

STEP BY STEP GUIDE ON HOW TO SEND AN EMAIL

VISIT: <https://www.tourdesummercamps.org/>

STEP 1 – Click the ‘LOGIN’ Button on the homepage. Use the email where you received a TDSC confirmation to login.



STEP 2 – Click ‘EMAIL’ to promote the ride! Choose from one of our templates or create your own email to fundraise or invite others!

DASHBOARD MY PAGE **EMAIL** CONTACT BOOK REPORTS MILEAGE CHALLENGE

PROMOTE UPDATE MY DONORS

ADD FROM CONTACT BOOK

Add Friends Manually:

Email Greeting ADD EMAIL

Template:

- ✓ None - Type Own
- Join My Team and Sponsor Me
- Join Our Team
- Outreach to potential donors
- Sponsor Me - Short Version
- Sponsor Me - Long Version
- Reminder to potential donors
- Thank you!

Styles Format Font Size

Please visit my personal page <https://www.tourdesummercamps.org/Member/MyPage/4837777/Rachel-Crumrine>

STEP 3 – You can either click “Add from Contact Book” or “Add Friends Manually”

DASHBOARD

MY PAGE

EMAIL

CONTACT BOOK

REPORTS

MILEAGE CHALLENGE

MY TEAM

PROMOTE

EMAIL TEAM REGISTRANTS THAT HAVEN'T RAISED

EMAIL ENTIRE TEAM

UPDATE MY DONORS

ADD FROM CONTACT BOOK

Add Friends Manually:

Email

Greeting

ADD EMAIL

Template:

None - Type Own

Note: please review and edit the email before sending.

Subject:

Message:

STEP 4 – Choose Template. If you select “None – Type Own” type in the subject and type in the message. Click SAVE TEMPLATE. If you choose another template skip to STEP 8

[illegible]

STEP 5 – NAME YOUR TEMPLATE AND CLICK SAVE.

Save Template

Please enter a name for this template.

TEST EMAIL EXAMPLE

SAVE

STEP 6 – Go back to select your new template and click REVIEW EMAIL.

Template:

TEST EMAIL EXAMPL

Note: please review and edit the email before sending.

Subject:

Test Email Example

Message:

B I U x₂ x² | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

TEST EMAIL EXAMPLE MESSAGE - TYPE YOUR MESSAGE TO PARTICIPANTS HERE!!!!

Please visit my personal page <https://www.tourdesummercamps.org/Member/MyPage/4799297/>

Save Template

Review Email

STEP 7 – The Below box should pop up for you to preview your email. If it looks good click Send 1 EMAIL (could be any # based upon how many contacts you selected)

Preview Email



Please review the email you are about to send in its entirety.

<<First Name>> will be replaced by each respective recipient's name. If the recipient has a Greeting we'll use it in place of the entire line.

Important: Emails with too many font sizes and styles will most likely get caught by spam filters.

Dear <<First Name>>,

TEST EMAIL EXAMPLE MESSAGE - TYPE YOUR MESSAGE TO PARTICIPANTS
HERE!!!!

Please visit my personal page

<https://www.tourdesummercamps.org/Member/MyPage/4799297/>

CANCEL

SEND 1 EMAIL



STEP 8 – Choose from one of our various template emails like OUTREACH TO POTENTIAL DONORS or SPONSOR ME or THANK YOU! Click REVIEW EMAIL

Template:

Sponsor Me - Short Version

Note: please review and edit the email before sending.

Subject:

Please help me fundraise for Tour de Summer Camps

Message:

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, indent, outdent, quote, insert link, insert image, insert table, and font color. Below the icons are dropdown menus for Styles, Format, Font, and Size.

I am participating in an amazing event to help more kids in our community thrive, and I wanted to ask for your support.

This October 31st, I will be taking part in Tour de Summer Camps to raise awareness and provide the means for every child who wants to attend Jewish summer camp to do so. All funds raised from the event will support summer camp scholarships to give more kids that lifelong connection to Judaism that only Jewish summer camp can provide. That connection will in turn help us ensure the Jewish future—one of The Jewish Federation's top priorities.

With your generous support of Tour de Summer Camps, we'll be able to give even more of our kids a transformative camp experience. Please consider donating at:
<https://www.tourdesummercamps.org/Member/MyPage/4799297/Rachelle-Crumrine>

Save Template

Review Email



STEP 9 – The Below box should pop up for you to preview your email. If it looks good click Send 1 EMAIL (could be any # based upon how many contacts you selected)

Preview Email



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CANCEL

SEND 1 EMAIL

