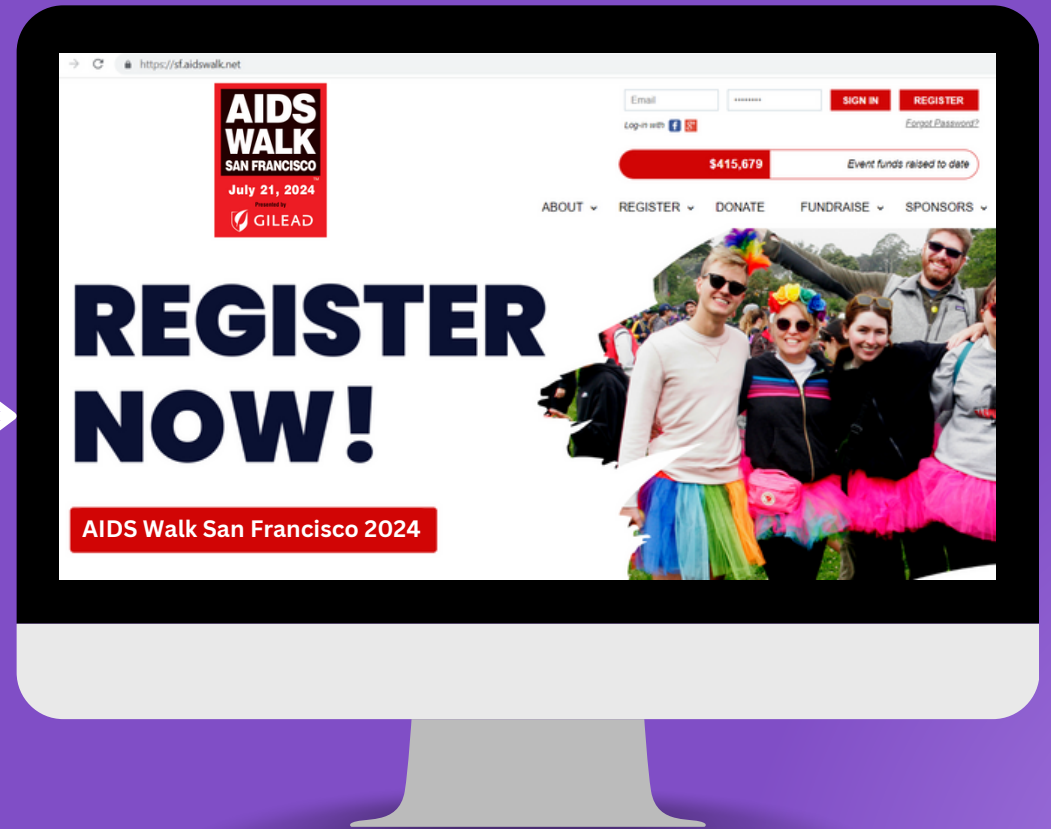


# How To Import Contacts And Send Emails

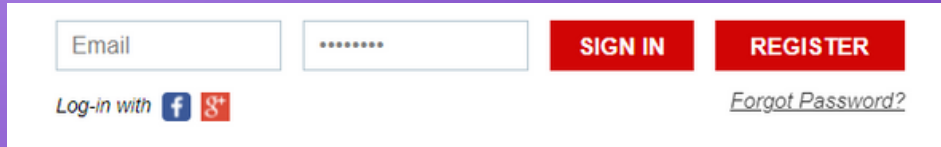
AIDS Walk San Francisco

**STEP BY STEP GUIDE**





# Importing Contacts

- Log-In to Your Fundraising HQ

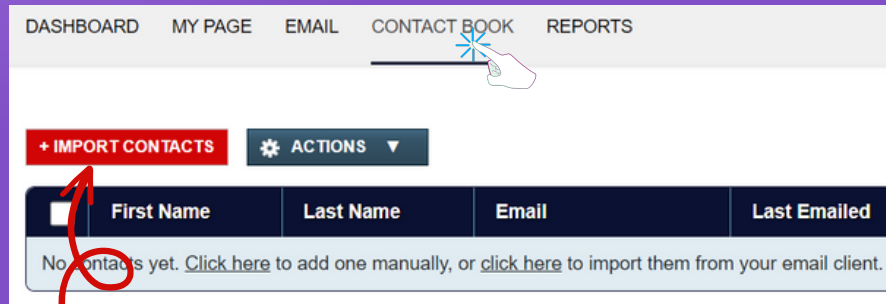


Email  Password

**SIGN IN** **REGISTER**

Log-in with   [Forgot Password?](#)

- Select "Contact Book"



