



Promotion

TUMoney

Click on Promotion Tab

My Profile My Supporters **Set-Up** Promote Results Incentives

Enter Emails Social Invite List

1 Easy Import (GMail, Yahoo, Hotmail, Aol, Plaxo) 2 Manual Add 3 Remove

First Name	Last Name	Email	Phone	Address	City	State	ZIP
Shaunagh	Swintean	shaunagh@sv	5414567	123 Main Street	Anycity	OR	97854

4

5 Save 6 Save and Send Invitation

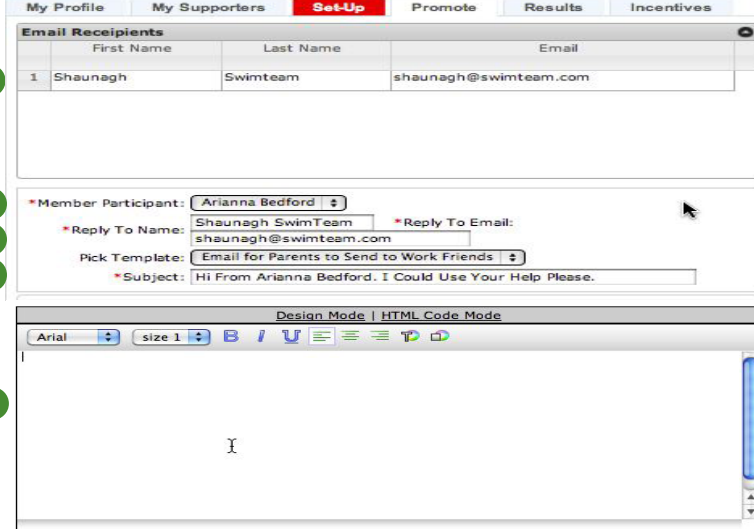
Page 1 of 0



Tips and Tricks

Easy Import is a great way to contact your friends and family. Select this option to use your extensive e-mail list that you have already spent years creating.

- 1 Easy Import (Gmail, Yahoo, Hotmail, AOL, Plaxo) - Use this selection to easily login to your personal e-mail account and pull your current email list into your promotion tool.
- 2 Manual Add - Select manual add to update the e-mail list.
- 3 Remove - Place a check mark in the box to the left of the First Name column header and select remove to delete that e-mail account.
- 4 Current list of e-mail that have not been sent an invitation (see step 6).
- 5 Save - Select this button to save this current list only. No e-mail will be sent.
- 6 Save and Send Invitation - Select this button to send an e-mail invitation to donor (See next page).



1 Donor E-mails - This area lists the potential donors that were selected in your 'Enter E-mail' screen previously.

2 Member Participant - Select the athlete that this e-mail is referencing.

3 Reply to Name/Reply to E-mail - The system will automatically pull the account name and e-mail into these fields. The e-mail will be sent from this name/e-mail address and any replies will be sent to the e-mail noted.

4 Pick Template - Use the arrow drop down to select a pre-templated e-mail created by TeamUnify which you can edit, or leave it on -Select- to create a custom e-mail to be sent to potential donors.

5 E-mail body - Fill in the Subject and E-mail body. Use the e-mail formatting options to add formatting.

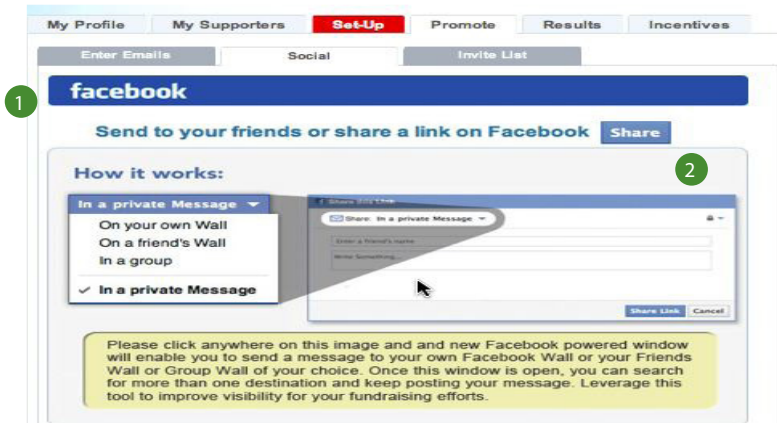


Tips and Tricks

The templates are a great way to reach your potential sponsors. What is the nice about this feature is that it will bring in your account names, team information and other data automatically. Select a template and look for the bold lettering. This usually means it is bringing in data from your fundraising system.

- 1 Donor E-mails - This area lists the potential donors that were selected in your 'Enter E-mail' screen previously.
- 2 Member Participant - Select the athlete that this e-mail is referencing.
- 3 Reply to Name/Reply to E-mail - The system will automatically pull the account name and e-mail into these fields. The e-mail will be sent from this name/e-mail address and any replies will be sent to the e-mail noted.
- 4 Pick Template - Use the arrow drop down to select a pre-templated e-mail created by TeamUnify which you can edit, or leave it on -Select- to create a custom e-mail to be sent to potential donors.
- 5 E-mail body - Fill in the Subject and E-mail body. Use the e-mail formatting options to add formatting.

E-mail NOW - Don't forget to e-mail this out by selecting the e-mail button.



Tips and Tricks

Facebook is a great way to reach your friends and family. There isn't an easier way to get your message out than using the share button. Get Social!

- 1 Social Tab - Select the social tab to access the share link functionality.
- 2 Share - Select this button to bring you to the Share Link button to add this fundraising event to your Facebook page.



Tips and Tricks

Use the e-mail function to send a thank you letter to all of your donors. Use the filter option, 'All Donors (this event)', select all and select e-mail selected.

- 1 All Donors (this event) - Use this filter selection to show All Donors (this event), Not Donated (this event), or Donated this event.
- 2 All Donors (ever) - Use this filter to selection to show All Donors (ever), Not Donated (ever), or Donated (ever).
- 3 Add New - Select this button to add a new E-mail address to the invite list.
- 4 Delete Selected - Place a check mark to the left of one or many e-mail accounts and select Delete Selected to remove them.
- 5 E-mail accounts - This screen shows all e-mail accounts that have been sent a fundraising e-mail from this module.
- 6 Donor this event/Donor ever - These columns will show a N (no) or a Y (Yes) to quickly denote who has or has not donated either by event or lifetime.
- 7 E-mail Selected - Place a check mark to the left of one or many accounts and select the button, E-mail Selected, to send a pre-templated e-mail or user defined e-mail.