

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 Profile” guide to learn other basics, like how to edit your team profile and account information.

### 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 **1**.

Next, check the boxes next to the people you’d like to email **2**, or click “Check All” to email everyone on the list **3**.

Next, select a template **4**. 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 **5**. 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 **6**.

For information on next steps like setting up and sharing your profile, see the “Managing Your Team Profile” Quick Start Guide. For additional support, email ds-connex at [support@ds-connex.org](mailto:support@ds-connex.org).

The screenshot shows the Stride dashboard for Sandy Phelps. The top navigation bar includes 'EVENT', 'TEAMS/PEOPLE', 'HELP', 'SPONSORS', and 'TEAM CAPTAIN'. The user's name 'Sandy Phelps' is in the top left. A dropdown menu is open under 'Email', showing 'Team Members' and 'Donors' with a red circle 1 next to it. Below the menu, there are two sections: 'Personal Profile' for Sandy Phelps and 'My Team' for Sandy. The 'Participant Donors' table is visible below the profile section.

Recognition Name	Amount	Comments	Date
Mark Phelps	\$80.00		02-23-2017

The screenshot shows the email composition screen in Stride. The top navigation bar is the same as in the previous screenshot. The 'Email' dropdown menu is open, and the 'check all' button is highlighted with a red circle 3. Below the menu, there are two rows of donors: 'Panda Perkins' and 'Susan Lee', each with a checkbox highlighted by a red circle 2. The 'To:' field is empty. The 'Template:' dropdown is set to 'Thank You' and is highlighted with a red circle 4. The 'Subject:' field is set to 'Thank You'. Below the fields is a rich text editor with a toolbar. The email body text is highlighted with a red circle 5. The 'Send' button is highlighted with a red circle 6.

Dear [FIRSTNAME],

Thank you so much for your generous donation to [TEAMNAME] and the 2017 [EVENTNAME]! We are well on our way to reaching our team's fundraising goal.

With your support, the [ORGANIZATION] is able to provide programming to enrich the lives of individuals with Down syndrome, and their families. We truly appreciate your assistance in making these programs available.

If possible, I encourage you to seek a matching contribution from your employer. Corporate matching donations are a great way to help us reach our fundraising goal.

Again, thank you for your generosity.

Sincerely,

[TEAMCAPTAIN]