

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** 3+
- 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](#)

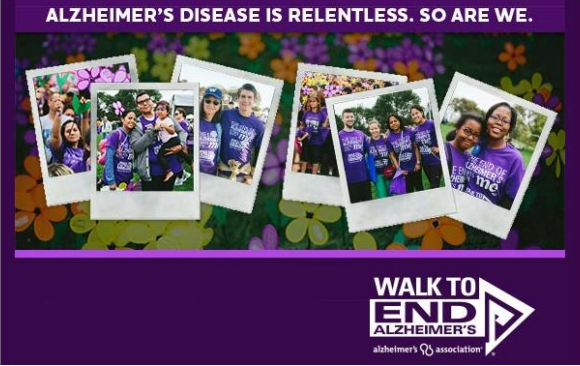
Preview and Sending Messages

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.

PREVIEW AND SEND

SEND TO 1 CONTACT **BACK**

From: Amy Harrod
Reply Email: amyharrod@hotmail.com
To: Amy Harrod <aharrod@alz.org>
Subject: Alzheimer's disease is relentless. So are we.
Stationery: Choose a Stationery (optional) ▼





Dear Amy,

Worldwide, an estimated 47 million people are living with Alzheimer's and other dementias, including more than 5 million Americans. The disease is all around us, but the power to stop it is within us.

I'm participating in the Alzheimer's Association Walk to End Alzheimer's® to raise awareness and funds to advance the global fight against Alzheimer's. Will you join me?

Visit my page and click "join my team."

Thank you!

[Click here to visit my personal page.](#)
If the text above does not appear as a clickable link, you can visit the web address:
http://act.alz.org/site/TR?tx=9774451&pr=personal&fr_id=10695&et=F&ksLqdDP3vCo3_0snQZn&_

[Click here to view the team page for Alzheimer's Eliminators](#)
If the text above does not appear as a clickable link, you can visit the web address:
http://act.alz.org/site/TR?team_id=382748&pr=team&fr_id=10695&et=1&_sample=3R08XVodN3_0see

If you no longer wish to receive email messages sent from your friends on behalf of this organization, please [click here](#) or paste this URL into your browser: <http://act.alz.org/site/TellFriendOpt?action=optout&toe=cd-890880e23976049b2ea0fee815445f>