Share Using Email

The **Share Using Email** tab allows you to create mailing lists and emails you can schedule or send immediately. You're able to create your own templates or use any your admin has defined for you. To display the **Emails**, **Drafts**, **Mailing Lists**, and **Templates** tabs, click the **Email Management** button.

Email Management

Share Event

Share your event by email, Facebook, or Twitter. People can't donate to you if they don't know how – start getting the word out!

Share Using Email	Share On Facebook	Share On Twitter

Email Your Donors

@
Send a Fundraising Email

Emails   Drafts   Mailing Lists   Templates

If you're just getting started, you'll probably want to create a new mailing list filled with your own personal contacts. If you'd like to bypass this step, you're able to enter email addresses as part of the email creation process.

Creating a Mailing List

Click the **Mailing Lists** tab and choose **+ New List.**

+ New List

From here, you'll be able to enter a name for your list to make it easy to find in the future, and enter or import your desired email addresses. Building the mailing list is easy; just enter your email addresses in the **Mailing List Emails** box, separated by a comma, or click on the **Import Email Addresses** button. Once you've completed your list, you should click **Save List** to continue.

Mailing List Name

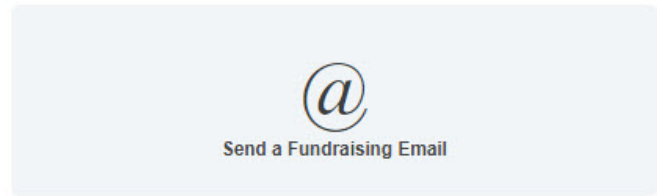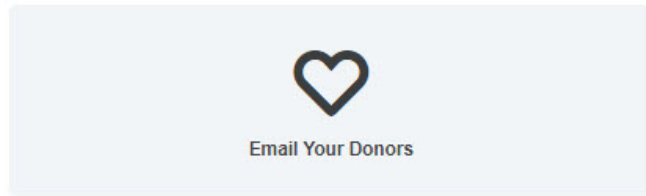Mailing List Emails   Separate addresses by comma.

Import Email Addresses

Save List   Cancel

Creating an Email

Step 1 is to choose if you want to email your donors or send a fundraising email. Click the corresponding button. If you're part of a team, you'll also see an option to email your teammates.

You may or may not see all of the above options. This will depend on if you have any donors at the time you're sending the email and/or if you're part of a team.

If you choose **Email My Donors**, you'll be able to email anyone who has made a donation to your page.

After choosing your email type and entering a title, you can select a template from the **Choose Template** drop-down, if desired. This drop-down will include any predefined templates provided to you by the admin and/or any templates you've created in the templates area of your fundraising center. Once you choose a template, the Your Message section of this area will be populated with the content and can be modified as you wish.

If you don't wish to start with an existing template, you can choose to skip that drop-down and create your own unique content in the Your Message section.

You'll have the flexibility to choose an existing mailing list, import email addresses, or use the **Additional Emails** box to enter emails manually. The system will display how many people the campaign is being sent to as you add emails and mailing lists.

Next, you'll define recipients for your message, along with when you'd like the email sent.

You'll see four options listed. You can create and send the campaign immediately, or choose one of the other three options that will schedule the campaign to send once the parameters outlined are reached.

Goal Percentage Reached will allow you to define a percentage of your goal you'd like to be reached before the system would trigger the email to be sent. To use this option, click on the blank space in the sentence "Send my schedule when I've reached _____% of my goal" and enter your desired percentage.

Send on a specific date will allow you to define a date and time to send the email if you're not interested in sending it immediately.

Periodically will send the same email multiple times based on what you enter here. You have the ability to send on a daily, weekly, or monthly frequency, and you also have the ability to add a start date.

When you're happy with your emil, you can click the **Save & Preview Email** button to do just that. If you're not quite done and would like to save your work and come back later, click the **Save as Draft** button.
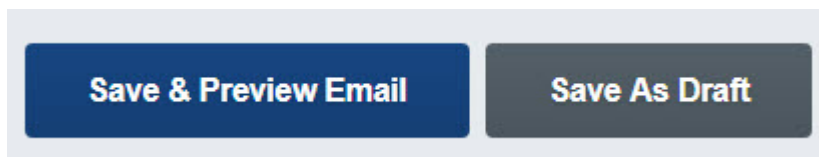
If you need to make additional changes after the preview, click the **Make Changes** button, which will direct you back to the previous screen. If you're happy with what you see, you'll want to click on the **Send Email** button to either send or schedule the campaign based on your preferences during initial setup.

The **Emails** tab of the **Email Management** section will list all scheduled and sent emails for you to view. From this screen you can edit or delete any of your **Scheduled** emails by choosing the edit pencil or the red X to delete. For any emails that have been sent, you'll see two additional icons. **Clone and Resend,** which looks like two piece of paper, will allow you to make a copy of the email and resend it. You're able to make any modifications you want to make with this option before sending. You'll also see a small green icon that looks like a pie chart, which will allow you to view statistics on your campaign.

Donation Email to Family ✏️ ❌

CREATED
Jan 05, 2015

CAMPAIGN TYPE
Auto - On Specific Date

✔ **Sent**

I'd appreciate your help! 🗐 🔘

CAMPAIGN SENT
Jan 05, 2015

MAILING LIST
Custom List - I'd appreciate your help!

Any email that has been saved as a draft and not scheduled or sent will be housed in the **Drafts** tab of this interface with the ability to edit or delete the current content.

Creating Templates

If you'd like to create your own email templates for use within campaigns, you're able to create and manage these in the **Templates** tab in the **Email Management** section of **Share Event**.

    Templates

Creating your own template is easy! You'll click on the **+New Templa**te button and enter a Template Name, along with a Subject and Body content.

➕ **New Template**

Once you're happy with what you've entered, click the **Save Template** button at the bottom of the body content box.

Email Template Name

From Address
John (chrismorata@mailinator.com)

Subject

Template Body

Save Template   Cancel

Once saved, these templates will be available in the template drop-down within the campaign creation screen and available for you to use immediately.

Goal Percentage Reached: This option will allow you to define a percentage of your goal you'd like to be reached before the system would trigger the message to be posted. To use this option, click on the blank space in the sentence "Send my schedule when I've reached _____% of my goal" and enter your desired percentage.

Send on a specific date will allow you to define a date and time to post your message to Facebook. This option will post the message on the desired date just the one time.

Periodically will post the message multiple times based on what you enter here. You have the ability to post on a daily, weekly, or monthly frequency, and you also have the ability to add a start date.

Once you pick when you want to post, you'll create the content of your post. As you begin to create your post, you'll see a preview to the right. You also have the ability to insert tags to personalize your message. These can be inserted from the **Insert** dropdown you see in the **Post Message** box. Once you are happy with your post, click the blue **Schedule Facebook Post** button.

Share on Twitter

You can use the **Share on Twitter** tab to connect your personal Twitter account to your fundraising center.

Connecting with Twitter is a great way to reach your network of family and friends to spread the word. This tool will allow for manual and automatic posting to make sharing much easier. In order to allow the fundraising center to interact with your personal Twitter page, you MUST connect your Twitter account.

In this tab, you'll see a large blue button inviting you to do so.

If you happen to be logged in to Twitter within your browser, you'll be automatically connected. If you're not logged in, a Twitter dialogue box will pop up and ask you to sign in with your Twitter credentials. It should look something like this: