We've found that participants who send emails from their participant center raise more than twice as much as those who don't.

We want to make it easy for you to spread the word about your fundraising page to your contacts. Here's a simple how-to guide to help you send out some emails! Keep an eye out for this color blue—that's how we'll call out action spots!

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9. **SEND!**

1. Access My Participant Center

From pancan.org/diy, select "Log In" in the top right corner.
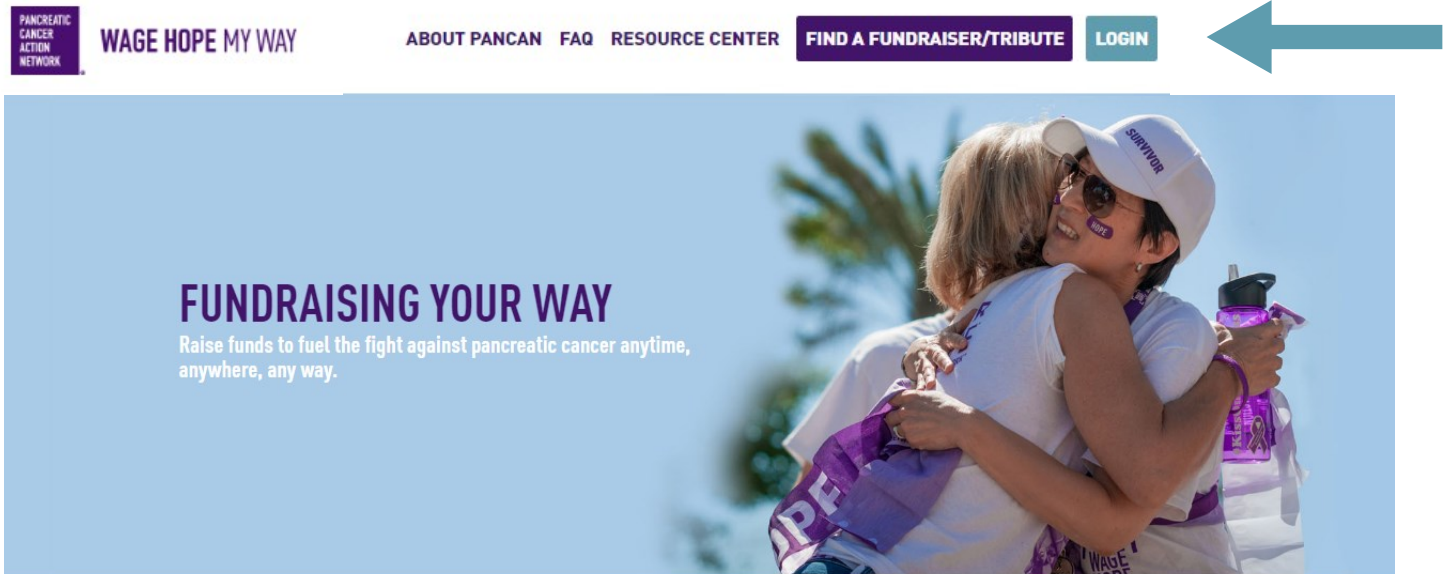
2. Log in with the username you created during registration

If you forgot your username and password, enter your email to be sent your username and a reset password link.

3. **Select the appropriate event**
   If you are registered for multiple events, they will all be listed on the next screen. Click the event name to access My Participant Center for the event you would like to send emails about.

   If you are only registered for one event, that event will be the only one listed on this screen. Click the event name to access My Participant Center.

   ## Participant Center
   You are registered for these events:

   2023 Wage Hope My Way- DIY Events

4. **Select "Send Emails"**
   Next, you will be brought to the main page of your Participant Center. Here, you will see multiple choices you can explore on customizing your fundraising page.

   PERSONALIZE PAGE   **FUNDRAISE ON FACEBOOK**   **SEND EMAILS**   **RESOURCES**   **DONORS**
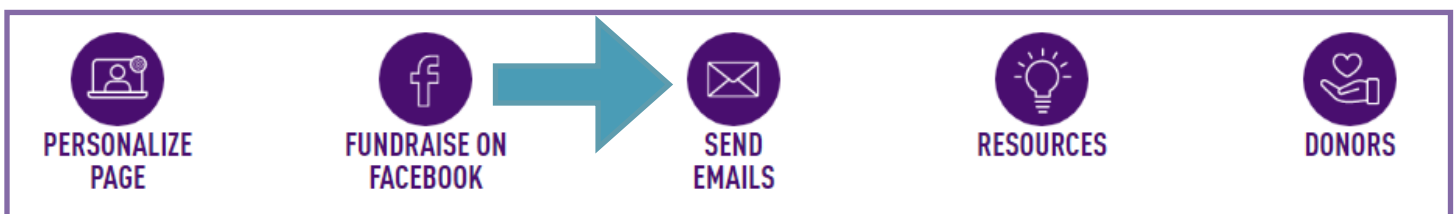
   Select the third option— Send Emails. This will be a great resource on sending out messages to potential donors, and thanking your supporters.

