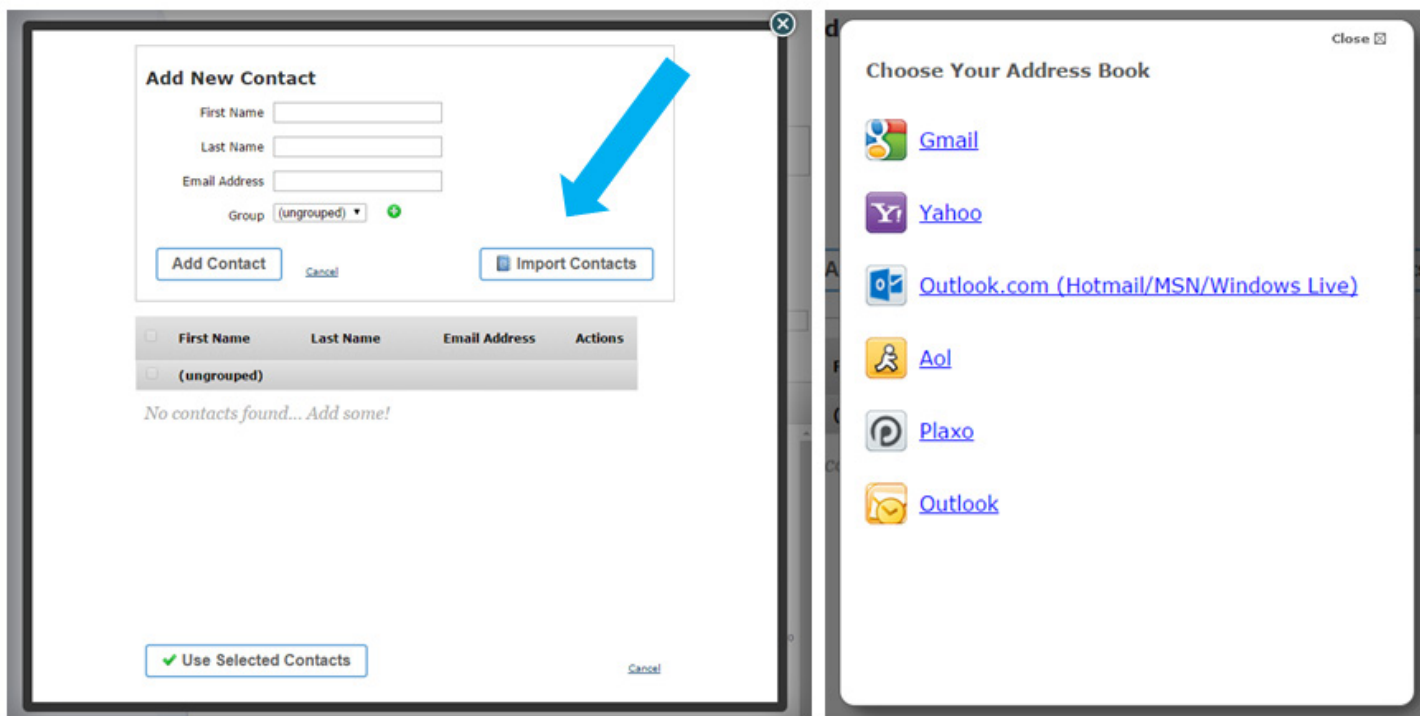
Import your contacts and email them from your pledge page.

Here you can use either or both:

1. Show Previous Sponsors: If you have participated in B2B in the past, you can access your previous donors and add them to the 'To:' list.
2. Add from My Address Book: use this button to automatically import contacts from your email system.

A screenshot of an email form. A blue arrow points to a button labeled "To: contacts" which has a small contact icon. Below the button is a large, empty rectangular text input field. Below the input field, the text "(Please enter one email address per line.)" is displayed in a smaller font.

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If you select 'Outlook' you will be prompted to import a file. This file can be created from your Outlook software.

Choosing one of the other options will require you to enter the login name and password to your email account so that the contacts can be imported.

You can add additional email addresses to the 'To:' area, but make sure that there is only one address per line.

A default subject line and a standard message are also shown for you. The standard message will be sent automatically, but you can also add a personal message to the email.

Click on the 'Send Email' button at the bottom of the screen and the email will be sent to the recipients.