Thank you for taking part in the Scleroderma Foundation's "Stepping Out to Cure Scleroderma!" We appreciate your support of our mission. Here are some instructions to help you send an email message from your Participant Center.

If you have any other questions, please contact your walk's event manager (visit the "Contact Info" tab on the walk website for the preferred contact method). You also may contact our National Office toll-free at (800) 722-4673.

STEP 1 – Login to your Participant Center

STEP 2 - Click "Send an Email"

R		Welcome	Christina! My Partici	pant Center Log Out
Stepping Out To Cure Scleroderma	About	Event Details	Sponsors	Contact Info
[
Home Send an Email View Your Fundrais	sing Progress	Edit Your Personal Page	Edit Your Team Pa	age
Overview				Senc
Your Fundraising Progress				5 Enter

STEP 3 – Select an email message template

Home Send an Email View Your Fundraising Progress	Edit Your Personal Page	Edit Your Team Page
Compose Message		Compose
① Configure ② Compose ③ Set Recipients		Drafts
Preview & Send		Sent
Select Email Template		Contacts
▶ Thank You (2)		
 Recruiting (1) 		Share 🚹 🕒
Will You Join My Team? (Preview)		
▹ Solicitation (2)		
▶ Other (1)		
Save message in your drafts Save message as a	template Preview Next >	

STEP 4 – Compose your message

-CONTINUE ON NEXT PAGE -





You can edit the **SUBJECT** line and the text in the **BODY** of the page. In our templates, you can just enter your personalized information in the **HIGHLIGHTED AREAS** of the template and **DELETE** any instructions from the template before you're ready to send.

Otherwise, feel free to start from scratch and change all of the message to meet your specific needs.

Compose Message	Compose
 Configure Compose Set Recipients Preview & Send 	Drafts
Subject: Will You Help Me Reach My Fundraising Goal?	Sent
Include personalized greeting (What's this?)	Contacts
Abc Font family ▼ Font size ▼ A * 22 * 12 B I U ABC 臣 吾 書 量 臣 臣 臣 律 律 ク ℃	
Instructions: Update the information in the <mark>highlighted areas</mark> below. When you're done, delete this text before sending your message.	Share 🛉 🔁
Dear [Enter Recipient Name], Would you please consider making a gift to my fundraising page for the [Enter Event Name here, Date and Location here]. This is an annual event that means a lot to me! You can visit my Personal Fundraising Page at [Enter your Personal Page Link], Donating through this site is simple, fast	
and totally secure. It is also the most efficient way to make a contribution to my fundraising efforts. Your contribution plays a critical role in helping people fighting scieroderma receive the support and resources they desperately need until a cure can be found.	
Current layout: Stepping Out Generic Stationery 2015	
Save message in your drafts Save message as a template Preview Next >	

Save Your Work and Send

Save message in your drafts	Save message as a template	Preview	Next ►

Remember to **SAVE** your message often to prevent losing your work in case your session times out from inactivity. (Click "Save Message In Your Drafts" to save your work, see below for "How to access your saved drafts.")

Click **NEXT** if you are ready to **SEND** your email message and select recipients.

How to access your Saved Drafts

When you return to your Participant Center, click on the "Send an Email" tab and click **DRAFTS** to view your saved messages in draft status.

	Compose
	Drafts
	Sent
	Contacts
`	Ň



Stepping Out To Cure Scleroderma

Scleroderma Foundation Phone: (800) 722-4673 www.scleroderma.org All of your **SAVED DRAFTS** will appear in a list by the date they are created. Click on the **SUBJECT** to continue editing and finishing sending a message.

Home Send an	n Email View Your Fundraising Progress	Edit Your Personal Page	Edi	t Your Team Page
Drafts				Compose
Recipients	Subject	Date		Droffe
	Will You Help Me Reach My Fundraising Goal	? 12/26/14	Ť	Dratts
		≪ ≮ 1-1 of		Sent
				Contacts

STEP 5 – Select Recipients

Your available contacts will appear to select. If you want to add more contacts, you can import them from your Gmail or Yahoo accounts, or from a file upload for all other email service providers. (See our additional guide to complete this step, if needed.)

Otherwise, check the box next to the names of the recipients that you would like to receive your email message, and their names will show up in the **RECIPIENT LIST** on the right.

Click **NEXT** to continue.

