

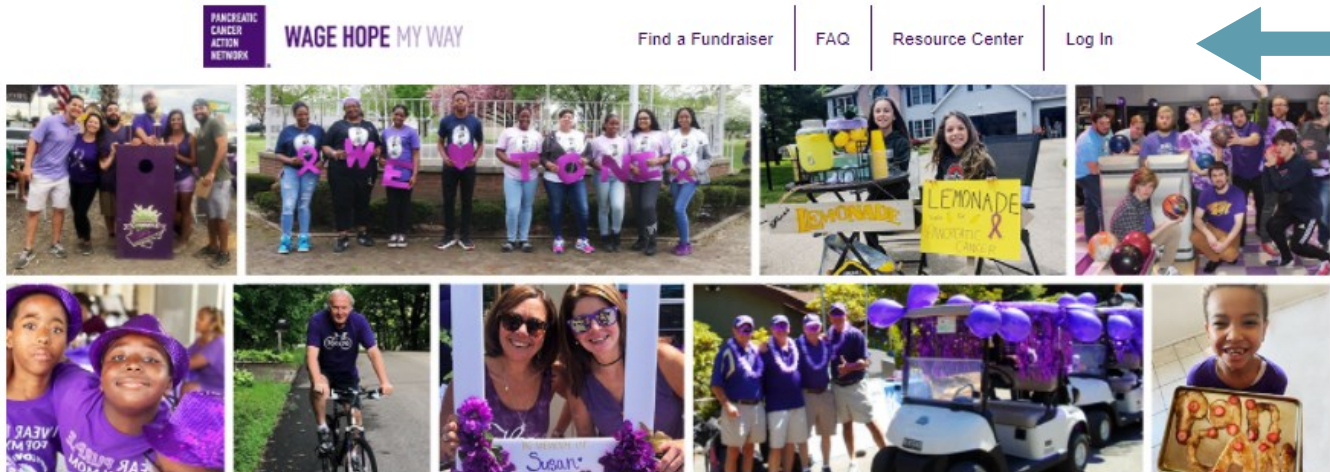
**We've found that participants who send emails from their participant center raise more than twice as much as those who don't.** We want to make it easy for you to spread the word about your fundraising page to your contacts. Here's a simple how-to guide to help you send out some emails! Keep an eye out for **this color blue—that's how we'll call out action spots!**

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### 1. Access My Participant Center

From [pancan.org/diy](http://pancan.org/diy), select "Log In" in the top right corner.



The Pancreatic Cancer Action Network's (PanCAN) mission does not stop or slow down. Pancreatic cancer continues to affect thousands of patients and families every day. We are grateful for your commitment to our pancreatic cancer community.



### 2. Log in using the username you created during registration

If you forgot your username and password, enter your email to be sent your username and a reset password link.

Participant Login

Login to manage your personal page and fundraise.

\* = Required Fields

\*Username:

\*Password:

remember me

**SUBMIT**

Forgot your username or password?

Email me my Username and a Reset Password link

\* = Required Fields

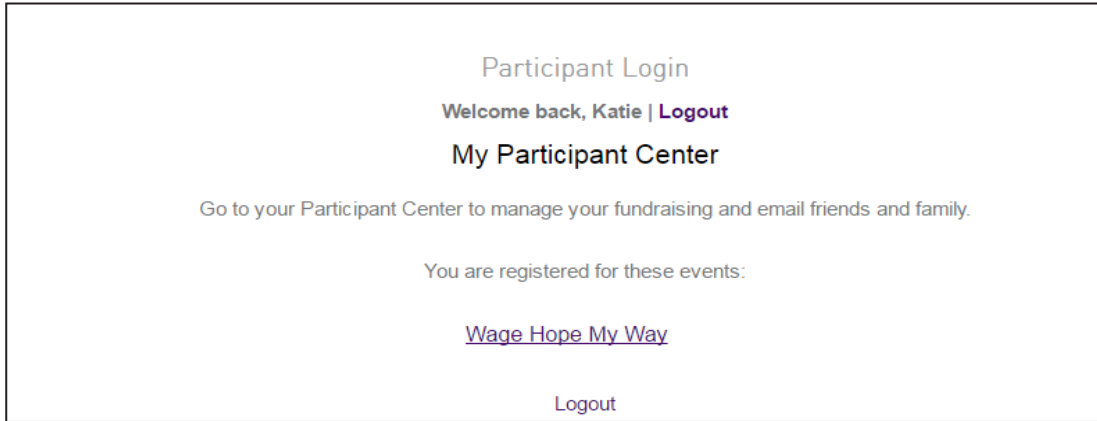
\*Email (you registered with):

