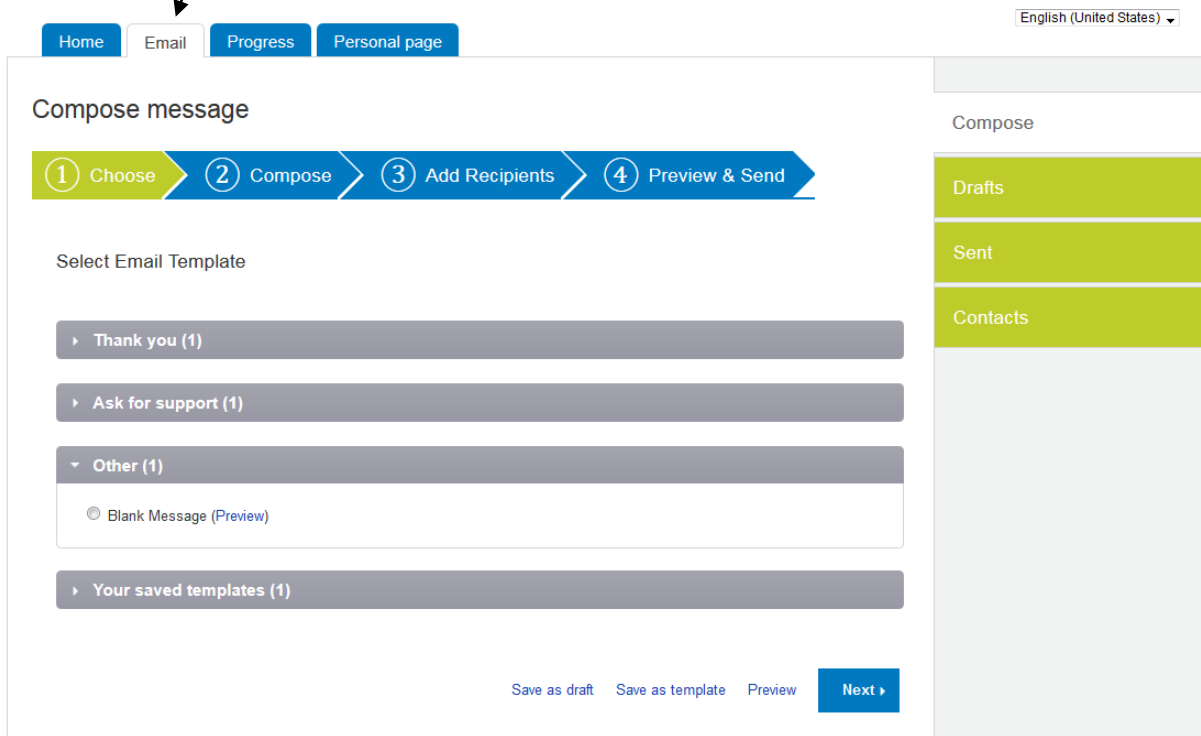


How to send an email

1. Log in to your Fundraising Center



2. Click on the Email tab



3. Chose an Email Template that you want to use – Click Next

English (United States) ▾

Home Email Progress Personal page

Compose message

1 Choose 2 Compose 3 Add Recipients 4 Preview & Send

Select Email Template

- Thank you (1)
- Ask for support (1)
- Other (1)
 - Blank Message (Preview)
- Your saved templates (1)

Save as draft Save as template Preview **Next ▶**

Compose

Drafts

Sent

Contacts

4. Edit the copy as you wish – Click Next

English (United States) ▾

Home Email Progress Personal page

Compose message

✓ Choose 2 Compose 3 Add Recipients 4 Preview & Send

Subject: Please support me

Include personalized greeting (What's this?)

Font family Font size

B *I* U ABC [List icons]

Hello!

I've teamed up with Be The Match® to raise money for my special occasion to help match volunteer marrow donors with patients who have blood cancers, like leukemia or lymphoma. Most patients needing a marrow transplant need to turn to the Be The Match Registry® to find an unrelated donor.

But, Be The Match doesn't stop there. The organization also helps cover uninsured costs for patients like co-pays or transportation to and from the hospital, and they fund research projects to improve transplant success.

