

- LOG IN TO YOUR RUNSIGNUP ACCOUNT
- THEN CLICK "PROFILE"

The screenshot shows the RunSignup website interface. At the top left is the RunSignup logo. The navigation bar includes links for Products, Use Cases, Pricing, Knowledge Base, and About Us. A search bar and a 'Create a Race' button are also visible. A red arrow points from the 'LOG IN TO YOUR RUNSIGNUP ACCOUNT' instruction to the user profile icon in the top right corner. The profile dropdown menu is open, showing options: Profile, My Races, My Ticket Events, Help, and Sign Out. The background features a sunset scene with a person in a pink athletic top with 'BETTY' and '10' on the back, standing on a metal walkway overlooking a body of water.



# SCROLL DOWN TO THE "FUNDRAISING" SECTION OF YOUR PROFILE



Fundraising

Groups



14 APR  
2023

Wendy Voelker

Race: Ride In Motion

Runner: Wendy Voelker

Donation Period: March 28, 2023 - now

<https://runsignup.com/wendyv>

\$100 Raised of \$100



\$0

\$100

[Edit Fundraiser](#)

[View Donations](#)

[Send Emails](#)



10 SEP  
2023

Wendy Voelker

Race: Pals In Motion

Runner: Wendy Voelker

Donation Period: January 31, 2023 - September 30, 2023

<https://runsignup.com/Race/118824/Donate/yEbDFrrCc7o9liT>

[Edit Fundraiser](#)

[View Donations](#)

[Send Emails](#)

# CLICK "SEND EMAILS" NEXT TO PALS IN MOTION

Fundraising

Groups



14 APR 2023

Wendy Voelker

Race: Ride In Motion

Runner: Wendy Voelker

Donation Period: March 28, 2023 - now

<https://runsignup.com/wendyv>

\$100 Raised of \$100



- [Edit Fundraiser](#)
- [View Donations](#)
- [Send Emails](#)



10 SEP 2023

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<https://runsignup.com/Race/118824/Donate/yEbDFrrCc7o9liT>

- [Edit Fundraiser](#)
- [View Donations](#)
- [Send Emails](#)

**YOU CAN ADD CONTACTS ONE OF TWO WAYS:**

**1. ADD THEM ONE AT A TIME, or**

**2. CREATE A SPREADSHEET OF YOUR  
CONTACTS TO UPLOAD ALL AT ONCE**

# TO ADD THEM ONE AT A TIME: CLICK "MORE" THEN "MANAGE CONTACTS"



- RACE HOME
  - MY REGISTRATION
  - EDIT FUNDRAISER
  - VIEW DONATIONS
  - LINKS/SHARING
  - MORE ▾
- [SEND EMAILS](#) [SENT EMAILS](#) [DRAFT EMAILS](#) [MANAGE CONTACTS](#) [IMPORT CONTACTS](#)

## Pals In Motion

Sun September 10, 2023

Beachwood, OH 44122 US [Directions](#)

### Select Email Recipients \*

Include Donors

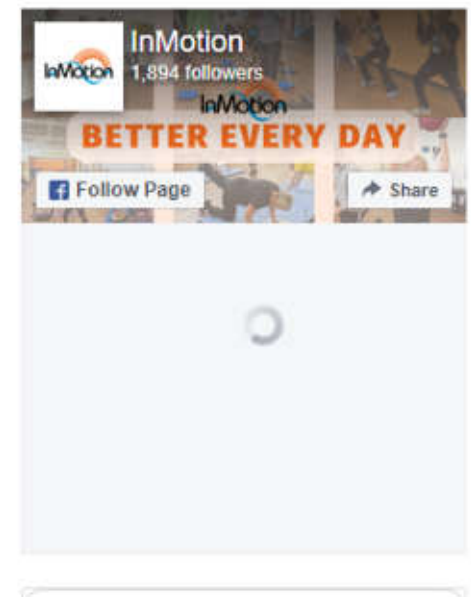
### Fundraiser Custom Contacts

HIDE ▲

Select All

INCLUDE CONTACT	EMAIL ADDRESS	FIRST NAME	LAST NAME
No Fundraiser Contacts			

### Select Email Template



**UNDER "ADD A CUSTOM CONTACT", ENTER THE EMAIL ADDRESS, FIRST AND LAST NAMES**



**CLICK "ADD CUSTOM CONTACT" WHEN DONE. REPEAT FOR ADDITIONAL CONTACTS**

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[MO](#)

