



## HOW TO SEND AN EMAIL FROM YOUR FUNDRAISING DASHBOARD

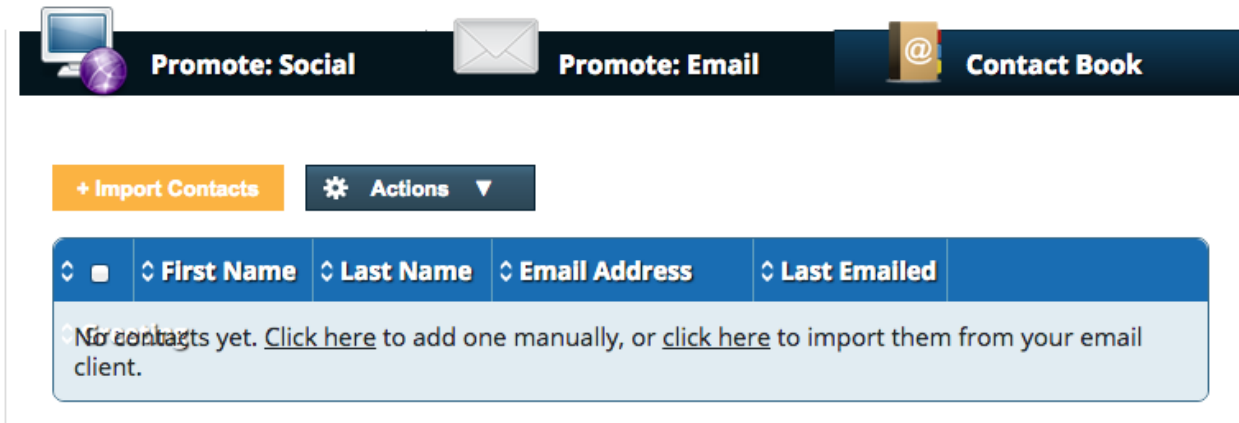
Here's how to get started.

1. Sign-in to your account : <https://pobs.rallybound.org/Account/Logon>
2. Click "Contact Book" in the left navigation bar.

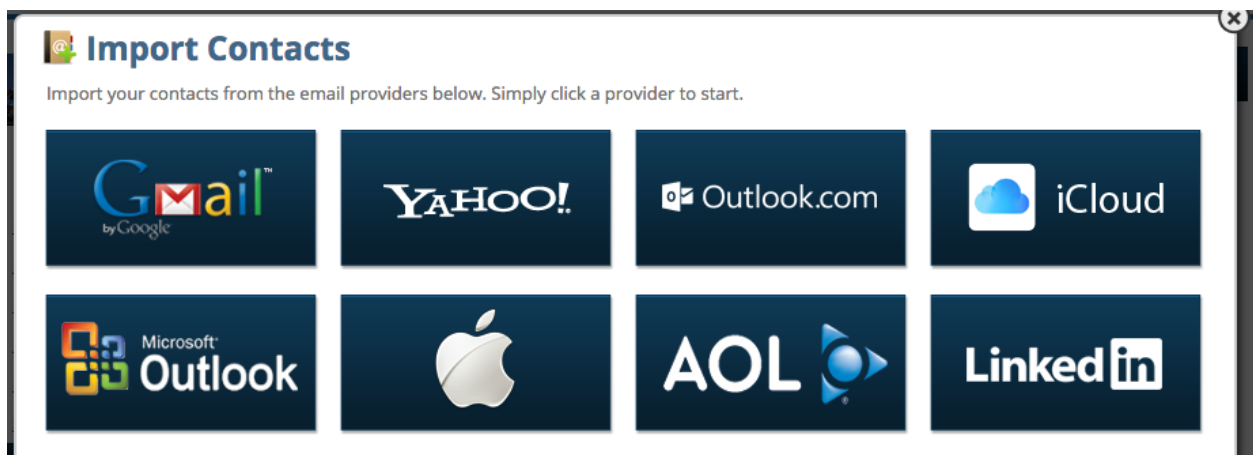
The screenshot displays the fundraising dashboard interface. On the left, a navigation menu is visible under the heading "My HQ". The menu items include: "My Fundraising Report", "My Team Fundraisers", "Promote via Email", "Promote via Social Media", "Social Auto-Post", "Contact Book", and "Enter Offline Donation". The "Contact Book" item is highlighted with a red rectangular box, and a red arrow points to it from the right. Above the navigation menu, the user's name "Hi, Derek Auld" is displayed, along with links for "Edit Account Details", "View My Page", and "View Team Page". To the right of the navigation menu, there are several promotional and informational sections: "Get In These tools", "Import your select the fri email and hi It's that easy", "I've Raised \$94.00", and "My Recent A".