DASHBOARD MY PAGE EMAIL **CONTACT BOOK** REPORTS

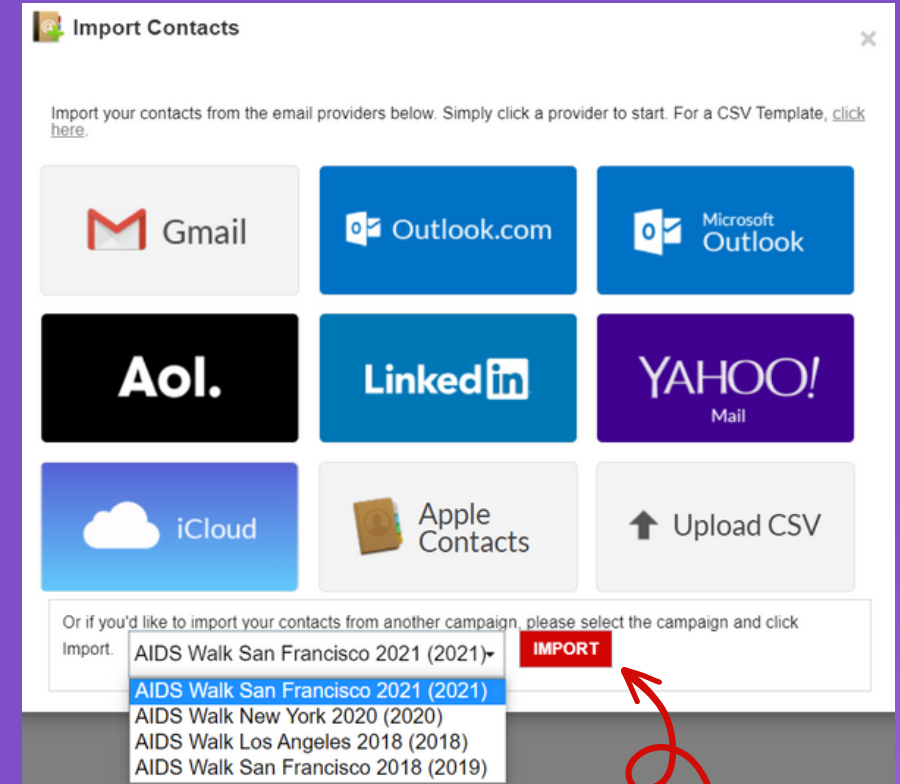
**+ IMPORT CONTACTS** **ACTIONS**

	First Name	Last Name	Email	Last Emiled
No contacts yet. <a href="#">Click here</a> to add one manually, or <a href="#">click here</a> to import them from your email client.				

- Click "+Import Contacts"

You'll have the following options:

- Import contacts from email providers
- Upload a CSV doc with contacts
- Import contacts from previous campaigns



Import Contacts

Import your contacts from the email providers below. Simply click a provider to start. For a CSV Template, [click here](#).

Gmail Outlook.com Microsoft Outlook

AOL. LinkedIn YAHOO! Mail

iCloud Apple Contacts Upload CSV

Or if you'd like to import your contacts from another campaign, please select the campaign and click Import.

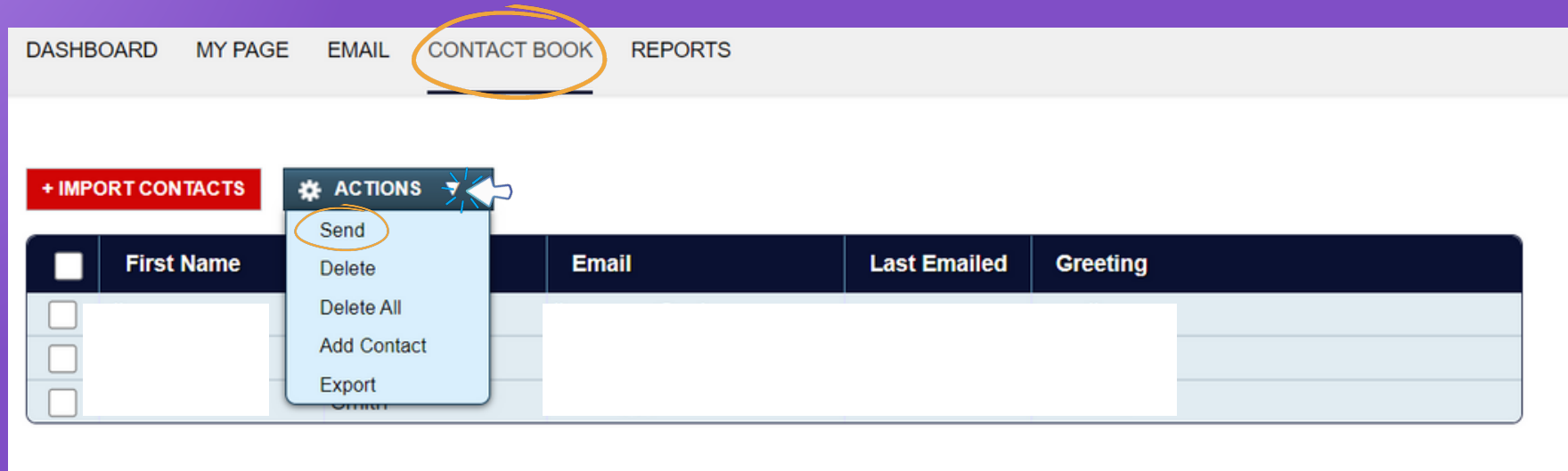
AIDS Walk San Francisco 2021 (2021) **IMPORT**