With your gift, we'll be able to continue adding new potential matches to the marrow registry, researching breakthroughs in the science of transplant, and improving care and services for post-transplant patients.

I invite you to contribute to my efforts by clicking "Click here to visit my personal page" below and making a contribution of whatever amount you can. Your donation will help patients who rely on Be The Match for a second chance at life.

Thanks in advance for your support!

▼ Current layout: TBTM Life Events (done selecting)

TBTM Life Events patients HOPE
TBTM Life Events - Give Patients Hope

Save as draft Save as template Preview **Next ▶**

Compose

Drafts

Sent

Contacts

5. Either Add a contact one at a time or Import contacts

English (United States) ▾

Home Email **Progress** Personal page

Compose message

✓ Choose > ✓ Compose > **3 Add Recipients** > 4 Preview & Send

Add contact **Import contacts**

Available Contacts

Contacts ▾ Search

Name	Email
Kristi Lindstrom	v999@hotmail.com

Recipient List

Name	Email	Actions
------	-------	---------

Save as draft Save as template Preview **Next ▶**

Compose

Drafts

Sent

Contacts

6. Once you click on the box it will move it to the Recipient List – Click Next

The screenshot shows the 'Compose message' interface with a progress bar indicating the current step is '3 Add Recipients'. Below the progress bar, there are buttons for 'Add contact' and 'Import contacts'. The 'Available Contacts' list shows 'Kristi Lindstrom' with email 'v999@hotmail.com' selected. The 'Recipient List' table below shows the contact has been added:

Name	Email	Actions
Kristi Lindstr...	y999@hotma...	Edit X

At the bottom of the interface, there are buttons for 'Save as draft', 'Save as template', 'Preview', and 'Next'. A sidebar on the right contains 'Compose', 'Drafts', 'Sent', and 'Contacts'.

7. You'll be able to review your message before sending – Click Send

The screenshot shows the 'Compose message' interface with the progress bar at step '4 Preview & Send'. The message content is visible:

Please support me

TEAM BE THE MATCH

Hello!

I've teamed up with Be The Match® to raise money for my special occasion to help match volunteer marrow donors with patients who have blood cancers, like leukemia or lymphoma. Most patients needing a marrow transplant need to turn to the Be The Match Registry® to find an unrelated donor.

But, Be The Match doesn't stop there. The organization also helps cover uninsured costs for patients like co-pays or transportation to and from the hospital, and they fund research projects to improve transplant success.

With your gift, we'll be able to continue adding new potential matches to the marrow registry, researching breakthroughs in the science of transplant, and improving care and services for post-transplant patients.

I invite you to contribute to my efforts by clicking "Click here to visit my personal page" below and making a contribution of whatever amount you can. Your donation will help patients who rely on Be The Match for a second chance at life.

Thanks in advance for your support!

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

BeTheMatch.org | Update Your Preferences | Privacy Statement | Unsubscribe | Contact Us

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If you unsubscribe, your e-mail address will be removed from general Be The Match® and Be The Match Foundation® e-communications. If you're a member of the registry and receive the registry member monthly e-newsletter and other member communications, you will continue to receive them. We must keep our registry member e-mail list separate to protect your confidentiality. Every e-mail includes a link at the bottom you can use to unsubscribe from the e-mail if you wish.

POWERED BY **blackbaud** nonprofit software

At the bottom, there are buttons for 'Save as draft', 'Save as template', and 'Send'. The sidebar on the right remains the same.

After you have sent your email you can always go back to Sent and see when, which email and who you sent it to.

The screenshot shows an email composition interface. At the top, there are navigation tabs: Home, Email, Progress, and Personal page. A language dropdown menu is set to "English (United States)". The main heading is "Compose message". Below this is a progress bar with four steps: 1 Choose (highlighted in green), 2 Compose, 3 Add Recipients, and 4 Preview & Send. The "Select Email Template" section contains three expandable categories: "Thank you (1)", "Ask for support (1)", and "Other (1)". The "Ask for support (1)" category is expanded, showing a radio button next to "Asking for support (Preview)". At the bottom right, there are buttons for "Save as draft", "Save as template", "Preview", and "Next >". On the right side, a sidebar contains a list of folders: Compose, Drafts, Sent, and Contacts. The "Sent" folder is highlighted in green, and an arrow points from the text above to this folder.