**Import Contacts – This step will allow you to SKIP looking up friends' email addresses? and typing them in manually.**

3. Click “Import Contacts”



4. Select your contact provider

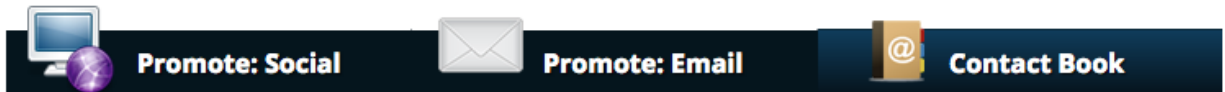


5. Follow the instructions in the pop-up window (select “Accept” where applicable)

6. When the pop-up closes, click “next” in the main window lightbox

**Send email – All emails will be sent via the email address linked to your fundraising account and all reply messages from donors will go directly to your email inbox.**

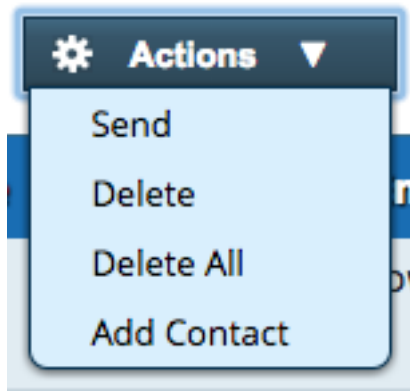
7. Select the contacts you'd like to send an email to (you can see the last time they donated by hovering over the donate icon)



+ Import Contacts    ⚙️ Actions ▼

<input type="checkbox"/>	First Name	Last Name	Email Address	Last Emailed
<input checked="" type="checkbox"/>	Colleen		ct...@p...org	
Dear Colleen,				
<input type="checkbox"/>	Helen		h...@comc...	
Dear Helen,				

8. Click “Actions”, then “Send” (this will take you to the promote via email page)



## Promote Via Email – This step will allow you to use a fundraising letter drafted by the Philadelphia Outward Bound School and will automatically generate a link to your fundraising page.

The screenshot shows a sidebar on the left with navigation options: My HQ, My Fundraising Report, Promote via Email (highlighted), Promote via Social Media, Social Auto-Post, Contact Book, and Enter Offline Donation. The main content area features an orange 'Add from Contact Book' button. Below it is the 'Add Friends Manually:' section with 'Email' and 'Greeting' input fields and an 'Add Email' button. The 'Template:' section shows 'Outreach to potential donors' selected, with a note to review and edit the email before sending. The 'Subject:' field contains 'I'm starting an adventure and I need your help!'. The 'Message:' section includes a rich text editor with a toolbar and the following text: 'Dear Family and Friends: I wanted to let you know that this year I will be participating in the Philadelphia Outward Bound School Building Adventure 2016 and I will be rappelling down Brandywine Realty Trust's Two Commerce Square, an iconic Philadelphia Center City Skyscraper!'

9. Select template if you'd like to send a preset email (TRY: "*outreach to potential donors*")

- or select "*none*" to type your own. (To reuse later, click "Save Template")

10. Click "Send Email"

- Review your email (if you need to continue editing, select "Cancel")

12. Click "Send Emails"

Have questions? You can reach me, Sophia, at [sozenbaugh@outwardboundphiladelphia.org](mailto:sozenbaugh@outwardboundphiladelphia.org) or [215-232-9130 x8939](tel:215-232-9130).

Happy Fundraising!

Sophia