

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

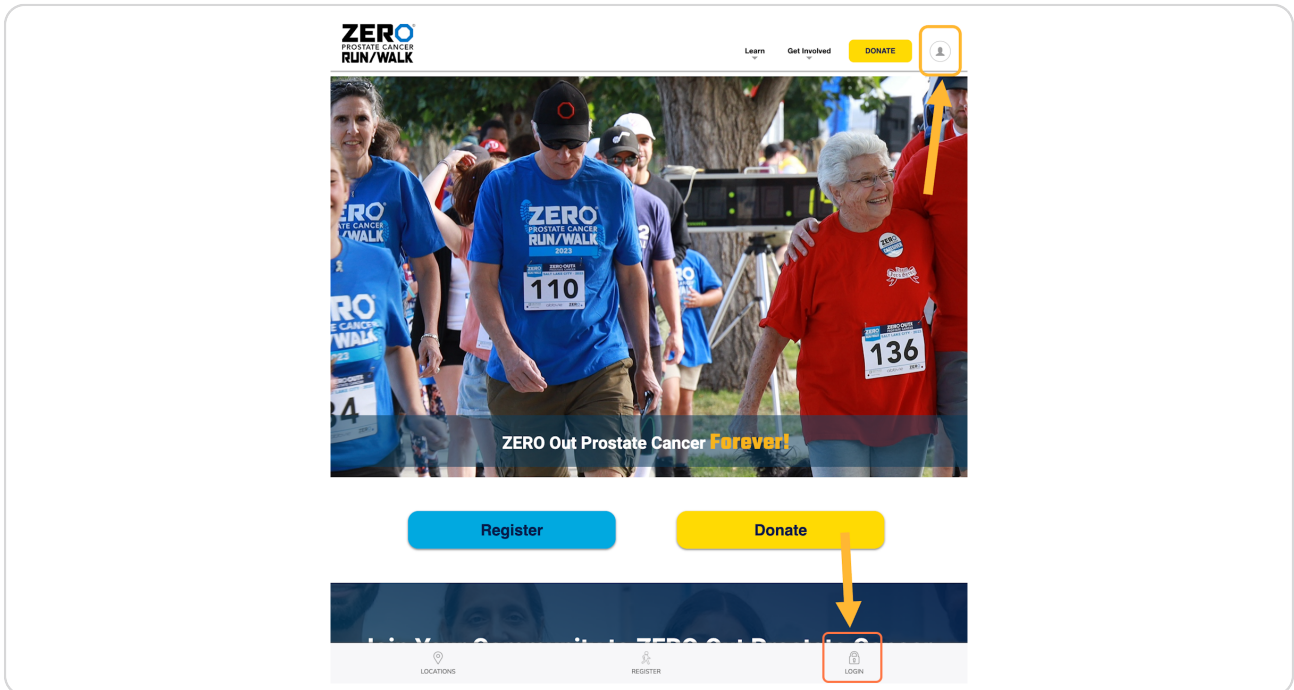


ZERO[®]
PROSTATE CANCER
RUN/WALK

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.*

Welcome back!

We Love to Help, if you need assistance with your login and password or help with registering please contact us at [\(202\) 303-3110](tel:2023033110).

Username

Password

[Forgot Password?](#)

Login

Not Registered? [Click here](#)

Log in using one of your preferred sites

[f](#) [G](#) [in](#) [+](#) [t](#)

