

How to Email Sponsors from Your Fundraising Page

Step 1:

- Go to www.compasscarewalk.com
- Log into your account by clicking the “Log in or Sign Up” box at the top, right hand corner of the screen.
- Click on “Send a Fundraising Email.”

The screenshot shows a web browser window with the URL <https://secure.qgiv.com/event/account/965584/dashboard/>. The page is titled "2020 Walk for Life" and "Qgiv, Inc. [US]". The dashboard features a teal header with "Search This Event" and social media icons. A navigation bar includes links for Home, About CompassCare, About the Walk, REGISTER, #WalkOn Webcast, Donate, Resources, and Search. The main content area is titled "My Fundraising Dashboard" and includes a profile picture of a baby. A sidebar on the left lists options: Dashboard, Share Event, My Donations, Resources, My Registration, Manage Registrations, and Our Team. The main area has a section "Get the Word Out" with a subtext "Providing easy access to your fundraising page is a great way to increase donations." Below this are four buttons: "Send a Fundraising Email" (circled in red), "Share on Facebook", "Add a Registrant", and "See All Donations". At the bottom, there is a "Links" section and a progress bar showing "\$0.00 achieved".

Step 2:

- Select “Send a Custom Fundraising Email.”

The screenshot shows a web browser window with the URL <https://secure.qgiv.com/event/account/965584/campaign/>. The page is titled "2020 Walk for Life" and features a teal header with a search bar and social media icons. A navigation menu includes links for Home, About CompassCare, About the Walk, REGISTER, #WalkOn Webcast, Donate, Resources, and Search. A left sidebar contains a profile picture and links to Dashboard, Share Event (highlighted), My Donations, Resources, My Registration, Manage Registrations, and Our Team. The main content area is titled "Share Event" and includes a sub-header "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!". Below this are three buttons: "Share Using Email", "Share On Facebook", and "Share On Twitter". A "Send an Email" section follows, with a "1 I Want To" indicator and a list of options: "Email Team Members" and "Send a Custom Fundraising Email" (which is circled in red). An "Email Management" button is also present. At the bottom, a progress bar shows "1 Complete Your Profile" and "Next Step: Update Your Personal Page".

2020 Walk for Life

Qgiv, Inc. [US] <https://secure.qgiv.com/event/account/965584/campaign/>

Search This Event

My Fundraising Tools

Home About CompassCare About the Walk REGISTER #WalkOn Webcast Donate Resources Search

Dashboard

Share Event

My Donations

Resources

My Registration

Manage Registrations

Our Team

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

Send an Email

Email Management

1 I Want To

- ☐ Email Team Members
- ☒ Send a Custom Fundraising Email

1 Complete Your Profile Hide Next Step: [Update Your Personal Page](#)

- Enter an Email Title (This is not a subject heading)

The screenshot shows a web browser window with the URL <https://secure.qgiv.com/event/account/965584/campaign/>. The page is titled "2020 Walk for Life" and features a teal header with "Search This Event" and social media icons. A left sidebar contains navigation links: "Share Event", "My Donations", "Resources", "My Registration", "Manage Registrations", and "Our Team", along with buttons for "Edit My Page" and "Edit My Team Page". The main content area is titled "Send a Custom Fundraising Email" and includes a "Management" tab. A progress indicator shows two steps: "1" (Send a Custom Fundraising Email) and "2" (Email Information). In step 2, the "Email Title" field is highlighted with a red circle and labeled "required". Below it is a text box with the instruction: "This will help you organize your fundraising emails; recipients will not see this title". Further down is a "Subject" field, also labeled "required". At the bottom of the form is a rich text editor for "Your Message" with a toolbar containing options for source, image, link, text, bold, italic, underline, strikethrough, font color, background color, bulleted list, numbered list, indent, outdent, link, unlink, and text color. The footer contains a "Complete Your Profile" button, a "Hide" button, and a "Next Step: Update Your Personal Page" link.

2020 Walk for Life

Qgiv, Inc. [US] <https://secure.qgiv.com/event/account/965584/campaign/>

Search This Event

My Fundraising Tools

Share Event

My Donations

Resources

My Registration

Manage Registrations

Our Team

Edit My Page

Edit My Team Page

Send a Custom Fundraising Email

Management

1

2

Email Information

Email Title required

This will help you organize your fundraising emails; recipients will not see this title

Start with an existing template?

Choose Template

Subject required

Your Message required

Source Image Link Text Bold Italic Underline Strikethrough Font Color Background Color Bulleted List Numbered List Indent Outdent Link Unlink Text Color

Format Font Size A A

Complete Your Profile

Hide

Next Step: Update Your Personal Page

- Select the template “From Participant – Ask Others to Donate”

2020 Walk for Life

Qgiv, Inc. [US] https://secure.qgiv.com/event/account/965584/campaign/

Search This Event

My Fundraising Tools

Share Event

My Donations

Resources

My Registration

Manage Registrations

Our Team

Edit My Page

Edit My Team Page

Management

1 Send a Custom Fundraising Email

2 Email Information

Email Title required

This will help you organize your fundraising emails; recipients will not see this title

Start with an existing template?

Choose Template

Default Templates

- From Participant – Ask Others to Join Team
- From Participant – Ask Others to Donate
- From Team Captain – Custom Thank You to Team Donors

Your Message required

Source

Format

Font

Size

Next Step: Update Your Personal Page

- Personalize the email.
- Note: The email will contain several terms such as “%RegistrantFirstName%.” Those will be automatically filled with your information.

