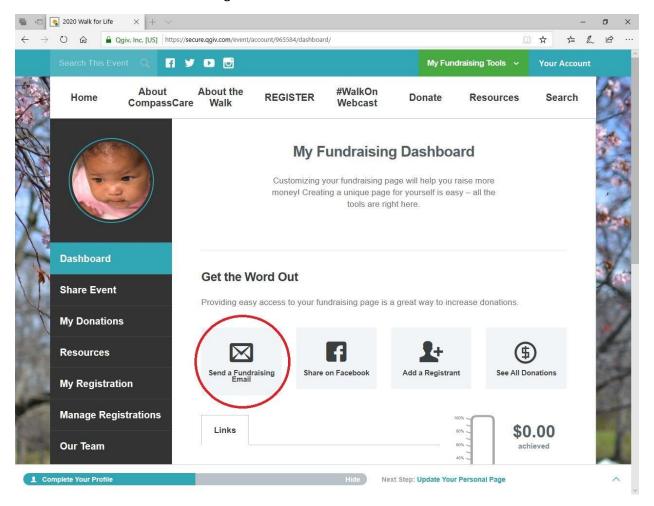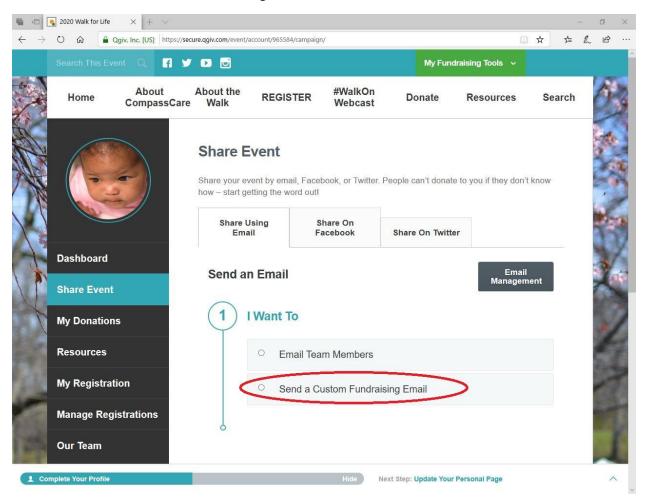# How to Email Sponsors from Your Fundraising Page

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.
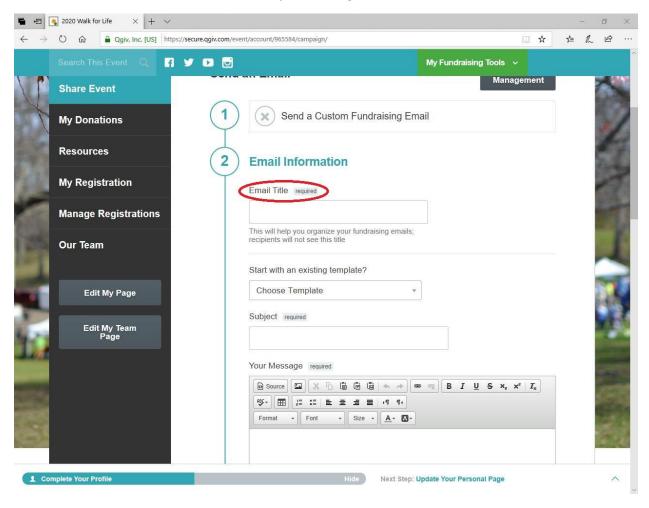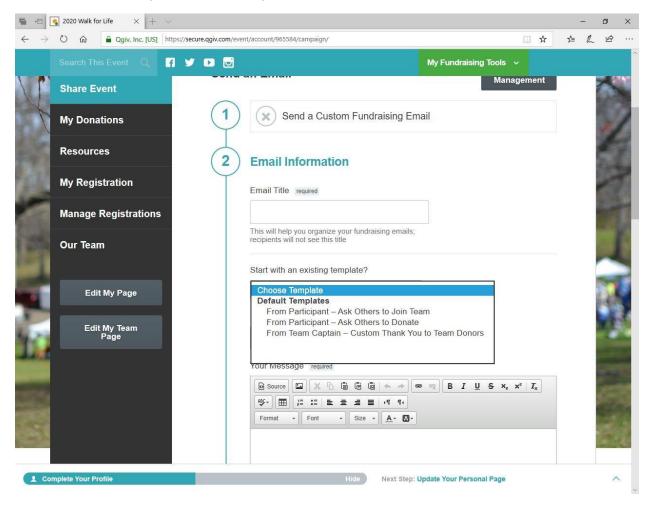- Click on "Send a Fundraising Email."

