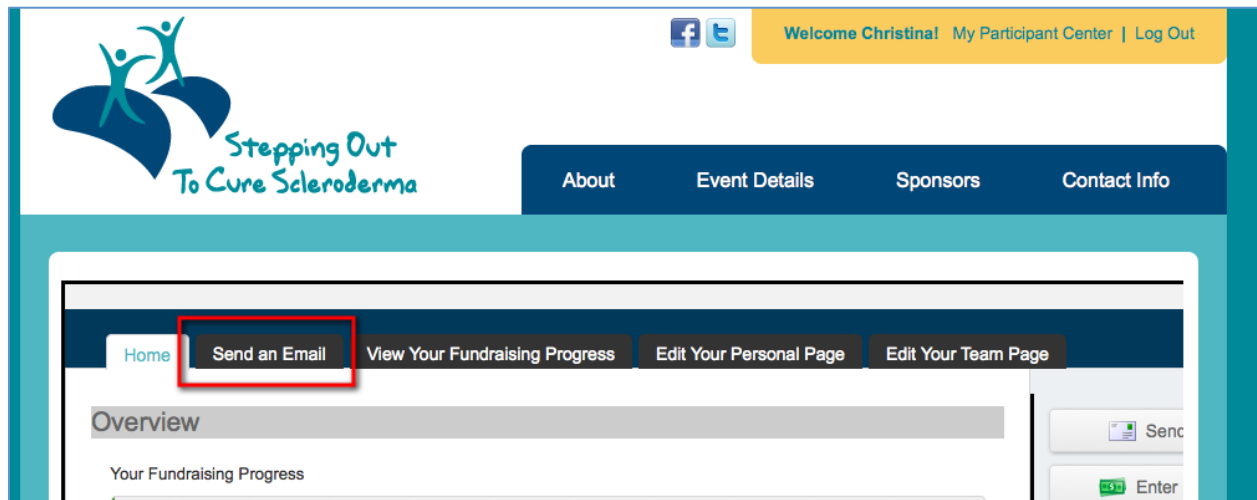


Thank you for taking part in the Scleroderma Foundation's "Stepping Out to Cure Scleroderma!" We appreciate your support of our mission. Here are some instructions to help you send an email message from your Participant Center.

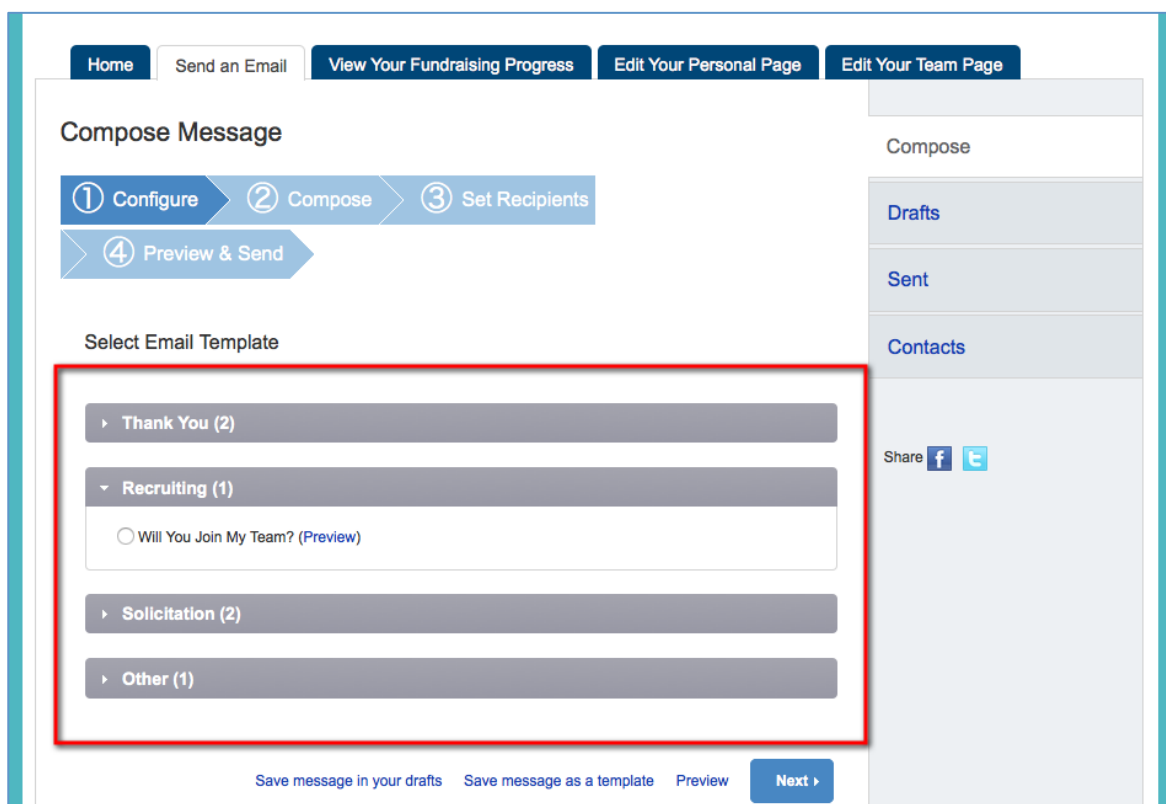
If you have any other questions, please contact your walk's event manager (visit the "Contact Info" tab on the walk website for the preferred contact method). You also may contact our National Office toll-free at (800) 722-4673.

