

### How to Email All Fundraisers (Individual and Teams) on a Donation Campaign Page

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

Do you have teams?

*If not*, you can use the “**Fundraiser Report**”, run it for All Dates, and then check the boxes next to the Fundraisers names. Scroll to the bottom of the page and click on “**email selected fundraisers**”.

*If yes*, you can use the “**Comprehensive Fundraiser Report**”, run it for All Dates, and then check the boxes next to the Fundraisers names. Scroll to the bottom of the page and click on “**email selected fundraisers**”.

Once you click on that link, the system will route you into “**Send Emails**” tool >> **Contact Your Fundraisers**. 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.**