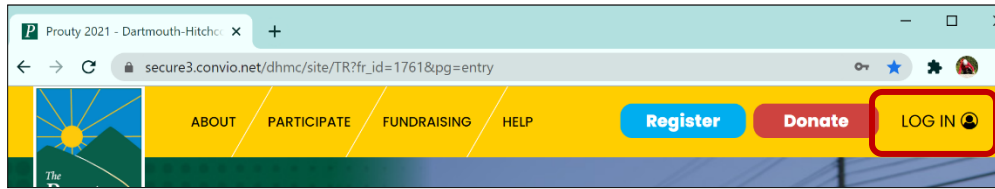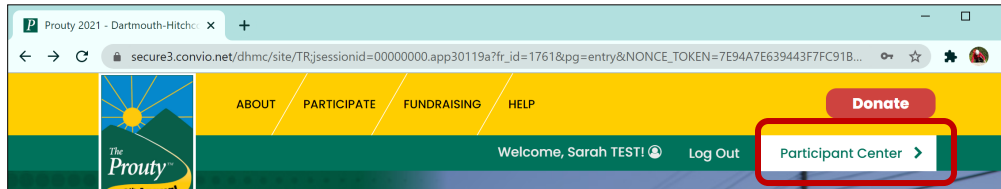# Participant Center Email 101
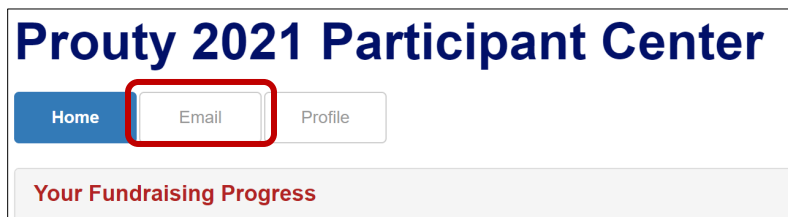
1. **Go to www.TheProuty.org and click login:**

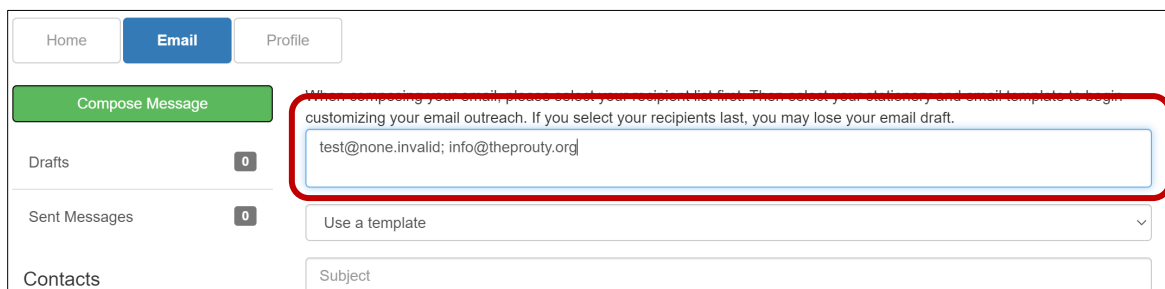2. **Click on the "Participant Center" Button:**

3. **Click on the "Email" Button at the top of the page:**
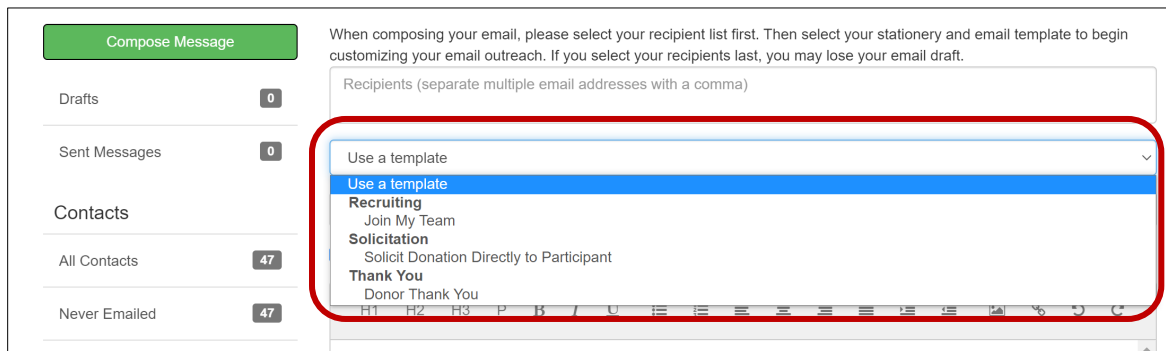

