

How to delete email templates:

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

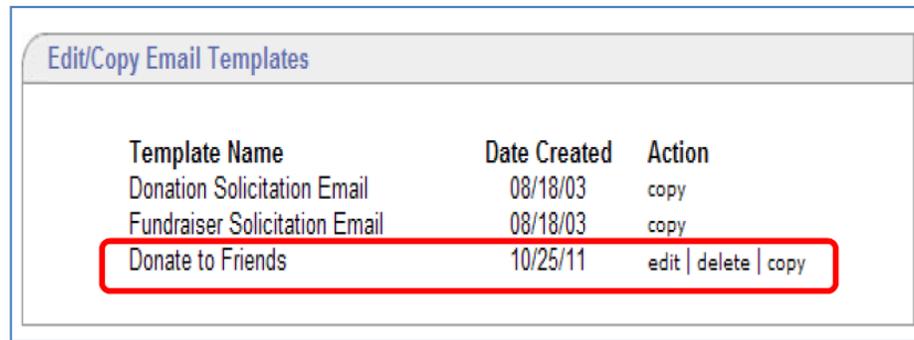


4. Click on the **Send Emails** tab at the top of the page
5. Click on **Create, Edit Templates**



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

6. To delete a template click delete next to the template name



The screenshot shows a window titled 'Edit/Copy Email Templates'. It contains a table with the following data:

Template Name	Date Created	Action
Donation Solicitation Email	08/18/03	copy
Fundraiser Solicitation Email	08/18/03	copy
Donate to Friends	10/25/11	edit delete copy

NOTE: You are unable to remove the two default templates that are provided by Active, but you are able to delete any email template that you have created.