

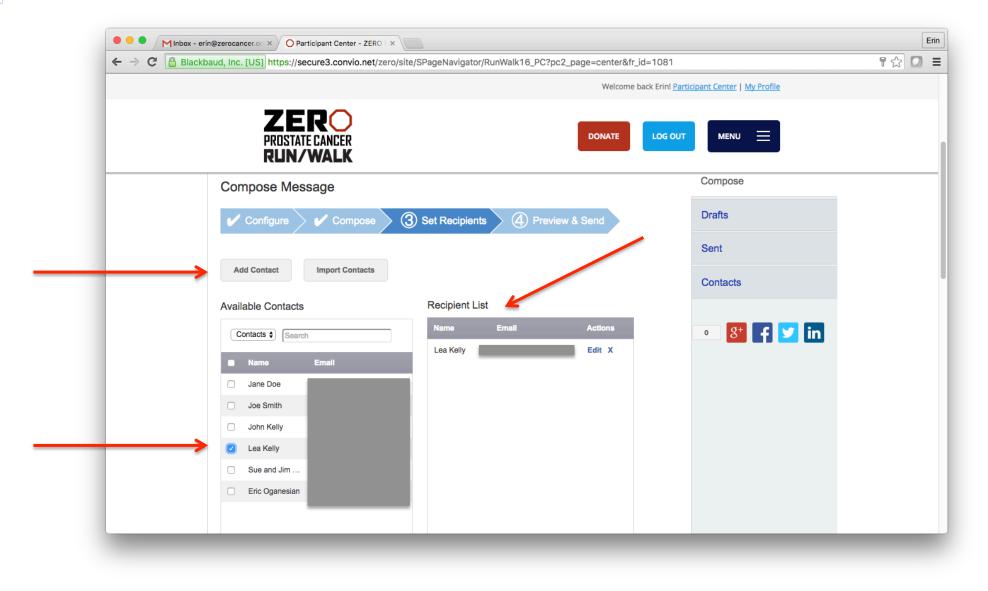
- 1. Go to <u>www.zeroprostatecancerrun.org/YOURCITYNAME</u> and log in using the Username and Password you set up when you registered your team.
- 2. When you log in, you should see your Participant Center pop up. The Participant Center will give you access to your team page, your personal page and detail your team's fundraising progress. WE suggest editing your personal and team pages to share a little bit about your journey to ZERO and why you are participating in the race.
- 3. The Participant Center also lets you send pre-written emails to your contacts. There are messages prepared for recruiting team members, asking for donations and a blank template you can use to thank donors. Select "Email" at the top of the Participant Center to access these messages.

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	Compose wessage			
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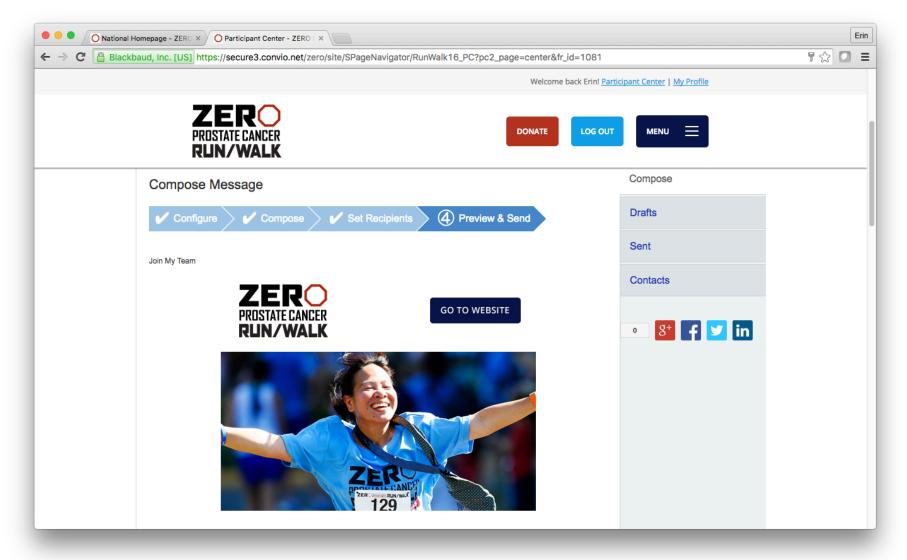
- 4. Select which email template you would like to use. For this example, I'm going to select "Recruiting" which you can use to ask friends and family to join your team.
- 5. Once you've selected the email template you would like to use, click "Next" at the bottom of the page.

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6. Next, you will compose your message. There will be a pre-written message there for you that is ready to go [©] You can also personalize it as much as you would like by typing your own message into the text box. Once again, click "Next" at the bottom of the page once you're done.



7. On this screen, you will add email contacts of the friends and family you would like to receive your message. Click, "Add Contact" to add emails. Once you add a contact, they will remain in your contact list at the left. To send them the email, click the check next to the name and it will move into your "Recipient List" at the right. Everyone on the "Recipient List" will receive the email. Once again, click "Next" to move onto the final step.



8. That's it! You're done! On this screen you will preview the message you put together and send it out to your contacts. Don't forget to schedule and send some follow up messages to your friends and family – people need reminders! ^(C)