Importing Contacts

To import contacts from Gmail or Yahoo, or upload a spreadsheet of contacts to serve as the audience for your email messages, click the "Import contacts" button on the right and follow the instructions.

IMPORT CONTACTS

○ Import contacts from Gmail

○ Import contacts from Yahoo!

○ Upload a list of contacts using .CSV file format

NEXT   CANCEL

Once your contacts have been added, you can use the tools available in the "Contacts" page to arrange them into groups, and monitor whether they have opened your emails, visited your fundraising page, or made a donation.

Filter by Group

All Contacts   32

Donors

Non-donors

Teammates

Non-teammates

Past Donors

Past Donors Who Haven't Donated

were on your team in the prior event

were on your team in the prior event but have not registered for this event

Never emailed

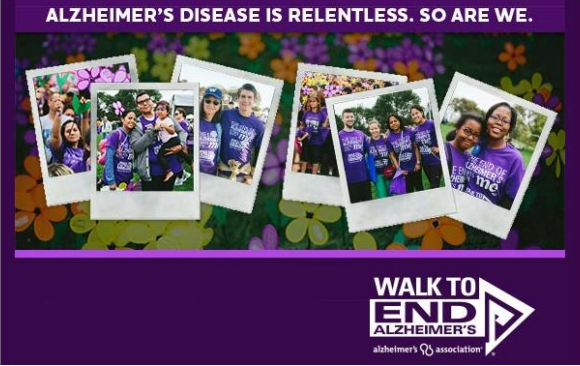Needs follow-up

Unthanked donors

≡+ New group

Preview and Sending Messages

Review your message and make any necessary changes. From here, you can choose to send the message, save as draft, preview and/or save as template (a good idea for an email you plan on sending again to future friends/family). A link to your personal page will be included at the bottom of each message you send from your Participant Center.