AIDS Walk San Francisco 2021 (2021)  
AIDS Walk New York 2020 (2020)  
AIDS Walk Los Angeles 2018 (2018)  
AIDS Walk San Francisco 2018 (2019)

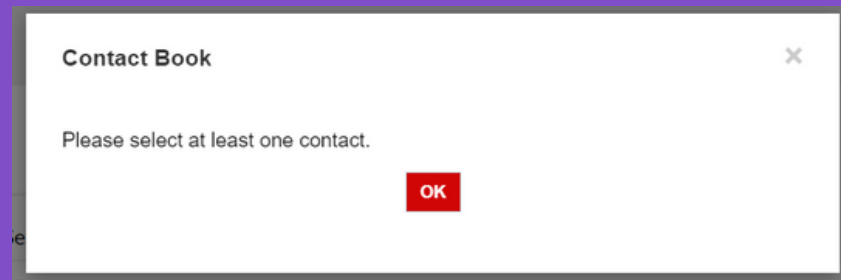
- Select Your Choice and Click "Import"
- Your contacts will automatically update

# Sending Emails

To send a personalized or any of our email templates, start in the "Contact Book" section



- Click the triangle next to "Actions" and select "Send"
- You will be prompted to select at least one contact, click "ok" and continue



From this Setup Page, you will need to:

Type an "Email Name" and "Description" (this can be anything you want it to be, it's internal and only you will be able to see it)

After you've typed an Email Name & Description, select "Add Recipient"

A small window will pop-up, click the box next to "EMAIL" to select all of your contacts at once then click "Add Selected"

The 'Setup' page contains the following elements:

- Email Name:** Please Sponsor Me for AIDS Walk San Francisco 2023!!
- Description:** Sponsor Me Email to Friends & Family
- Audience Selection:** Two buttons, 'All donors' and 'Custom Audience', with 'Custom Audience' selected.
- Recipients:** A section showing '1 Recipients' and an 'Add Recipient' button.

The 'Add Recipient' window includes the following elements:

- Input Fields:** Email, Greeting, First Name, and Last Name.
- Table:** A table with columns for EMAIL, FIRST NAME, LAST NAME, and GREETING. The 'EMAIL' column has a blue selection box next to it, and the first four rows have blue checkmarks in the selection column.
- Buttons:** '+ Add' at the top left and 'Add Selected' at the bottom, which is circled in orange.

After you have selected your contacts, you will be brought back to the Setup Page, click "Next"

Setup

Please Sponsor Me for AIDS Walk San Francisco 2023!!

Sponsor Me Email to Friends & Family

All donors Custom Audience

3 Recipients Add Recipient

b bsmith@gmail.com

Next

On the Content Page, you'll have the option to type a new email or select any of the pre-written templates available

Content

Template

Template

Thank You!

Outreach to Potential Donors (Sponsor Me)

Styles Format Font S... A A

Please visit my personal page <https://sf.aidswalk.net/AnaValle>

Save As Template

Back Next

We recommend using the Outreach to Potential Donors (Sponsor Me) Email Template

You can edit this template by clicking to body of the email.  
After you are satisfied with your email, click "Next"

Content

Outreach to Potential Donors (Sponsor Me)

Please help me raise funds for AIDS Walk San Francisco!

Dear Friends and Family,

I hope you have a wonderful Memorial Day Weekend!  
Typing....

By supporting AIDS Walk San Francisco, you directly benefit the organizations who work tirelessly to prevent new HIV/AIDS transmissions, disease progression and deaths— as well as the social inequities that perpetuate them. We have come so far—and yet we still have a ways to go.

body

Save As Template

Back

Next

You will then be brought to the final step, verify that everything looks good and click "Send"

EMAIL NAME

Please Sponsor Me for AIDS Walk San Francisco 2023!!

RECIPIENTS

CONTENT

Subject: Please help me raise funds for AIDS Walk San Francisco!

Preview Email:

Dear <<First Name>>,  
Dear Friends and Family,  
I hope you have a wonderful Memorial Day Weekend!  
Typing....  
By supporting AIDS Walk San Francisco, you directly benefit the organizations who work tirelessly to prevent new HIV/AIDS transmissions, disease progression and deaths— as well as the social inequities that perpetuate them. We have come so far—and yet we still have a ways to go.

Back

Send

You will then be able to see the status of your emails sent under "Email"

DASHBOARD MY PAGE EMAIL CONTACT BOOK REPORTS

Sent Emails

New Template Compose

EMAIL NAME	DESCRIPTION	RECIPIENTS	SENT ON	STATUS
Email 1	Sponsor Me	1	5/26/2023 1:55:53 P...	Sent