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

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

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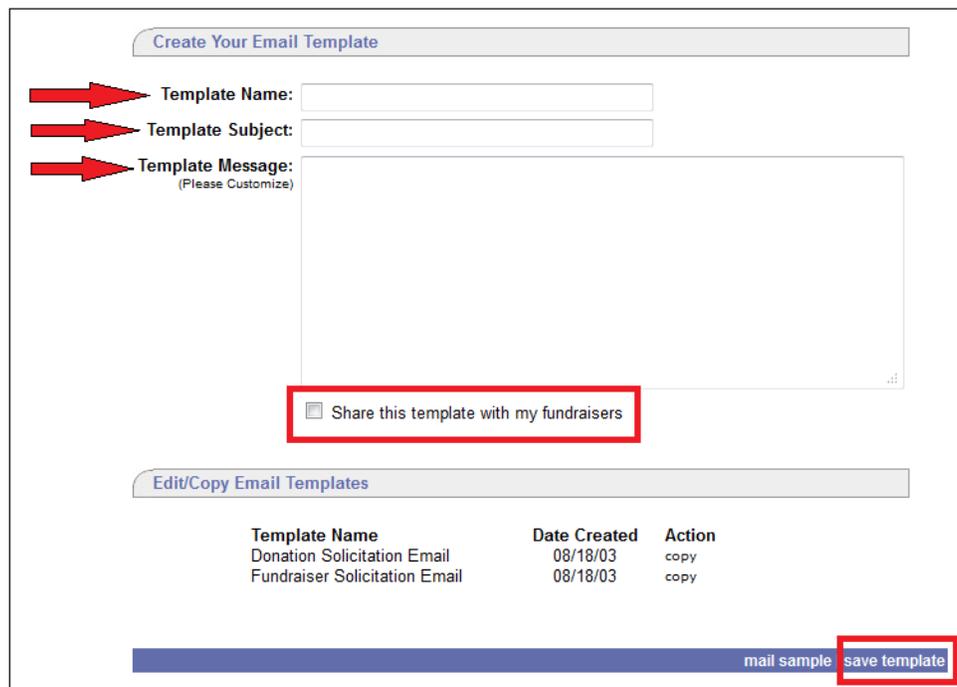
NOTE: When you check the box to **Share this template with my fundraisers** you are able to share this template with them, but it is NOT possible to require they use the custom email template.