

STEP 9: SEND A FUNDRAISING EMAIL

As a fundraiser your email must be verified before you are able to send emails out through the system. This is to help improve email deliverability. If your email has not been verified there will be an option to send the “Verification Email” again so you have the ability to send emails through RallyBound.

The screenshot shows the RallyBound email creation interface. At the top, there are two buttons: "PROMOTE" and "UPDATE MY DONORS". Below these is a button labeled "ADD FROM CONTACT BOOK". Underneath, there is a section titled "Add Friends Manually:" with two input fields: "Email" and "Greeting", followed by an "ADD EMAIL" button. A "Template:" dropdown menu is set to "None - Type Own". A note below the template says "Note: please review and edit the email before sending." Below that is a "Subject:" input field. The "Message:" section features a rich text editor with various icons for source, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, quote, link, unlink, insert image, insert video, insert table, and insert link. The editor shows a sample message: "Please visit my personal page <https://pacificocean-demo.rallybound.org/roleregisfun/Member/MyPage1751655/Blair-Waldorf>". At the bottom of the editor, there are "Save Template" and "Review Email" buttons.

Send emails directly from your contact book or by manually entering their email address. You can also send messages directly to your donors by selecting “Update my Donors”.

Once you have your audience you can select an available email template (a preset email message) by clicking the down arrow under the template box. When a template is selected a subject and message will be entered which can then be customized.

Alternatively you can create your own email message from scratch. If it’s a message you think you’ll re-use you can create your own email template by selecting “Save Template”.

When your message is complete select “Review Email” which will allow you to see what your message will look like to recipients.