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, select “Log In” in the top right corner.

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.
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.”
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!
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.”
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.

9. **SEND!**

Once you’re satisfied with your message, click “Send!”