LOCATIONS REGISTER LOGIN

STEP 3

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

ZERO
PROSTATE CANCER
RUN/WALK

Boston Run/Walk

Home **Email** Profile

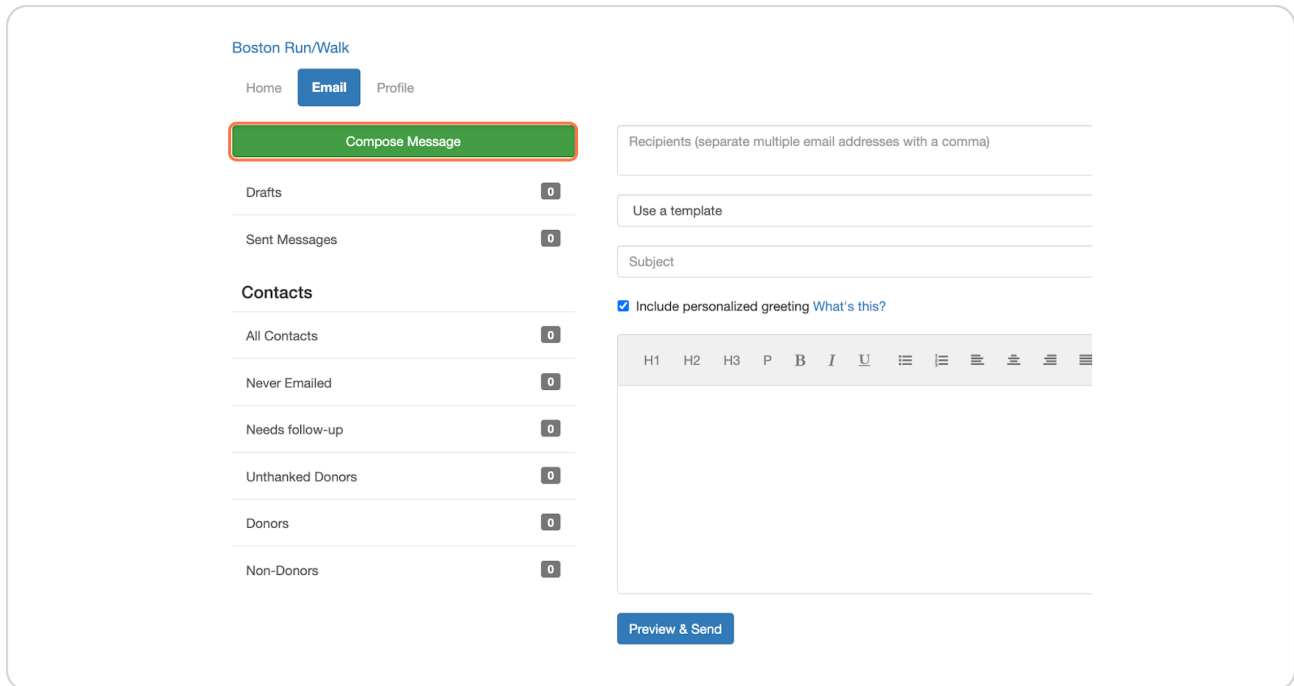
If you require any assistance or just want some more fundraising tips, please reach out to the National Events Team at races@zeroc. Get a head start on your efforts with the new [Run/Walk Participant Fundraising Guide](#) as well as the updated [Team Captains Gu](#). Want even more? Check out our [Tips & Tricks Page](#), where you'll find everything from how to effectively use social media, to askir

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.



The screenshot shows the 'Boston Run/Walk' email interface. At the top, there are navigation tabs for 'Home', 'Email', and 'Profile'. Below these, a green button labeled 'Compose Message' is highlighted with a red border. To the right of this button is a form for composing an email, including fields for 'Recipients (separate multiple email addresses with a comma)', 'Use a template', and 'Subject'. There is also a checkbox for 'Include personalized greeting What's this?' and a rich text editor with various formatting options like H1, H2, H3, P, B, I, U, and list creation. At the bottom right of the form is a 'Preview & Send' button.



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"

