## Send emails to your network with ease through your Participant Center!

Take advantage of pre-loaded messaging, uploading your personal contacts, and managing your communications with your team members and donors. Follow these steps to start sending emails!
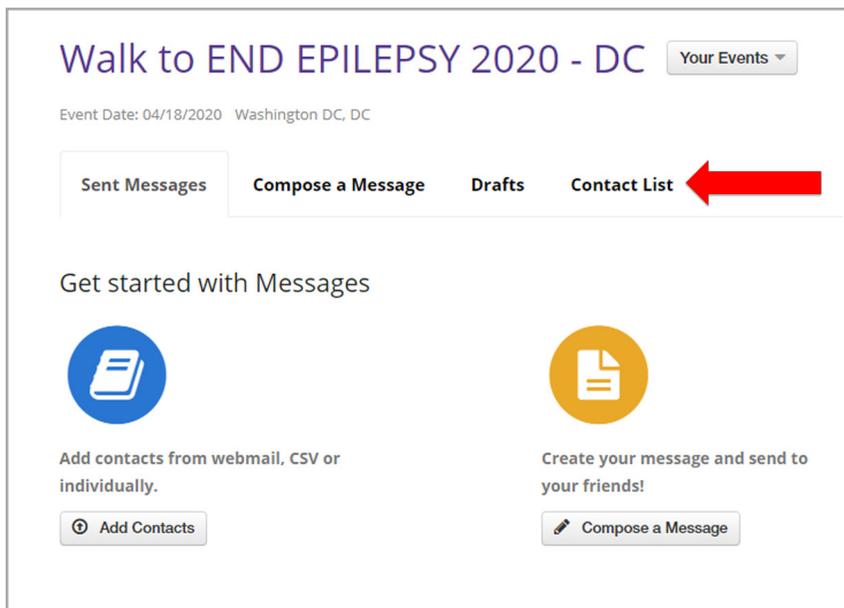
**1. Log in** to your online Participant Center through your event website.



2. At the top of the page once you've logged in, select the "Messages tab."



3. Once on the **"Messages"** page, you can take action by viewing your **"Sent Messages"**, **"Compose a Message", "Drafts"** and **"Contact List".**

4. In order to send a message, you'll need to upload your contacts. Select **"Contact List"**, and you'll have two options for uploading contacts, either via your webmail client (Gmail, Yahoo, LinkedIn, Outlook.com, iCloud, AOL, Outlook, Mac Contacts), CSV file (CSV file must have first name, last name and email all in separate columns), or individually (full name and email required).

**Note:** If you already have donors, your donors' contact information will already appear as a Contact!
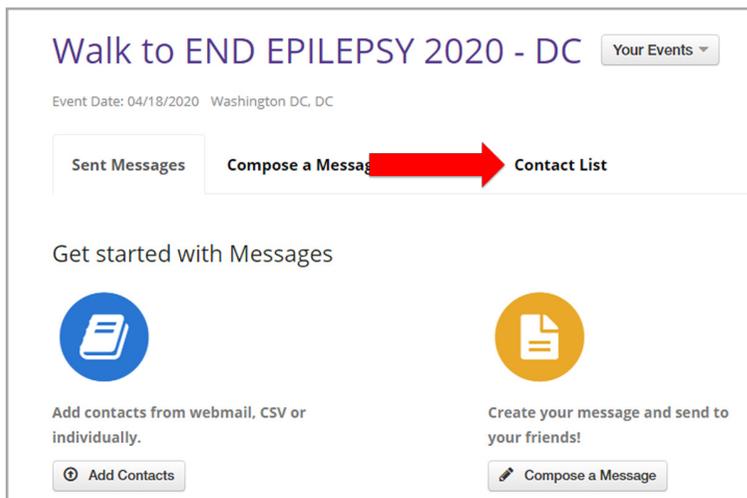


5. Once your contacts have been uploaded, you can compose a message! Select the **"Compose a Message"** to see your options. First, you can select from a drop-down of pre-loaded messaging that you can customize and edit.

Next, you'll select your contacts (you'll have another chance here to upload more contacts!) that will receive the email, and then you'll update the Subject Line.

Last but not least, you can update the email message – be sure to add in your Participant Center Link so people can easily access your Fundraising Page!

Once your message is updated, you can click "Send Message", "Save Draft" to edit and send later, and even "Send Test Message to Myself" to ensure it looks how you want!

6. Once you've sent a message, you can always go back into your Participant Center to send more messages, view your sent message list, access your Drafts, **and especially thank your donors,** since their contact information is automatically added to your Contact List when they donate!

**Questions?** Contact your local Epilepsy Foundation staff. They are happy to help you succeed in your fundraising efforts.