

Steps for Sending an Email from the Participant Center

1. Log In

- Log into the Participant Center: savebuzzardsbay.org/swim
- Log into your preferred email platform

2. Copy the Email Template

- Toggle to the Participant Center
- Click "Email" (next to the blue "Home" button)
- Select "Use a Template"
- Then select "Support me"
- Copy the email text
- Highlight all the text with your mouse
- Press Ctrl + C on your keyboard to copy

3. Paste Email into Gmail

- Toggle to Gmail
- Click the "Compose" button
- Click inside the body of the email
- Press Ctrl + V to paste the text
- Edit the email as needed

4. Add a Subject Line

- Toggle back to the Participant Center
- Copy the subject line
- Highlight with your mouse
- Press Ctrl + C
- Toggle back to Gmail
- Click into the Subject Line field
- Press Ctrl + V to paste

5. Add a Recipient

- Toggle back to the Participant Center
 - On the left, click “All Contacts”
 - Select the contact you want to email
 - Highlight their email address
 - Press Ctrl + C
- Toggle back to Gmail
 - Click into the “To” field
 - Press Ctrl + V to paste the email address

6. Send the Email

- Review your message
- Click “Send”

To Send to the Next Contact

1. Copy the Previous Email

- In Gmail, go to “Sent”
- Open the email you just sent
 - Highlight the body text and press Ctrl + C
 - Start a new email and paste using Ctrl + V
- Highlight the subject line in the sent email and press Ctrl + C
- Paste the subject line into your new email using Ctrl + V

2. Get the Next Contact

- Toggle to the Participant Center
 - Close out the previous contact
 - Select the next contact
 - Highlight the email address and press Ctrl + C

3. Address the New Email

- Toggle to Email Site

- Click into the "To" field and press Ctrl + V
- Click into the Subject Line and press Ctrl + V

 *You are all set to send!*
