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"

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 ❶. 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 ❷, or click "Check All" to email everyone on the list ❸.

Next, select a template ❹. If you selected *Team Members* in Step 1, you can choose between default Event Reminder, Fundraising Goal Reached, Welcome to the Team, and Fundraising Reminder 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 ❺ 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 ❻.

For information on next steps like setting up and sharing your profile, see "Managing Your Team Profile" under the Help tab. For additional support, go to Technical Support under the help tab.