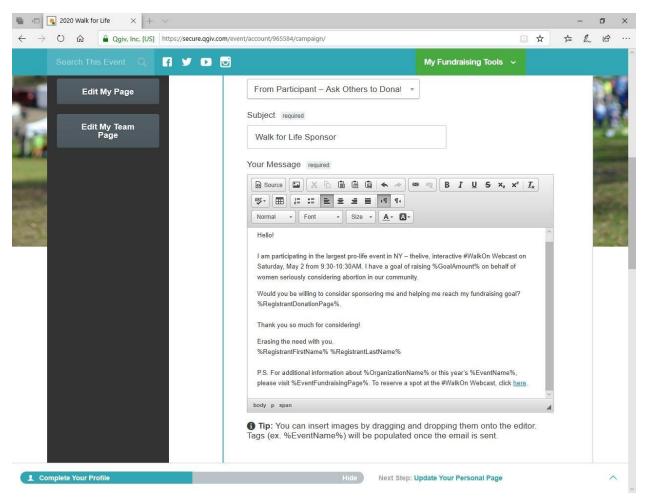## Step 2:

- Select "Send a Custom Fundraising Email."

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

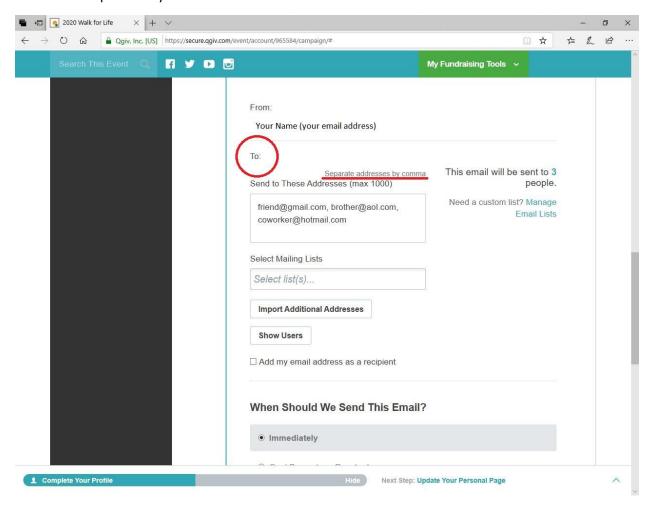- Select the template "From Participant – Ask Others to Donate"

- Personalize the email.
- Note: The email will contain several terms such as "%RegistrantFirstName%." Those will be automatically filled with your information.
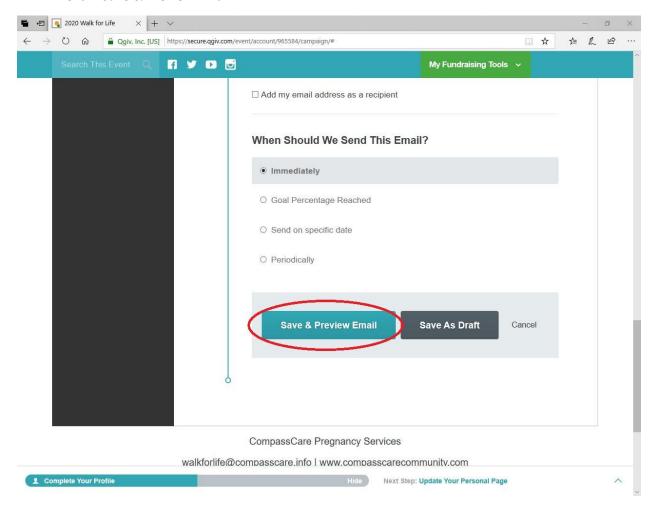
Step 3:

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

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

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."