How to Send Emails from Your ZERO Prostate Cancer Run/Walk Fundraising Page
Step-by-Step Guide
STEP 1

**Login in to your participant center.**

Click the icon in the top right-hand corner or click the login button in the bottom right-hand corner of the screen.
STEP 2

**Fill in your login details.**

A pop-up will appear towards the bottom of the screen to fill in your login details. *Contact us if you need to remember your login and password.*

![Login page](image)

STEP 3

**Once you have logged in, your participant center will appear, click "Email".**

![Participant center](image)

*What to do next?*

- Set up your Personal Page
  - Customize your Personal Page with a story about why you are raising funds for this cause. Choose an easy-to-remember web address, add photos or video, and turbo-charge your fundraising efforts!

- Add Contacts to Your Address Book
  - Add contacts to email from your personal Address Book on our site.

- Send an Email
  - You have sent no emails to your family or friends. Add them to your Address Book and email them about your fundraising effort.
STEP 4
Click on compose message.

Do you just want to email one person or a group of individuals, not part of a group? Select "Compose Message" and manually input the emails in the "Recipients" box.

STEP 5
Under "Contacts" create a new group and save for future emails, click "Add Group"

Here, you can add a new group, a single contact, or contacts from your email or a pre-existing list of emails. Once you have added your contacts, select your desired emails and click "Add to Group" to sort them into your preferred group.
STEP 6
To import contacts, select your desired method, click next.

STEP 7
Once you have imported or added your contacts manually, select your desired group from the "Contacts" list.
Once you have selected your desired group, click "Email Group".
STEP 8

Once you are ready to start typing, use one of our templates or write your own custom message.

Select a template from an existing option in "Use a Template." Please always proofread your message before you send it. There are fields you MUST customize to make it personalized if you use one of our templates.
STEP 9

Ready to send? Click on "Preview & Send."

*Remember to include your name!* Once you customize the template, you can select "Save as template" to save your customized template for future emails (see previous step).

This year, I am participating in the ZERO Prostate Cancer Run/Walk to ZERO out prostate cancer and I need your help to support men and families affected by this disease. Can I count on you to make a gift to ZERO Prostate Cancer to help me achieve this goal? I am connecting patients in need with many financial stressors of their diagnosis and putting education and awareness resources in place.

Let’s celebrate and support the many inspiring men who are fighting this awful disease. Simplify the page and make a donation, which will ensure that local patients and families do not have to fight alone. Please support me by making a donation. I greatly appreciate your support and will keep you updated on my progress!

ZERO - The End of Prostate Cancer is a federal 501(c)3 nonprofit organization and recognized Charity Navigator and as a Wise Giving Charity by the Better Business Bureau.

With gratitude,

[INSERT YOUR NAME HERE]

P.S. Want to get even more involved? Ask me about joining my team.

Preview & Send
STEP 10

Looks Good! Click send.

Pro Tip: Customize your message, proofread it, and include a call to action!

Awesome! You are one step closer to reaching your fundraising goal.