STEP 1 – Login to your Participant Center

STEP 2 – Click "Send an Email"



STEP 3 – Select an email message template

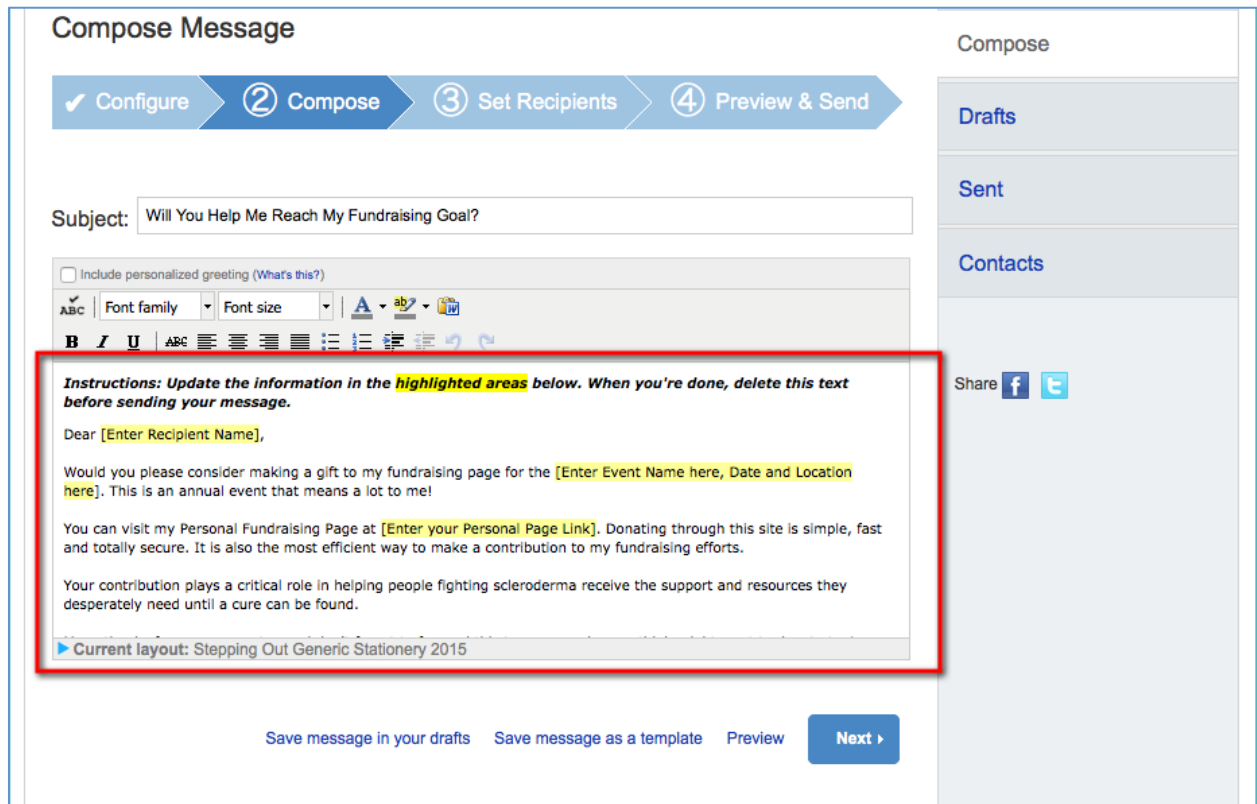


STEP 4 – Compose your message

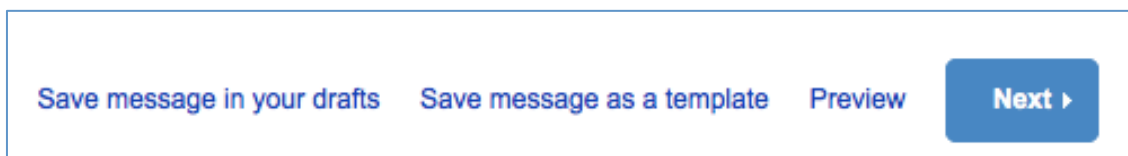
-CONTINUE ON NEXT PAGE -

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.



Save Your Work and Send

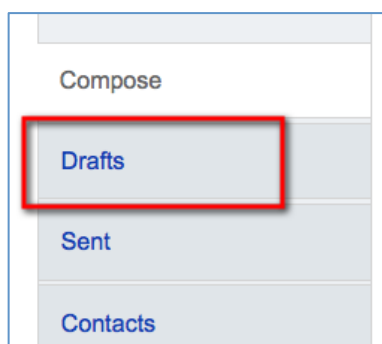


