

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 Fundraising Page” 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.

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 displayed, along with navigation icons for 'Dashboard', 'Edit', 'Contact', 'Login', 'Roster', 'Email', and 'Donations'. A dropdown menu is open under 'Email', showing 'Team Members' and 'Donors' (highlighted with a red circle 1). Below the menu, there are two main sections: 'Participant Donors' and 'Team Donors'. Each section has a table with columns for 'Recognition Name', 'Amount', 'Comments', and 'Date'. The 'Participant Donors' table lists Mark Philips with a donation of \$80.00 on 02-23-2017. The 'Team Donors' table lists Mark Philips (\$80.00), Susan Lee (\$35.00), and Randal Perkins (\$45.00), all on 02-23-2017. There are also buttons for 'View & Share Personal Page', 'Edit Personal Page', 'View & Share Team Page', and 'Edit Team Page'.

The screenshot shows the Stride dashboard for Sandy Phelps, specifically the email composition screen. The top navigation bar is the same as in the previous screenshot. The 'Email' dropdown menu is open, and the 'Donors' option is selected. Below the menu, there is a table with columns for 'Name' and 'Email'. The table lists Randal Perkins and Susan Lee, both with email addresses ending in '@we.foundation.org'. There are checkboxes next to each name. A green 'check all' button is highlighted with a red circle 3. Below the table, there are fields for 'To:', 'Template:', and 'Subject:'. The 'Template:' dropdown menu is open, showing 'Thank You' selected with a red circle 4. The 'Subject:' field contains 'Thank You'. Below these fields is a rich text editor with various formatting options. The email body is visible, showing a template with bracketed text tags like [FIRSTNAME], [TEAMNAME], [EVENTNAME], [ORGANIZATION], and [TEAMCAPTAIN]. A red circle 5 is placed over the first name tag. At the bottom right, there is a blue 'Send' button highlighted with a red circle 6. A note at the bottom says '(Note: Please enter data, at most 5000 characters)'. The text in the email body is: '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]'