## Pals In Motion

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### Existing Contacts

Search by Email, First or Last Name



EMAIL ADDRESS	FIRST NAME	LAST NAME	ACTIONS
No Custom Contacts			

Page 1 of 1

[Add a Custom Contact](#)

Email Address

First Name

Last Name

[Add Custom Contact](#)



Tweets from

**TO ADD THEM FROM A FILE, YOU WILL NEED TO  
CREATE A SPREADSHEET OF YOUR CONTACTS.  
OPEN YOUR SPREADSHEET PROGRAM (EXCEL OR  
GOOGLE SHEETS) AND CREATE A NEW DOCUMENT.**

**ADD COLUMN HEADERS:**

- **FIRST NAME, LAST NAME, EMAIL ADDRESS**

**ENTER THE INFORMATION FOR EACH OF YOUR  
CONTACTS. THEN SAVE THE SPREADSHEET AS A  
.CSV FILE ON YOUR DESKTOP**

**YOU CAN ALSO EXPORT A CONTACT FILE FROM  
YOUR EMAIL PROGRAM TO UPLOAD.**

# TO ADD THEM FROM A FILE, CLICK "MORE" THEN "IMPORT CONTACTS"



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  - MORE ▾
- [SEND EMAILS](#) [SENT EMAILS](#) [DRAFT EMAILS](#) [MANAGE CONTACTS](#) [IMPORT CONTACTS](#)



## Pals In Motion

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### Select Email Recipients \*

Include Donors

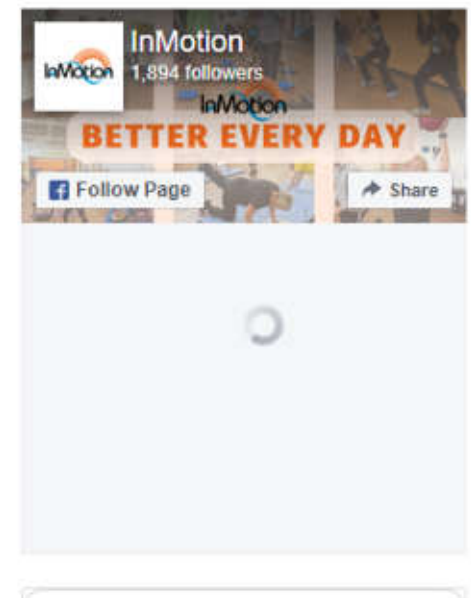
### Fundraiser Custom Contacts

HIDE ▲

Select All

INCLUDE CONTACT	EMAIL ADDRESS	FIRST NAME	LAST NAME
No Fundraiser Contacts			

### Select Email Template





# CLICK "CHOOSE FILE"



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[VIEW DONATIONS](#)

[LINKS/SHARE](#)

