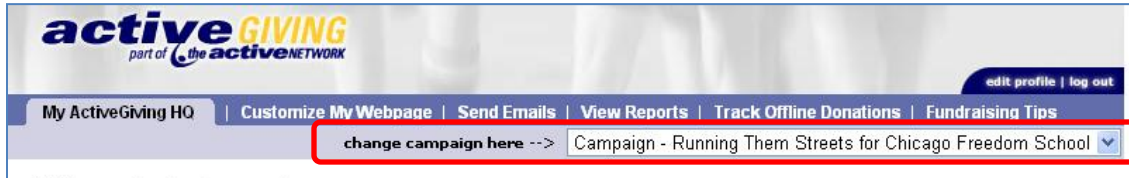


How to Email All Fundraisers (Individuals and Teams) on a Donation Campaign Page:

1. Go to www.active.com/donations
2. Enter your username and password, click **Continue**
3. Select the campaign from the drop down menu at the top of the page

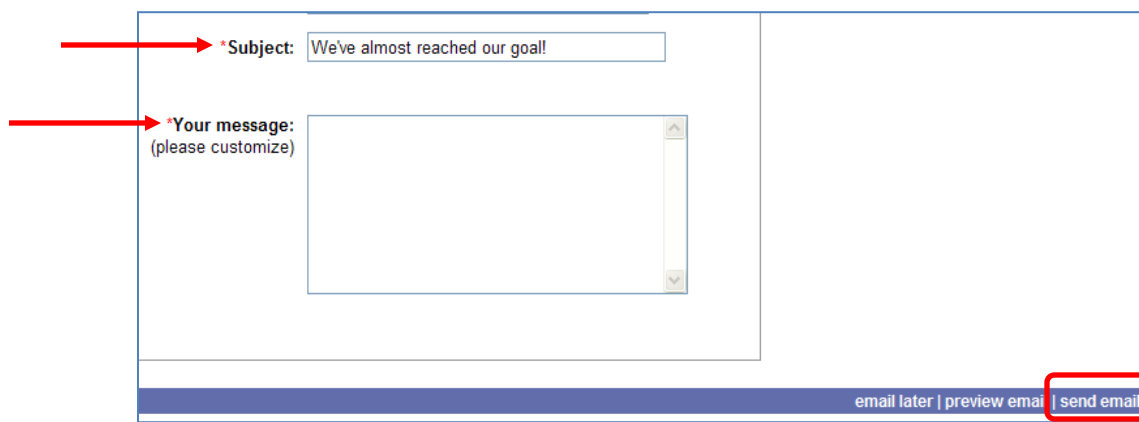


4. Click on the **View Reports** tab at the top of the page
 - a. If you do NOT have teams, click **Fundraiser Report**
 - i. Select **Use All Dates**
 - ii. Click **Get Report**
 - iii. Select all fundraisers you would like to email
 - iv. Scroll to the bottom of the page and click **email selected contributors**
 - b. If you do have teams, click **Comprehensive Fundraiser Report**
 - i. Select **Use All Dates**
 - ii. Click **Get Report**
 - iii. Select all fundraisers you would like to email
 - iv. Scroll to the bottom of the page and click **email selected contributors**



NOTE: Once you click on **email selected contributors**, you will be routed to the Send Emails tool and the email addresses for all fundraisers selected will be imported to the email.

5. Enter the subject line and email message
6. Click **Send Email**



NOTE: Do NOT click on **email later** as this function does NOT work properly