

How to Email All Donors on a Donation Campaign Page

You can go to the Donation Campaign Page (ActiveGiving HQ), click on “View Reports”

Use the “**Donation Report**”, run it for All Dates, and then check the boxes next to the Donors names. Scroll to the bottom of the page and click on “**email selected contributors**”.

Once you click on that link, the system will route you into “**Send Emails**” tool >> **Contact Your Donors**. You can enter your subject line and email message and then click on **Send Email**.

DO NOT CLICK ON “EMAIL LATER” AS THIS FUNCTION DOES NOT WORK.