4. **Pick your email recipients.**
   a. **You can type or paste email addresses directly into the recipient box. Use a comma to separate email addresses!**

   b. **Or pick from the groups in the Contacts Menu on the left. Our system automatically makes groups based on teammates, past donors and people you've emailed in the past. Pick the group you want to email and then either click the "Email all button" if you'd like to email the whole group OR check the boxes on the names you wish to email and click the "Email Selected" button.** *Important Note – if you're using contact lists, please pick all email recipients before picking a template or drafting your email.*
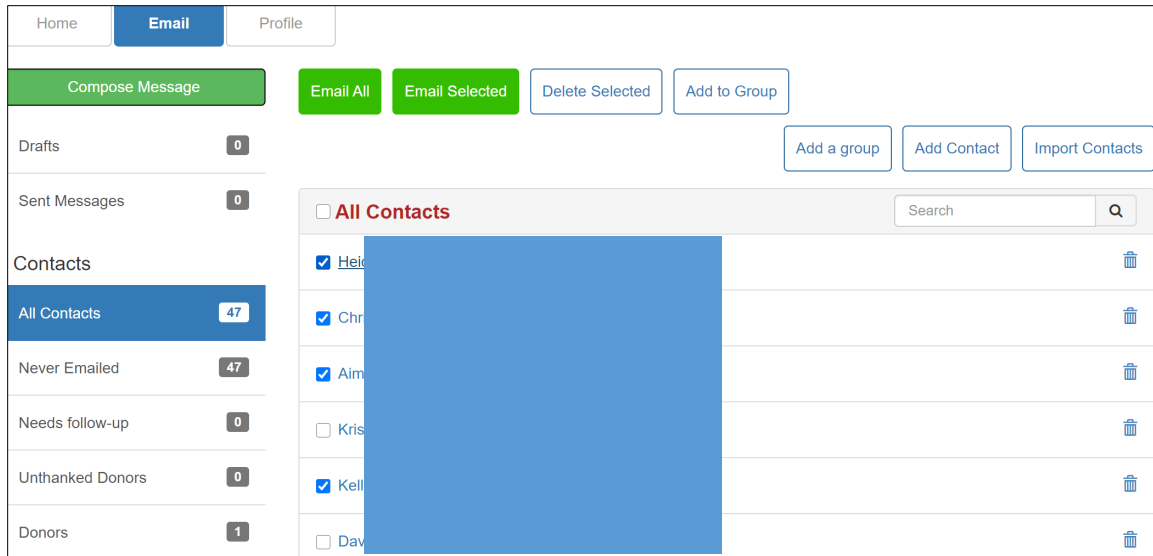
5. Optional – Use a Template! Pick from the drop down to use one of our templates. You can either send it as is or edit it to your liking.
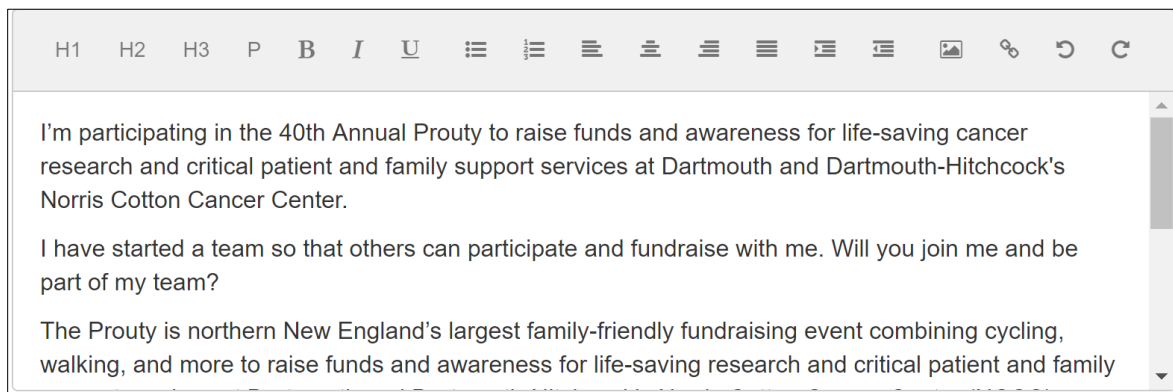

