

## How to create a custom email template to share with fundraisers:

- 1. Go to www.active.com/donations
- 2. Enter your username and password, click Continue
- 3. Select the campaign from the drop down menu at the top of the page

				edit profile   log out
My ActiveGiving HQ	Customize My Webpage	Send Emails   View Re	ports   Track Offline Donations   Fun	draising Tips
	cł	hange campaign here>	Campaign - ActiveGiving Sample Ca	mpaign 👻

- 4. Click on the Send Emails tab at the top of the page
- 5. Click on **Create, Edit Templates**

				edit profile   log out		
My ActiveGiving HQ   Customize My Webpage		Send Emails	View	Reports   Track Offline Donations   Fundraising Tips		
🚽 Send an Email	Manage Address Book	Create, Edit Ter	nplates	plates 🕨 Sent Mail		

**NOTE**: Once you click on **Create, Edit Templates**, a new window will pop open that will allow you to create a new template.

- 6. Enter the Template Name, Subject and Message
- 7. Select Share this template with my fundraisers
- 8. Click Save Template

Create Your Email	Template			
Template Name:			]	
Template Subject:				
Template Message: (Please Customize)	Share this template with	th my fundraisers		.11
Edit/Copy Email Te	emplates			
Templ Donati Fundra	Date Created 08/18/03 08/18/03	Action copy copy		
				mail sample save template

**NOTE:** When you check the box to **Share this template with my fundraisers** you are able to share this template with them, but it is NOT possible to require they use the custom email template.

WHAT'S YOUR ACTIVE!