

Quick-Start

Team Captain Emails

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 Fundraising Page” 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**. If you registered using your login information from last year, you will be able to email the previous year’s team members and donors.

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 Fundraising Page” Quick Start Guide. For additional support, email us at support@ms-stride.org.

The screenshot shows the 'Fundraising Page Menu' with a navigation bar including Dashboard, Edit, Contact, Login, Roster, Email, Donations, and Buy Items. The 'Email' dropdown menu is open, showing options: Current Team Members, Prior Team Members (1), Current Team Donors (1), Prior Team Donors, and Individual Donors. Below the menu, the 'Team Page' for the Delaware Running Club is displayed, showing a team photo, team years (1), donations (\$280.00), and a goal of \$2,500. There are buttons for 'View & Share Team Page', 'Edit Team Page', and 'Register New Team Member'. To the right, a 'My Team Goal' progress bar shows 11.20%. Below that is a 'Team Donors' table:

Recognition Name	Amount	Comments	Date
Abby Phillips	\$25.00		01-08-2018
Sarah Smith	\$75.00		01-08-2018
Emma Jones	\$100.00	Good luck Matt!	01-08-2018
Matt Jones	\$40.00		
John Smith	\$40.00		

Below the table is the 'Personal Page' for Matt Jones, showing a photo, donations (\$40.00), and a goal of \$0. To the right is a 'Participant Donors' table:

Recognition Name	Amount	Comments	Date
Matt Jones	\$40.00		

The screenshot shows the email composition interface. At the top, the navigation bar is the same as in the previous screenshot. Below it, a list of donors is shown with checkboxes and a 'check all' button (3). The list includes Abby Phillips, Amanda Marshall, Emma Jones, and Sarah Smith, all with email addresses ending in @ms-stride.org. Below the list is a 'To:' field. The 'Template:' dropdown (4) is set to 'Thank You'. The 'Subject:' field is also 'Thank You'. Below the subject field is a rich text editor with a toolbar. The email body text (5) is as follows:

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]

body p

(Note: Please enter data, at most 5000 characters)

At the bottom right, there is a 'Send' button (6).