5. Select your template — * *Below is a snapshot of what your* ***Send Emails*** *page will look like.* Click the Use a template dropdown box to explore the different templates you can use to email your network, such as Solicitation and a Thank You message. In addition to various templates, you can also choose a blank message template to populate yourself.

When you choose a template, the subject is auto-populated. If you begin a message and need more time before sending, it will automatically be saved in **Drafts**.

PERSONALIZE PAGE

FUNDRAISE ON FACEBOOK

SEND EMAILS

RESOURCES

DONORS

SEND EMAILS

COMPOSE MESSAGE

➔ Drafts **1**

➔ Sent Messages **3**

CONTACTS

➔ All Contacts **3**

Recipients (separate multiple email addresses with a comma)

Use a template

Subject

☐ Include personalized greeting **What's this?**

Please select your recipients before composing your message.

H1 H2 H3 P **B** *I* U ...

CURRENT LAYOUT:

No image available

WHMW 2023 - PC Stationery for DIY

PREVIEW & SEND

SAVE AS TEMPLATE

6. Create your message

Use the text field to customize your message. You can personalize it as much or as little as you like, but do ensure that you have checked the email for blank information (such as "**insert personal fundraising page)**", recipients name / your name - those are in parenthesis and are intended for you to input your personal information). You can also change the subject line, and save as template.

SEND EMAILS

COMPOSE MESSAGE

Drafts **1**

Sent Messages **3**

CONTACTS

All Contacts **3**

jsmith@gmail.com

Initial solicitation

Take Bold Action to Fight Pancreatic Cancer

☐ Include personalized greeting **What's this?**

Please select your recipients before composing your message.

H1 H2 H3 P **B** *I* U ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ 🖼 % ↺ ↻

Dear **(Name)**,

PanCAN's mission is to improve the lives of everyone impacted by pancreatic cancer and it's very important to me. I'm asking you to donate to my fundraiser to make sure PanCAN continues to offer lifechanging programs and services to patients and their families. Every dollar matters.

Your gift of $25 can help PanCAN Patient Services provide free, personal one-to-one support to someone facing pancreatic cancer – and continue working to create a world in which all patients with pancreatic cancer will thrive. Please visit **(insert personal fundraising page name/link)** to help PanCAN continue working to create a world in which all patients with pancreatic cancer will thrive.

With gratitude,

(Your Name)

CURRENT LAYOUT:

No image available

WHMW 2023 - PC Stationery for DIY

PREVIEW & SEND   **SAVE AS TEMPLATE**

7. **Select your recipients**
    Click **All Contacts** . On this page, you can add your contacts or import contacts from your address book (see our helpful guide on adding contacts to your participant center if you need help).

    From this page, you can select which of your contacts you would like to send your email to. Simply click the checkbox next to their name, and they will be added to the recipient list.

SEND EMAILS

COMPOSE MESSAGE

EMAIL ALL   EMAIL SELECTED   DELETE SELECTED   ADD TO GROUP

ADD A GROUP   ADD CONTACT   IMPORT CONTACTS

➔ **Drafts** [4]

➔ **Sent Messages** [3]

CONTACTS

➔ **All Contacts** 4

☐ **ALL CONTACTS**   Search 🔍

☐ Richard Evans <REvans@gmail.com> 🗑

☐ Jack Rogers <JRogers@gmail.com> 🗑

☐ John Smith <JSmith@gmail.com> 🗑

☐ Lisa Thompson <LThompson@gmail.com> 🗑

You can also do the following:

*   Add a group of special recipients to receive certain types of emails
*   Add a new contact
*   Important Contacts from: Gmail, Yahoo! Mail, or from a generic .csv file

8. **Preview your message**
   Click "Preview & Send"

   Take one last look at your message and make sure you're happy with the way it looks. A link to your Page will automatically be added to the bottom of your message.

   PREVIEW

   Subject:
   Let's Rewrite the Story of Pancreatic Cancer

   Message:

   You can help rewrite the future for pancreatic cancer patients.

   WAGE HOPE MY WAY

   Dear Richard,

   PanCAN's mission is to improve the lives of everyone impacted by pancreatic cancer and it's very important to me. I'm asking you to donate to my fundraiser to make sure PanCAN continues to offer lifechanging programs and services to patients and their families. Every dollar matters.

   Your gift of $25 can help PanCAN Patient Services provide free, personal one-to-one support to someone facing pancreatic cancer – and continue working to create a world in which all patients with pancreatic cancer will thrive. Please visit (insert personal fundraising page name/link) to help PanCAN continue working to create a world in which all patients with pancreatic cancer will thrive.

   With gratitude,
   Jane

   A link to your Page will automatically be added to the bottom of your message.

   CONTACT PanCAN PATIENT SERVICES
   for free pancreatic cancer information, resources and personal one-to-one support.
   877-2-PANCAN
   patientservices@pancan.org

9. **SEND!**
   Once you're satisfied with your message, click "Send!"