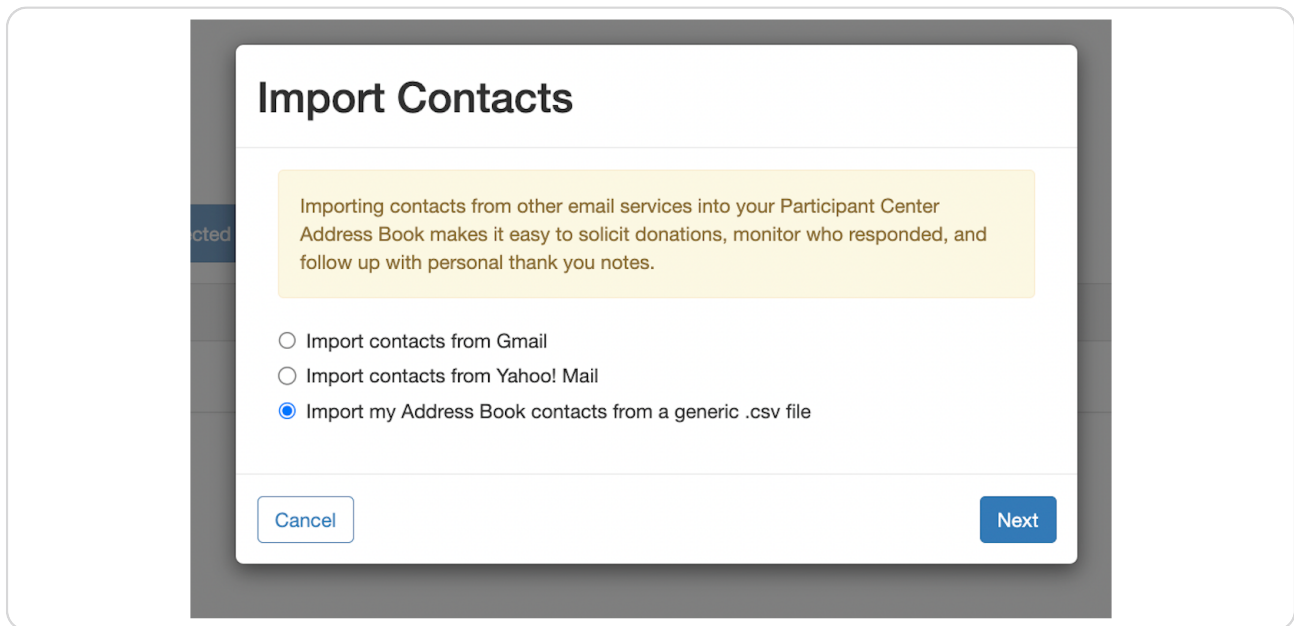
Here, you can add a new group, a single contact, or contacts from your email or a pre-existing list of emails. Once you have added your contacts, select your desired emails and click "Add to Group" to sort them into your preferred group.



The screenshot shows the 'Donors' contact list interface. At the top, there are buttons for 'Email Group', 'Email Selected', 'Delete Selected', and 'Add to Group'. On the right side, three buttons are highlighted with a red border: 'Add a group', 'Add Contact', and 'Import Contacts'. Below these buttons is a search bar with the text 'Search' and a magnifying glass icon. The main content area shows 'Donors' and 'No contacts to display.'

STEP 6

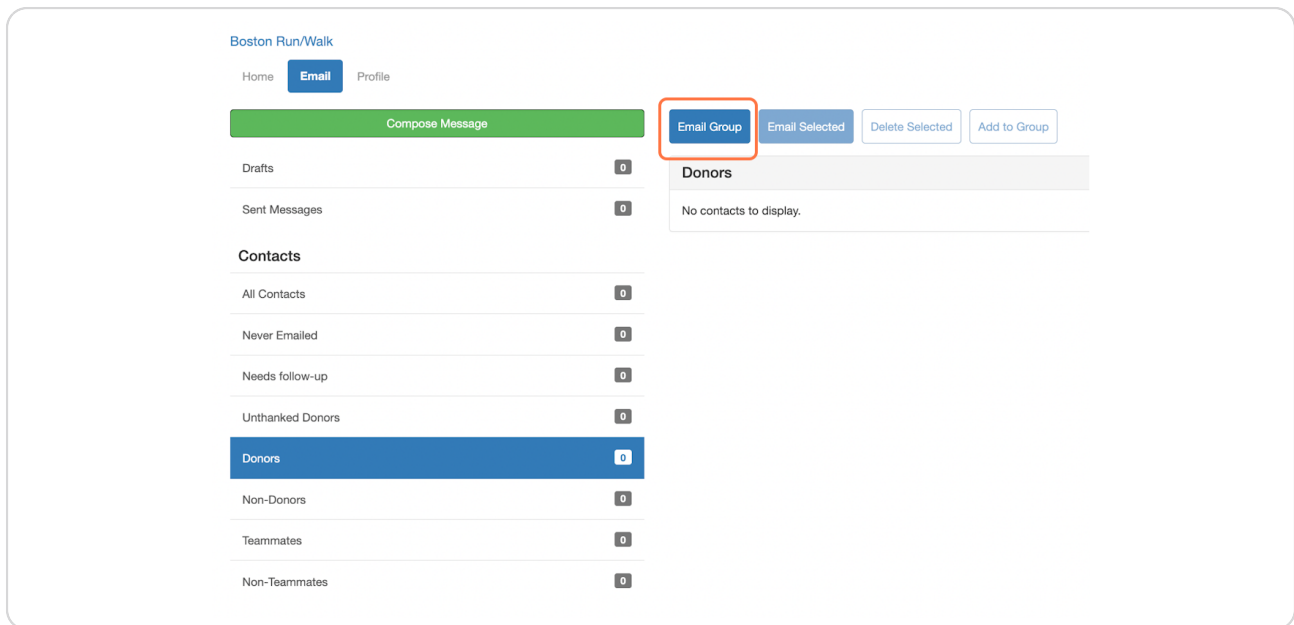
To import contacts, select your desired method, click next.