Compose Message	Compose
Configure Compose 3 Set Recipients 4 Preview & Send	Drafts
Add Contact Import Contacts	Sent
Available Contacts Recipient List	Contacts
Contacts Search Name Email Actions	
Name Email	Share 👔 🔁
Jack ja @sfnewenglan	
Kate kl n@scleroder	
Nick Fury shield@: org	
Imaeyen	
Timothy timothy @em	
donna noble dnoble@c	
clara oswald impossiblegirl@{	
Christopher christopher.peck@milwa	
Save message in your drafts Save message as a template Preview Next >	

-CONTINUE ON NEXT PAGE -





STEP 6 – Final preview

You have a final opportunity to preview your message as it will appear to your email recipients.

If you'd like to make changes, click back on the **COMPOSE** step to make edits. Otherwise, click **SEND** at the bottom of the page to complete the email process and send your message.

Compose Message	Compose
Configure Compose Set Recipients OPreview & Send	Drafts
Vill You Help Me Reach My Fundraising Goal?	Sent
CONNECT WITH US: 🕒 🛃	Contacts
Stepping Out To Cure Scleroderma	Share 🗗 토
Instructions: Update the information in the highlighted areas below. When you're done, delete this text before sending your message. Dear [Enter Recipient Name],	
Would you please consider making a gift to my fundraising page for the [Enter Event Name here, Date and Location here]. This is an annual event that means a lot to me!	
You can visit my Personal Fundraising Page at [Enter your Personal Page Link]. Donating through this site is simple, fast and totally secure. It is also the most efficient way to make a contribution to my fundraising efforts.	
Your contribution plays a critical role in helping people fighting scleroderma receive the support and resources they desperately need until a cure can be found.	
Many thanks for your support – and don't forget to forward this to anyone who you think might want to donate too! Spreading the word means a great deal to me personally and to thousands of scleroderma patients!	
Sincerely, [Enter Your Name]	
P.S. You can learn more about the Scleroderma Foundation at www.scleroderma.org. A link to your Page will automatically be added to the bottom of your message. [[S431]]	
© Copyright 2015 Scleroderma Foundation, 300 Rosewood Drive, Suite 105, Danvers, MA 01923 (800) 722-HOPE (4673) sfinfo@scleroderma.org Contact Us Unsubscribe	
Save message in your drafts Save message as a template Send	

If your message is one that you'd like to send frequently, you may want to create a **TEMPLATE.** A template provides you a starting point for your message so you don't have to compose the entire message from scratch when you return to send another message.

To create a **TEMPLATE**, click "Save message as a template" **BEFORE** your hit the **SEND** button.



To Cure Scleroderma

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Accessing your saved templates

To access your **SAVED TEMPLATES**, click on **SEND AN EMAIL**. You will now see a section for **YOUR SAVED EMAIL TEMPLATES**. Select the appropriate template and complete the email creation steps as outlined above.

Compose Message	Compose
✓ Configure ✓ Compose ③ Set Recipients ④ Preview & Send	Drafts
Select Email Template	Sent
Thank You (2)	Contacts
Recruiting (1)	Share f
Solicitation (2)	
Other (1)	
Your Saved Email Templates (1)	
◯ Test Message Template (Preview) ()	
Save message in your drafts Save message as a template Preview Next >	

STEP 7 – View Sent Messages

Keep track of your **SENT EMAIL MESSAGES** at any time. Just click **SEND AN EMAIL** and then the **SENT** tab on the right-side of the page. All of your sent messages, along with recipients, and the date, will appear in a list.

Home	Send an Email View Your Fo	undraising Progress	Edit Your Personal Page	e Edi	it Your Team Page
Sent					Compose
Search sent r	nessages by name, email, or subject line	Search		_	Drafts
Date	Subject	Recipien	ts De	elete	Sent
12/26/14	Will You Help Me Reach My Fundraisin	ng Goal? shield@s dnoble@	cleroderma.org, outlook.com	Ť	Contacta
			« 〈 1-1 of	1 > »	Contacts
					Share f 토

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Other Features – please see additional guides for instructions

- Add your contacts from Yahoo.
- Upload other email contacts via CSV file.

CONTACT OUR OFFICE FOR ASSISTANCE

Call the National Office at (800) 722-4673 and our staff can help walk you through the email message process.





Scleroderma Foundation Phone: (800) 722-4673 www.scleroderma.org