

Stride offers several default email options for team captains to communicate with their team members and donors. You can send an email out to all of the donors or team members on your roster, or select specific people to email.

This guide will discuss how to send out team captain emails. See the “Managing Your Team Profile” guide to learn other basics, like how to edit your team profile and account information.

### Emailing Team Members and Donors

To send an email, log into your account. Then, click “Email” from your dashboard, then choose either Team Members or Donors **1**.

Next, check the boxes next to the people you’d like to email **2**, or click “Check All” to email everyone on the list **3**.

Next, select a template **4**. If you selected *Team Members* in Step 1, you can choose between default Welcome to Our Team, Fundraising Reminder, and Fundraising Goal Reached templates. If you chose *Donors*, the default template thanks donors.

The options you see may differ from these, as event administrators can edit the default email settings.

Once you pick a template, you can edit the text as you see fit **5**. The bracketed text tags you see to the right, like [FIRSTNAME], will automatically fill in with the appropriate information, like the participant’s first name.

You can also choose “Create your own email letter” under *Template* to create your own email from scratch. If you choose this option, don’t forget to enter a subject.

When you’re done, click Send **6**.

For information on next steps like setting up and sharing your profile, see the “Managing Your Team Profile” Quick Start Guide. For additional support, email us at [support@ms-stride.org](mailto:support@ms-stride.org).

The screenshot shows the Stride dashboard for Susan Jones. The 'Email' menu is open, showing options for Team Members, Team Donors (1), and Individual Donors. Below, the 'Participant Donors' table lists Susan Jones with a \$22.00 donation. The 'My Team' section shows a goal of 2.76% and a list of team donors including Jim Johnson and Susan Jones. The 'Email' dropdown is selected, showing a list of team members with checkboxes (2) and a 'check all' button (3). The 'Template' dropdown (4) is set to 'Thank You'. The email body (5) is pre-filled with a thank-you message using bracketed tags like [FIRSTNAME], [TEAMNAME], and [ORGANIZATION]. A 'Send' button (6) is at the bottom.

Recognition Name	Amount	Comments	Date
Susan Jones	\$22.00		

Recognition Name	Amount	Comments	Date
Jim Johnson	\$25.00		01-12-2018
Susan Jones	\$22.00		
Jim Johnson	\$22.00		

Name	Email
Abby Philips	awals@0s-conna.org
Amanda Marshall	awals@0s-conna.org
Emma Jones	awals@0s-conna.org
Sarah Smith	awals@0s-conna.org

Dear [FIRSTNAME],

Thank you so much for your generous donation to [TEAMNAME] and the Stride 5K Fun Run! We are well on our way to reaching our team's fundraising goal.

With your support, the [ORGANIZATION] is able to provide programming to enrich the lives of individuals with Down syndrome, and their families. We truly appreciate your assistance in making these programs available.

If possible, I encourage you to seek a matching contribution from your employer. Corporate matching donations are a great way to help us reach our fundraising goal.

Again, thank you for your generosity.

Sincerely,  
[TEAMCAPTAIN]