6. Add a Subject Line
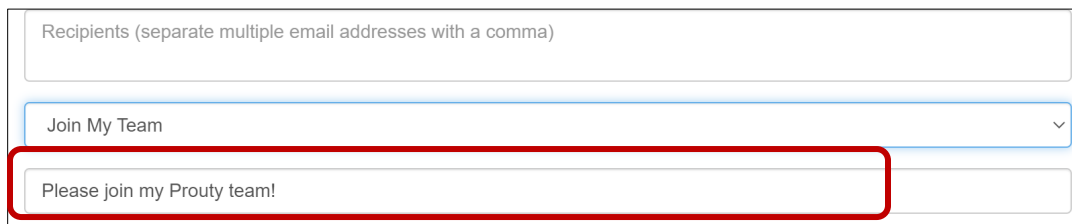
7. Edit or Create your email message

I'm participating in the 40th Annual Prouty to raise funds and awareness for life-saving cancer research and critical patient and family support services at Dartmouth and Dartmouth-Hitchcock's Norris Cotton Cancer Center.

I have started a team so that others can participate and fundraise with me. Will you join me and be part of my team?

The Prouty is northern New England's largest family-friendly fundraising event combining cycling, walking, and more to raise funds and awareness for life-saving research and critical patient and family

8. **Pick your email stationery – this is what the header of the email will look like!**

Current layout:

2021 Prouty Email Stationery_bike

2021 Prouty Email Stationery_golf

2021 Prouty Email Stationery_row

2021 Prouty Email Stationery_ultimate

2021 Prouty Email Stationery_walk
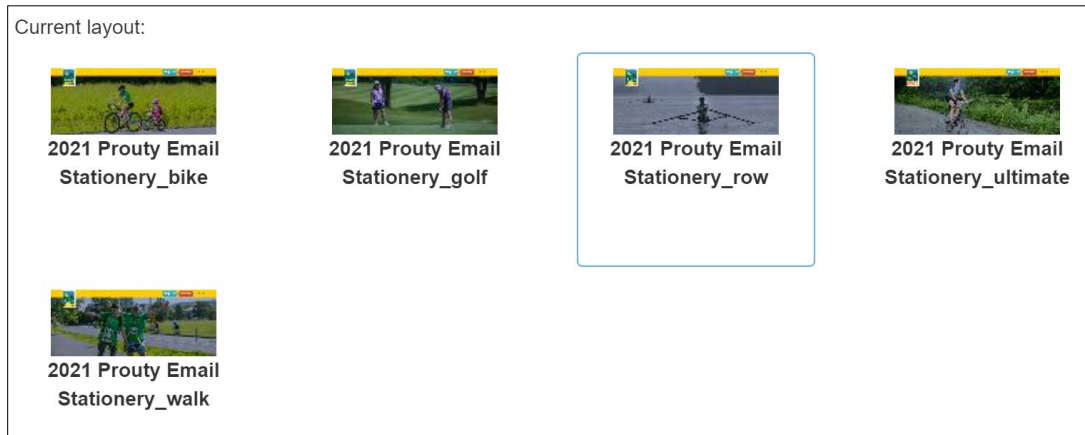
9. **Optional – Save as template – if you want to save your email to send to others, make sure to click the "Save as Template button" before sending your message!**