2020 Walk for Life

Qgiv, Inc. [US] https://secure.qgiv.com/event/account/965584/campaign/

Search This Event

My Fundraising Tools

Edit My Page

Edit My Team Page

From Participant – Ask Others to Donate

Subject required

Walk for Life Sponsor

Your Message required

Source

Normal Font Size

Hello!

I am participating in the largest pro-life event in NY – the live, interactive #WalkOn Webcast on Saturday, May 2 from 9:30-10:30AM. I have a goal of raising %GoalAmount% on behalf of women seriously considering abortion in our community.

Would you be willing to consider sponsoring me and helping me reach my fundraising goal? %RegistrantDonationPage%.

Thank you so much for considering!

Erasing the need with you.
%RegistrantFirstName% %RegistrantLastName%

P.S. For additional information about %OrganizationName% or this year's %EventName%, please visit %EventFundraisingPage%. To reserve a spot at the #WalkOn Webcast, click [here](#).

body p span

Tip: You can insert images by dragging and dropping them onto the editor. Tags (ex. %EventName%) will be populated once the email is sent.

Complete Your Profile

Hide

Next Step: [Update Your Personal Page](#)

Step 3:

- Scroll down to enter email addresses.
- Enter the email addresses of the people you want to receive the email. They must be separated by commas.

The screenshot shows a web browser window with the URL <https://secure.qgiv.com/event/account/965584/campaign/#>. The page has a teal header with "Search This Event" and social media icons, and a green "My Fundraising Tools" button. The main content area is divided into two columns. The left column is a dark grey sidebar. The right column contains the email distribution form. The "From:" field is labeled "Your Name (your email address)". The "To:" field is circled in red and contains the text "friend@gmail.com, brother@aol.com, coworker@hotmail.com". A red underline under the text "Separate addresses by comma" is visible. Below the "To:" field is a text box with the same email addresses. To the right of the "To:" field, it says "This email will be sent to 3 people." and "Need a custom list? [Manage Email Lists](#)". Below the "To:" field is a "Select Mailing Lists" section with a dropdown menu showing "Select list(s)...". There are buttons for "Import Additional Addresses" and "Show Users". A checkbox labeled "Add my email address as a recipient" is unchecked. Below this is a section titled "When Should We Send This Email?" with a radio button selected for "Immediately". At the bottom of the page, there is a teal bar with "Complete Your Profile" and a grey bar with "Hide" and "Next Step: [Update Your Personal Page](#)".

2020 Walk for Life

Qgiv, Inc. [US] <https://secure.qgiv.com/event/account/965584/campaign/#>

Search This Event

My Fundraising Tools

From:

Your Name (your email address)

To:

Separate addresses by comma

Send to These Addresses (max 1000)

friend@gmail.com, brother@aol.com, coworker@hotmail.com

This email will be sent to 3 people.

Need a custom list? [Manage Email Lists](#)

Select Mailing Lists

Select list(s)...

Import Additional Addresses

Show Users

☐ Add my email address as a recipient

When Should We Send This Email?

☒ Immediately

Complete Your Profile

Hide

Next Step: [Update Your Personal Page](#)

- Select when the email should go out.
- Click “Save & Preview Email.”

The screenshot shows a web browser window with the address bar displaying "https://secure.qgiv.com/event/account/965584/campaign/#". The page header includes a search bar, social media icons, and a "My Fundraising Tools" dropdown. The main content area is titled "When Should We Send This Email?" and features four radio button options: "Immediately" (selected), "Goal Percentage Reached", "Send on specific date", and "Periodically". At the bottom of the form, there are three buttons: "Save & Preview Email" (highlighted with a red circle), "Save As Draft", and "Cancel".

☐ Add my email address as a recipient

When Should We Send This Email?

☒ Immediately

☐ Goal Percentage Reached

☐ Send on specific date

☐ Periodically

Save & Preview Email **Save As Draft** Cancel

CompassCare Pregnancy Services
walkforlife@compasscare.info | www.compasscarecommunity.com

[Complete Your Profile](#) [Hide](#) Next Step: [Update Your Personal Page](#)

Step 4:

- Review your email.
- Send a test to your email by clicking on the yellow bar.
- If you want to make changes, click on “Make Changes.”
- When finished, click “Send Email.”

2020 Walk for Life

Qgiv, Inc. [US] | <https://secure.qgiv.com/event/account/965584/campaign/325174/preview>

Search This Event

My Fundraising Tools

getting the word out!

Share Using Email | Share On Facebook | Share On Twitter

Send an Email → [Preview Your Email](#)

Your email has not been sent. Send a test to [your email]

To: friend@gmail.com,brother@aol.com,coworker@hotmail.com
From: **Your name - Your email**
Subject: Walk for Life Sponsor

Hello!

I am participating in the largest pro-life event in NY – the live, interactive #WalkOn Webcast on Saturday, May 2 from 9:30-10:30AM. I have a goal of raising %GoalAmount% on behalf of women seriously considering abortion in our community.

Would you be willing to consider sponsoring me and helping me reach my fundraising goal?
%RegistrantDonationPage%

Thank you so much for considering!

Erasing the need with you.
%RegistrantFirstName% %RegistrantLastName%

P.S. For additional information about %OrganizationName% or this year's %EventName%, please visit %EventFundraisingPage%. To reserve a spot at the #WalkOn Webcast, click here.

Tags (ex. %EventName%) will be populated once the email is sent.

[Make Changes](#) [Send Email](#)

Complete Your Profile | Hide | Next Step: Update Your Personal Page