STEP 7

Once you have imported or added your contacts manually, select your desired group from the "Contacts" list.

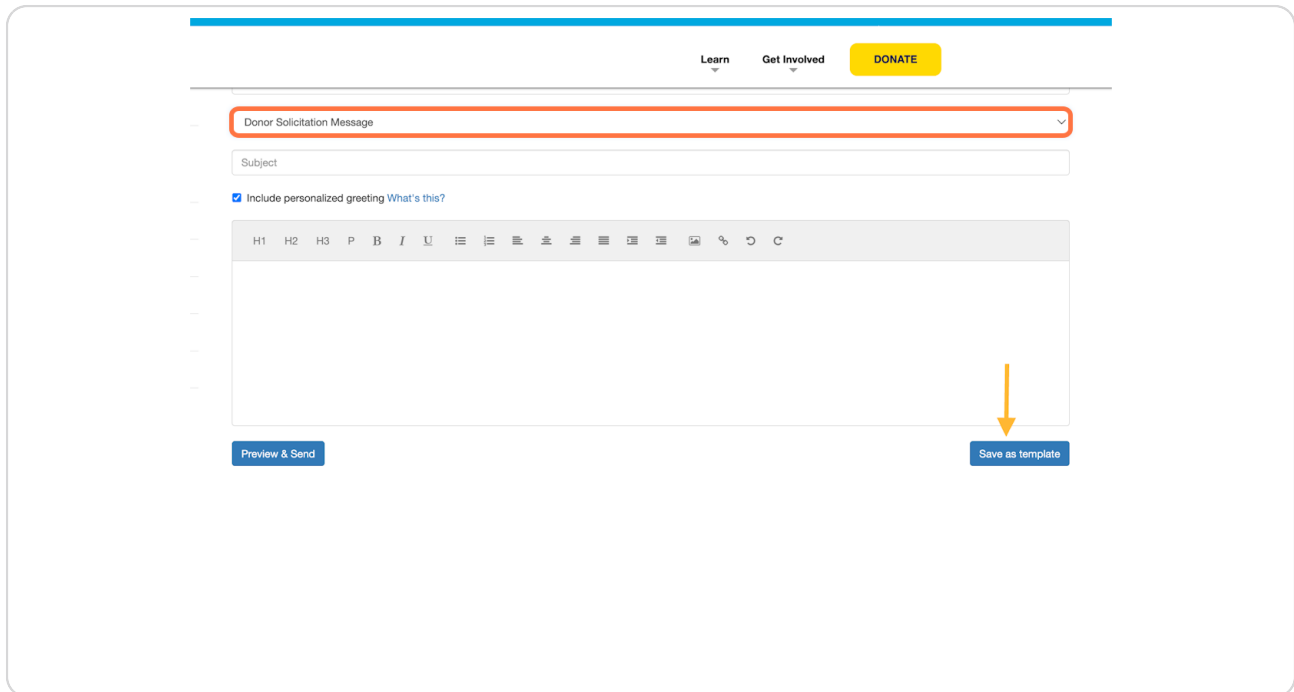
Once you have selected your desired group, click "Email Group".



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.