2021 Prouty Email Stationery_walk

Preview & Send

Save as template
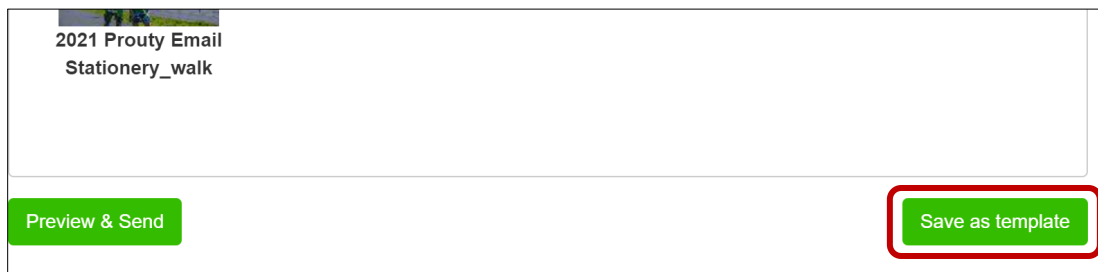
10. **Select the Preview & Send button to give your email one final review.**

2021 Prouty Email Stationery_walk

Preview & Send

Save as template
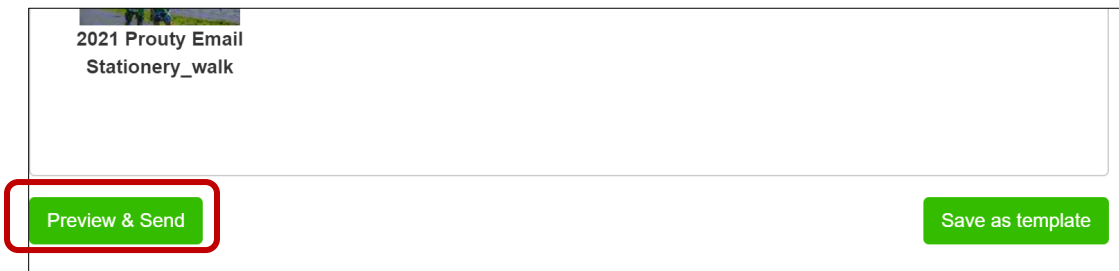
11. **If you're happy with the preview of your email, hit the "Send" button – and you're done! If you still want to make edits, simply hit the close button and you can continue editing.**

Preview

Close   Send

Subject:

Please join my Prouty team!
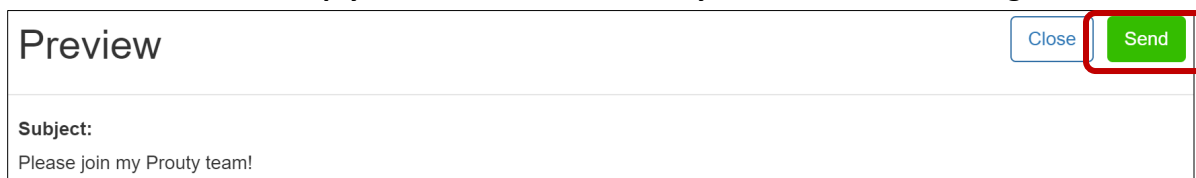
12. **Notes:**
    a. **You can view your draft and sent emails from the menu on the left.**
        i. **Please note that the sent message box may be quite slow to load – we are working with our software company to improve this.**
    b. **A lot of email carriers have strict spam filters, sometimes messages sent from your participant center might be sorted into your contacts' spam folders. This is not something we are able to control.**