**SUBMIT**

#### 3. Select the appropriate event

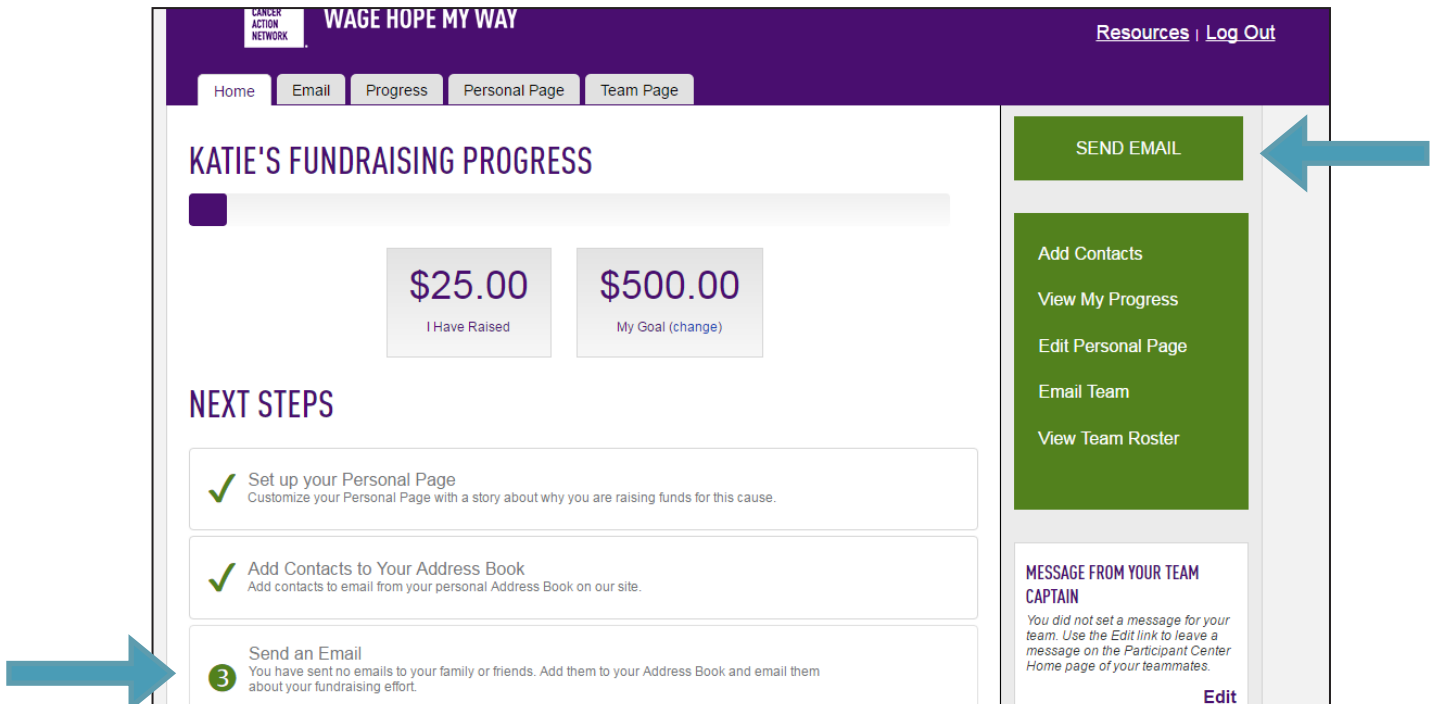
If you are registered for multiple events, they will all be listed on the next screen. Click the event name to access My Participant Center for the event you would like to send emails about.

If you are only registered for one event, that event will be the only one listed on this screen. Click the event name to access My Participant Center.



#### 4. Select "Send an Email"

Select the third option under "Next Steps" to Send an Email. You can also click "Send Email" in the right hand sidebar.



#### 5. Select your template

You have several options to choose from — if you would like to ask someone to join your team, you can select “Recruiting” and use our template there, or if you are going to be asking for donations, you can select “Solicitation.”

We also have additional messages for you to use, such as a team message to send out to team members if you are a team captain or a blank message for you to populate yourself.

Choose the template that best suits your needs by clicking the corresponding gray bar and your message options will show up.

You can preview what each message will look like by clicking “Preview” next to the message name.

Once you’ve selected your template, click “Next.”

