

How to Thank Donors from your Personal Fundraising Page

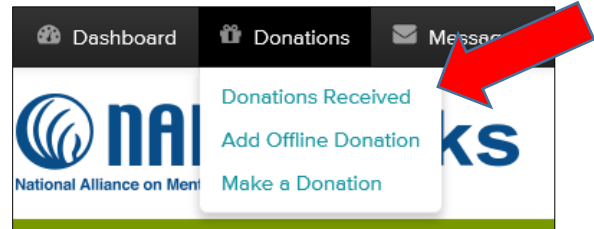
Login

Go to <http://www.namiwalks.org/> and click the LOGIN Button at the top of your screen. Log in with your username and password.



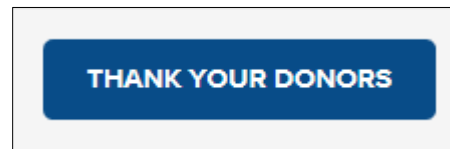
Step 1:

When you are logged in, hover above the **Donations** link at the top of the page select **Donations Received** from the drop-down list.



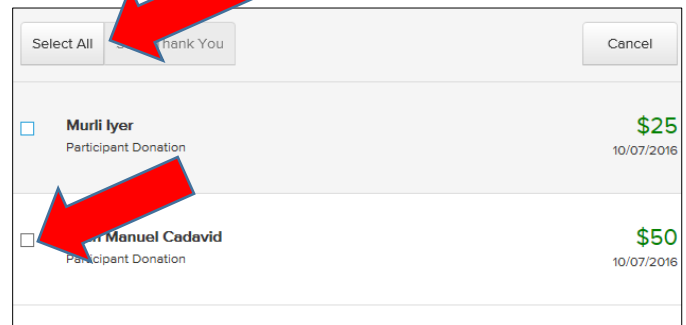
Step 2:

Scroll down and click on the blue **Thank Your Donors** button.



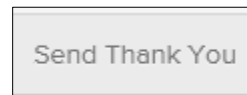
Step 3:

Now click either **the box** next to donor's name **OR** click **Select All** to thank all donors at once. (This option will not appear as a group email to the recipient.)



Step 4:

Once you've made your selection, click the **Send Thank You** button.



Step 5:

A template email will appear. You may type in to edit and revise the email. Thank click "Send Thank You" at the bottom.