Remember to **SAVE** your message often to prevent losing your work in case your session times out from inactivity. (Click "Save Message In Your Drafts" to save your work, see below for "How to access your saved drafts.")

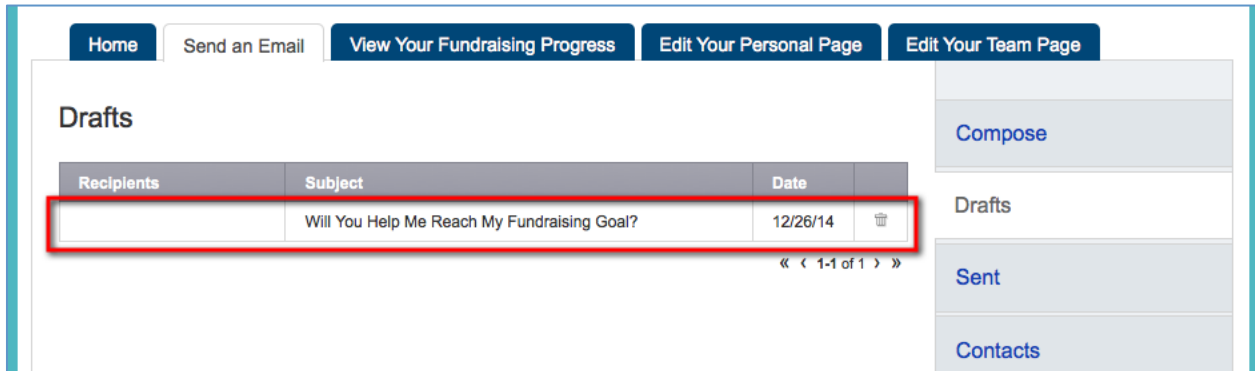
Click **NEXT** if you are ready to **SEND** your email message and select recipients.

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.



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.

