

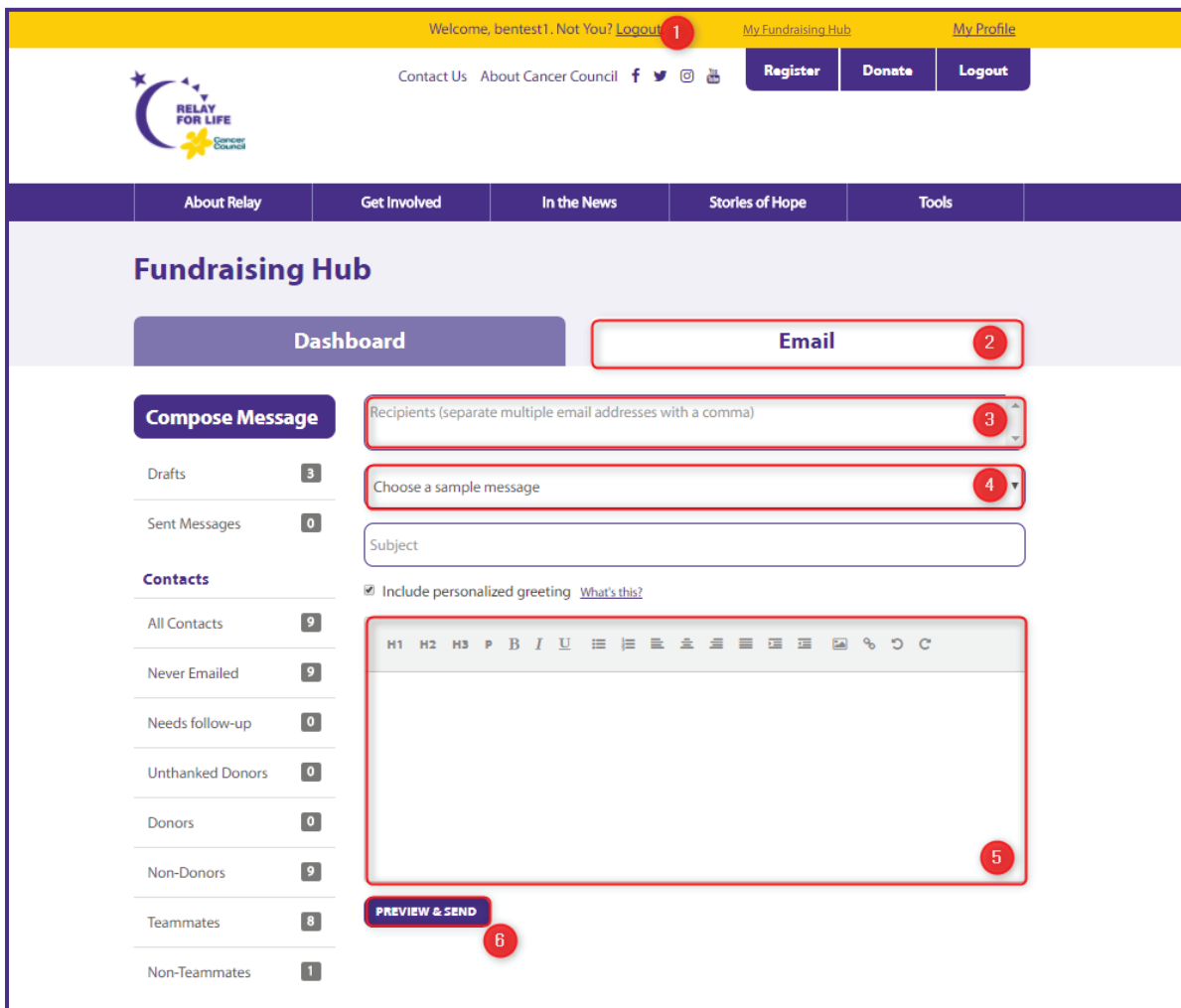
Sending emails from your Fundraising Hub




relayforlife.org.au

Sending an email is a great way to ask your friends, family and colleagues to support you and your team in Relay For Life. We have a number of pre-written emails ready for you to use - whether you're recruiting members for your team, asking for donations or thanking your supporters, our email hub has the message for you.

1. Login to your Fundraising Hub. If you are already logged in, click on the 'Fundraising Hub' link at the top of the page.
2. Click on the 'Email' tab.
3. Click on the 'Recipients' box to type the email address of your recipient.
4. Use the pre-written templates for your requirements, whether you're sending the email to join your team or ask people for donations.
5. If you would like to craft your own email, simply click in the blank box and type your message.
6. Once you are happy you can send, save or preview your work.



 Tip: A link to your Fundraising Hub will automatically be added to your email. This won't appear in the preview, but you can send a test email to yourself if you would like to see the email layout.

 Tip: Remember to save your work. If you are not active in your Fundraising Hub for more than 15 minutes the system will log you out and you will lose your work.