**COMPOSE MESSAGE**

1 Configure 2 Compose 3 Set Recipients 4 Preview & Send

**SELECT EMAIL TEMPLATE**

- ▶ THANK YOU (1)
- ▶ RECRUITING (2)
- ▼ SOLICITATION (1)
  - Please Support Me (Preview)
- ▶ OTHER (1)

Save as draft Save as template Preview **Next >**

Compose  
Drafts  
Sent  
Contacts

0

#### 6. Create your message

Use the text field to customize your message. You can personalize it as much or as little as you like, but do ensure that you have checked the email for blank information (such as “[INSERT YOUR NAME HERE]” - those are in parenthesis and are intended for you to input your personal information).

You can also change the subject line.

**Hint:** If you would like the system to recognize the person’s first name based on your address book, you can select “Include a personalized greeting.” However — if you do this, remember to remove the generic “Dear Family and Friends” from the beginning of the message!

### COMPOSE MESSAGE

✓ Configure → ② Compose → ③ Set Recipients → ④ Preview

#### SUBJECT:

Please support me

Include personalized greeting (What's this?)

Font family Font size

**B** *I* U | ABC [List icons]

donation to this worthy and urgent cause. Your tax-deductible gift will make a difference in the lives of many! It is faster and easier than ever to give - you can make your donation online by simply clicking on the link at the bottom of this message.

To mail your donation: Make all checks payable to: Pancreatic Cancer Action Network and put my name and the text "Wage Hope My Way" in the memo field.

Mail to: Pancreatic Cancer Action Network  
Attn: Wage Hope My Way - [Enter My Name]  
1500 Rosecrans Ave., Ste 200  
Manhattan Beach, CA 90266

Any amount, great or small, helps wage the fight. I greatly appreciate your support and will keep you posted on my progress.

Sincerely,  
[INSERT YOUR NAME HERE]

▶ Current layout:

Save as draft Save as template Preview

Next ▶

#### Contacts

0 [Twitter icon]

#### 7. Select your recipients

From the next screen, you can add more contacts or import contacts from your address book (see our helpful guide on adding contacts to your participant center if you need help).

From this page, you can select which of your contacts you would like to send your email to. Simply click the checkbox next to their name, and they will be added to the recipient list.

Once you're happy with your recipient list, click "Next."

## COMPOSE MESSAGE

✓ Configure
✓ Compose
③ Set Recipients
④ Preview & Send

Add Contact

Import Contacts

### AVAILABLE CONTACTS

Contacts ▾

<input type="checkbox"/>	Name	Email
<input type="checkbox"/>	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]

### RECIPIENT LIST

Name	Email	Actions
[Empty Recipient List]		

Save as draft
Save as template
Preview

Next ▶


### 8. Preview your message

Take one last look at your message and make sure you're happy with the way it looks. Remember, the "Join Me" link will take your friends to the registration process, while the "Visit My Page" link will take them to your personal fundraising page.

### COMPOSE MESSAGE

✓ Configure ✓ Compose ③ Set Recipients ④ Preview & Send

Please support me



### WAGE HOPE MY WAY

Dear Friends and Family,

As you may know pancreatic cancer has impacted my life and it's on track to impact the lives of over 53,000 Americans estimated to be diagnosed this year. So I have stepped up and made a commitment to help change the future for this disease.

The Pancreatic Cancer Action Network is the leader in the fight against this disease. I am asking you to support my efforts with a donation to this worthy and urgent cause. Your tax-deductible gift will make a difference in the lives of many! It is faster and easier than ever to give - you can make your donation online by simply clicking on the link at the bottom of this message.

To mail your donation: Make all checks payable to: Pancreatic Cancer Action Network and put my name and the text "Wage Hope My Way" in the memo field.


Mail to: Pancreatic Cancer Action Network  
Attn: Wage Hope My Way - [Enter My Name]  
1500 Rosecrans Ave., Ste 200  
Manhattan Beach, CA 90266

Any amount, great or small, helps us Wage Hope in the fight. I greatly appreciate your support and will keep you posted on my progress.

Sincerely,  
[INSERT YOUR NAME HERE]  
*A link to your Page will automatically be added to the bottom of your message.*

VISIT MY PAGE



JOIN ME



Do you know someone diagnosed with pancreatic cancer? Patient Central offers one-to-one support from expertly trained and compassionate Associates who provide information about the disease, treatment options, and much more. Associates are available Monday – Friday, 7am – 5pm PDT. 877-412-8735 | patientcentral@pancan.org | One-to-one support

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1500 Rosecrans Avenue, Suite 200 | Manhattan Beach, CA 90266 | 877-272-6226.

[Save as draft](#) | [Save as template](#) | Send

### 9. SEND!

Once you're satisfied with your message, click "Send!"