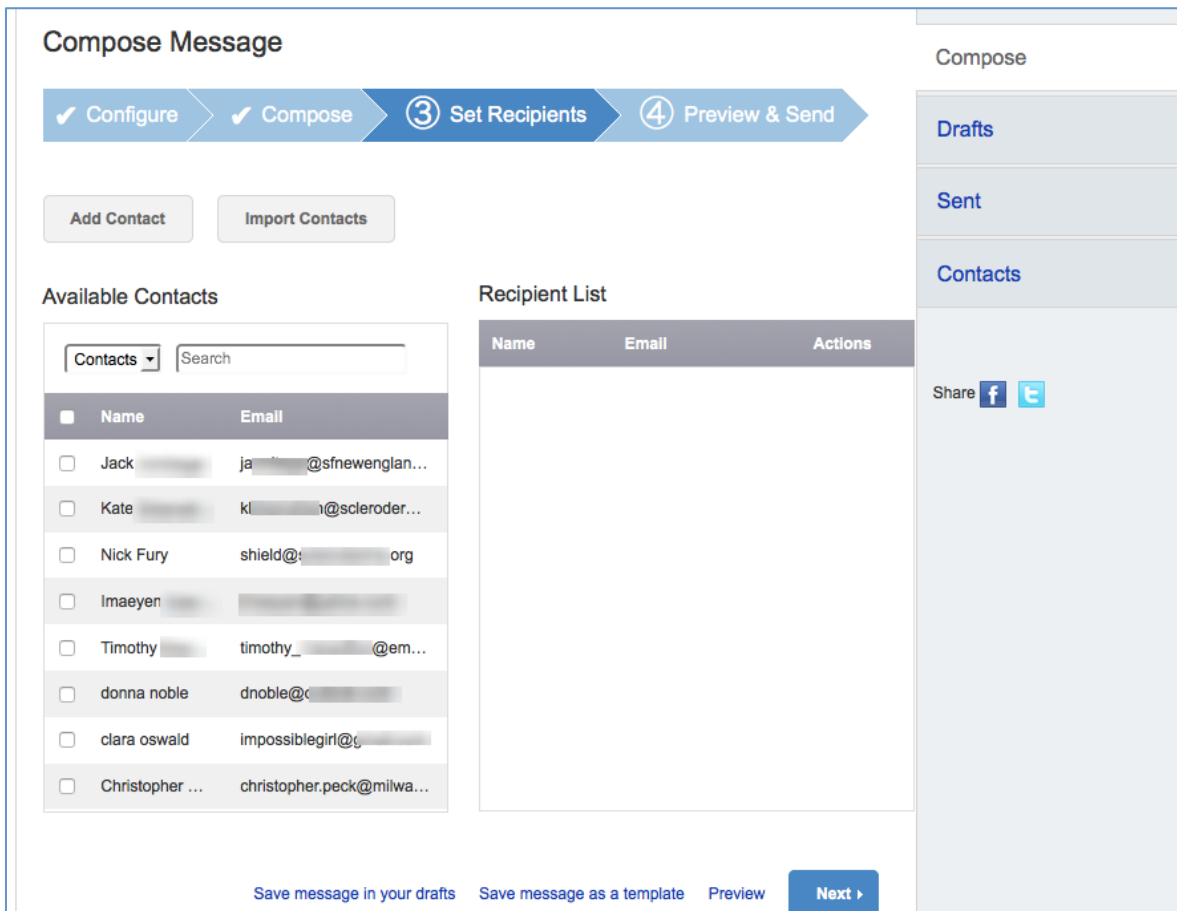


STEP 5 – Select Recipients

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.



-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

✓ Configure ✓ Compose ✓ Set Recipients ④ Preview & Send

Will You Help Me Reach My Fundraising Goal?

CONNECT WITH US:

Stepping Out To Cure Scleroderma

SCLERODERMA FOUNDATION
SUPPORT · EDUCATION · RESEARCH

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]]

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(800) 722-HOPE (4673) | sfinfo@scleroderma.org | [Contact Us](#) | [Unsubscribe](#)

CHARITY NAVIGATOR Four Star Charity

POWERED BY blackbaud

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.