The screenshot shows a web interface for creating a message. At the top, there are navigation links for "Learn", "Get Involved", and a yellow "DONATE" button. Below this is a dropdown menu with "Donor Solicitation Message" selected and highlighted by an orange border. Underneath is a "Subject" input field. A checkbox labeled "Include personalized greeting What's this?" is checked. Below the checkbox is a rich text editor with a toolbar containing icons for text formatting (H1, H2, H3, P, B, I, U), lists, links, and other editing tools. At the bottom of the editor are two buttons: "Preview & Send" on the left and "Save as template" on the right. An orange arrow points down to the "Save as template" button.

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).

The screenshot shows an email editor interface. On the left, there is a vertical list of five horizontal lines, each with a small square icon containing the number '0'. The main area contains a draft email with the following text:

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?

When you make a gift to ZERO Prostate Cancer you are connecting patients in need with people who understand their many financial stressors of their diagnosis and putting education and awareness resources in their hands.

Let's celebrate and support the many inspiring men who are fighting this awful disease. Simply make a donation, which will ensure that local patients and families do not have to fight this disease 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]

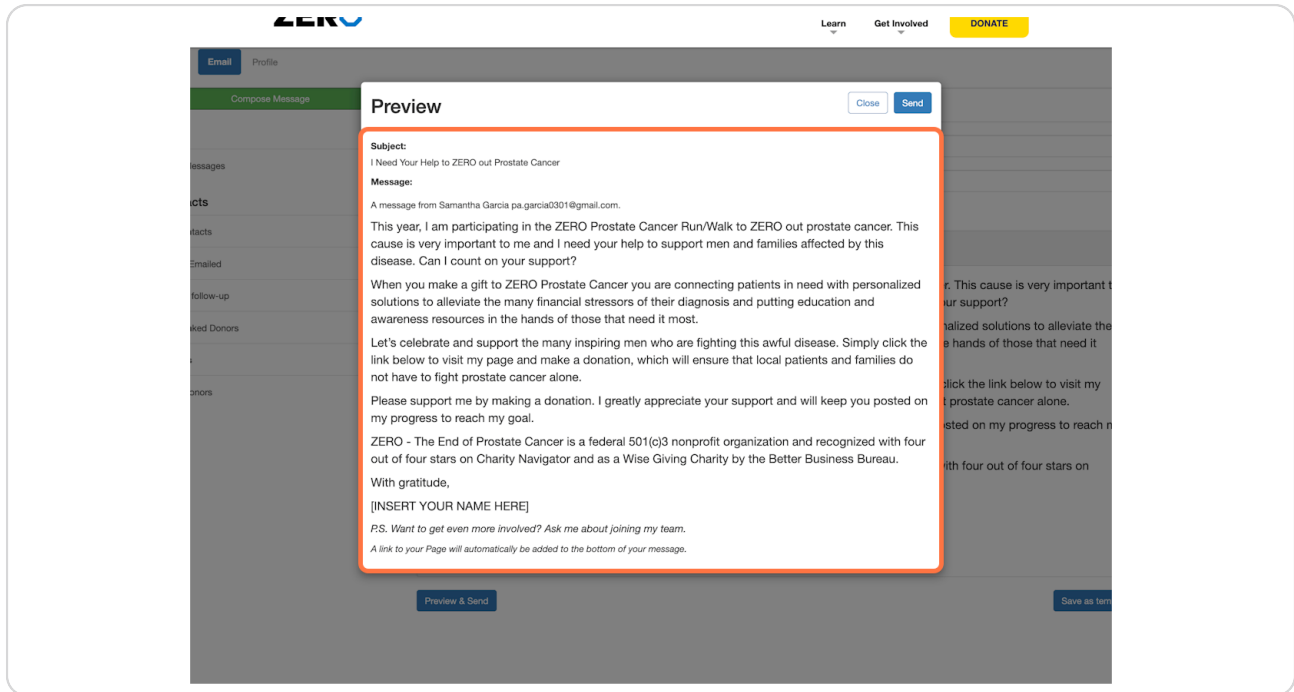
P.S. Want to get even more involved? Ask me about joining my team.

Below the email text is a blue button with the text "Preview & Send". At the bottom of the editor, there is a navigation bar with three icons and labels: a location pin icon labeled "LOCATIONS", a calendar icon labeled "YOUR PAGE", and a scissors icon labeled "PARTICIPANT CENTER".

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.