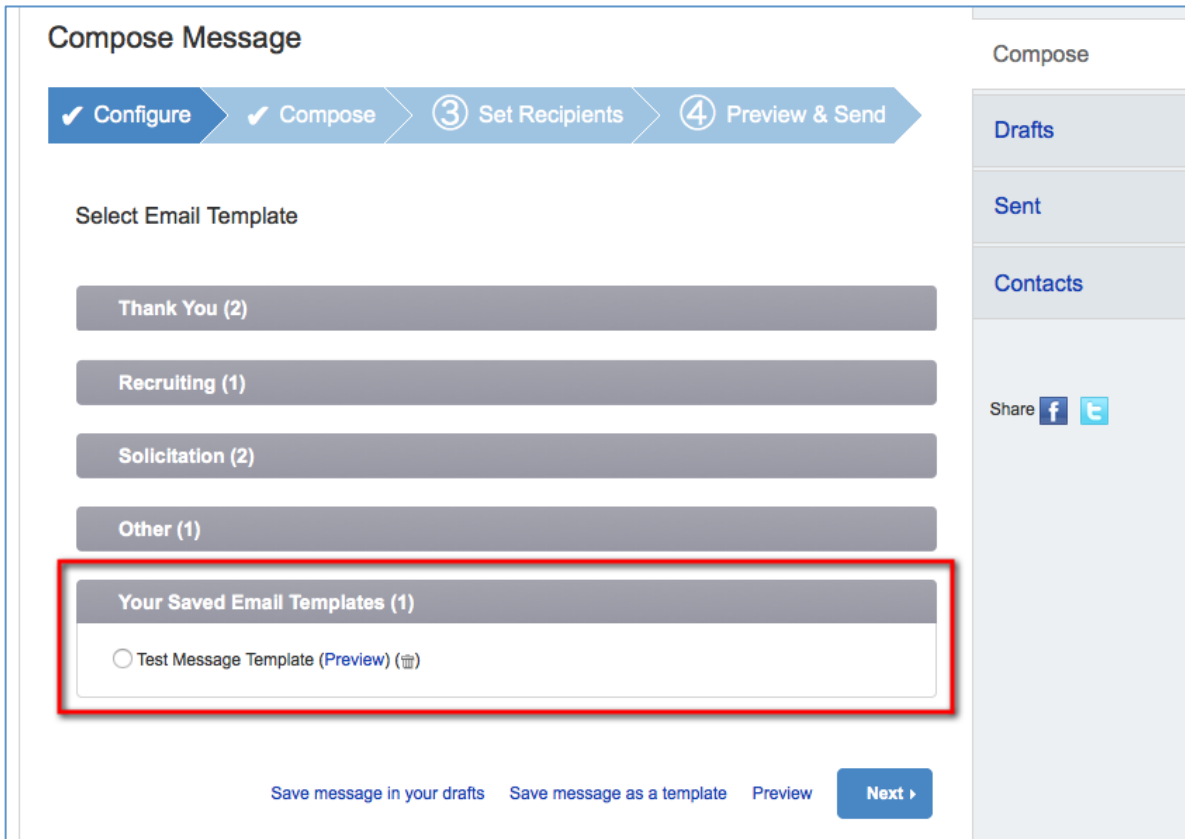
To create a **TEMPLATE**, click "Save message as a template" **BEFORE** you hit the **SEND** button.

Save message in your drafts **Save message as a template** **Send**

-CONTINUE ON NEXT PAGE -

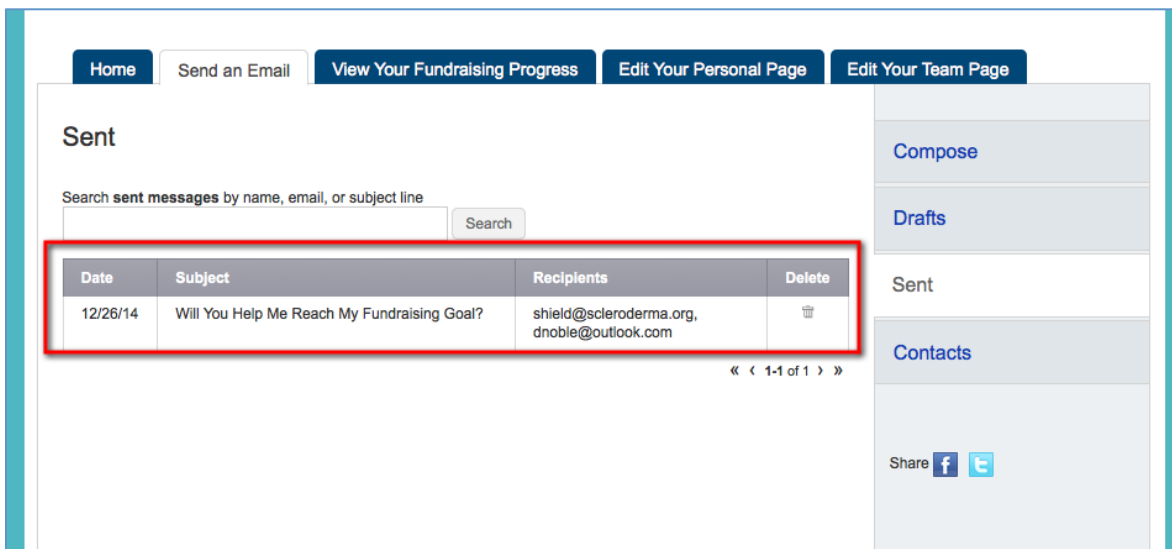
Accessing your saved templates

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.



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.



-CONTINUE ON NEXT PAGE -

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.