## Pals In Motion

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### Upload a Custom List

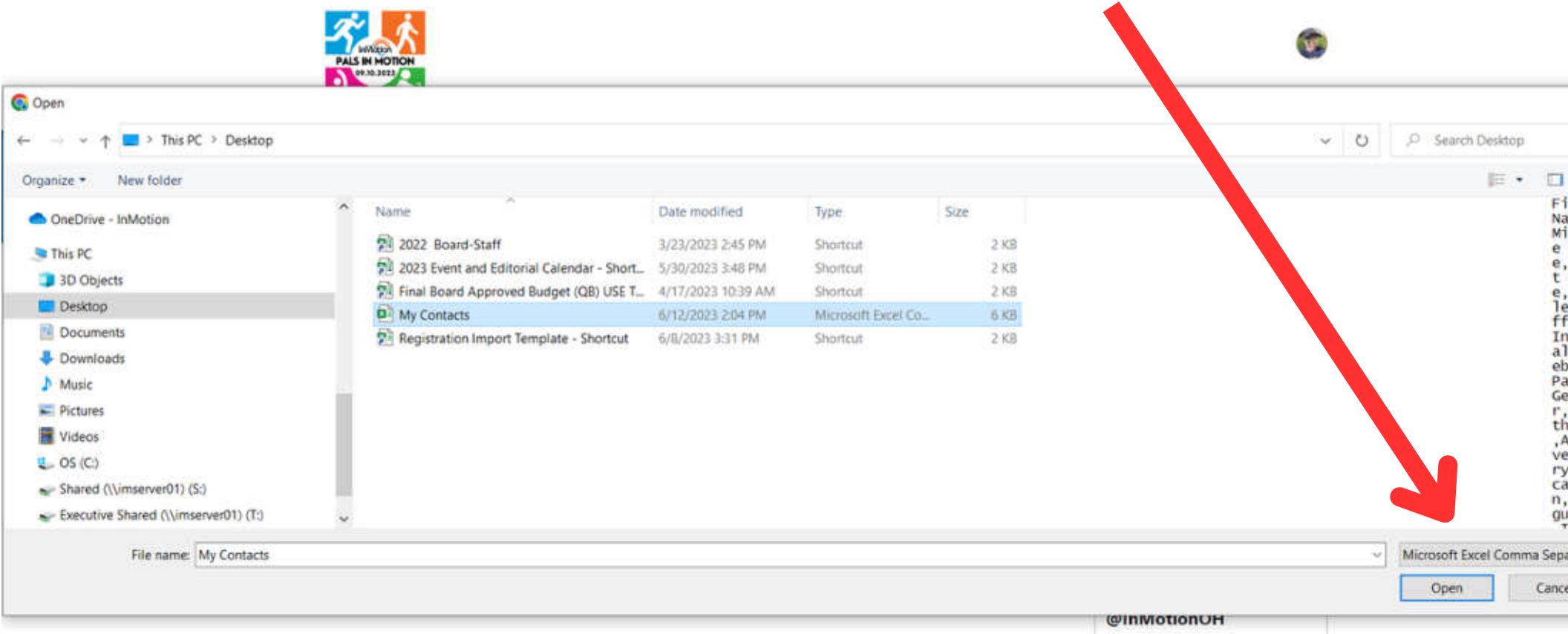
Upload CSV of Contacts

No files chosen

[Save Contacts](#)

InMotion  
1,894 followers  
BETTER  
[Follow Page](#)

# FIND YOUR CONTACTS FILE ON YOUR COMPUTER, SELECT IT, AND THEN CLICK "OPEN"



**MAKE SURE THE FIELDS MATCH  
YOUR COLUMN HEADINGS, AND  
THEN CLICK "ADD CONTACTS"**

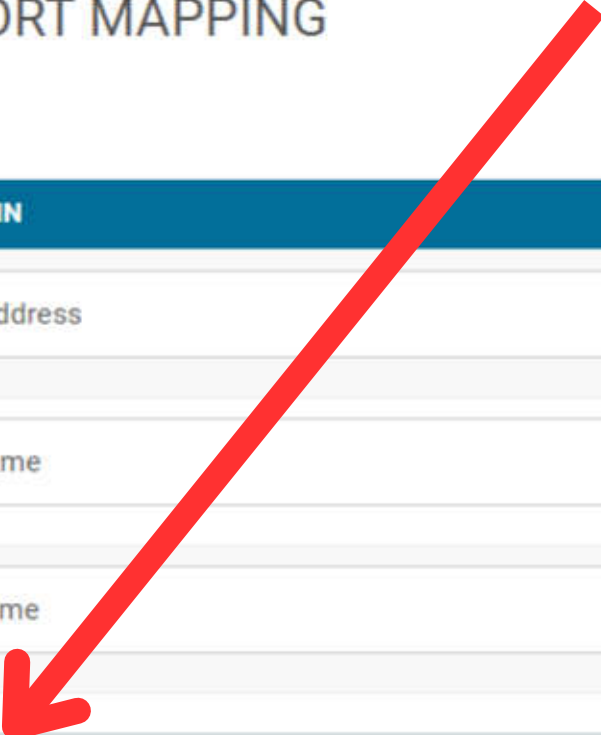
RACE HOME MY REGISTRATION EDIT FUNDRAISER VIEW DONATIONS LINKS/SHARING MORE ▾

CSV IMPORT MAPPING ×

Please use this table to map the fields.

FIELD	CSV COLUMN
EMAIL ADDRESS	<input type="text" value="Email address"/>
FIRST NAME	<input type="text" value="First Name"/>
LAST NAME	<input type="text" value="Last Name"/>

**Add Contacts**



# REVIEW YOUR CONTACTS, THEN CLICK SAVE CONTACTS"



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## Pals In Motion

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### Upload a Custom List

Upload CSV of Contacts

Choose File My Contacts.csv

frank@email.com - Frank Smith  
jane@email.com - Jane Smith  
fritzs@mymail.com - Fritz Snelling

[Save Contacts](#)



# YOUR CONTACTS HAVE BEEN SUCCESSFULLY ADDED! CLICK "EDIT" OR DELETE" TO MAKE CHANGES

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## Pals In Motion

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### Existing Contacts



EMAIL ADDRESS	FIRST NAME	LAST NAME	ACTIONS
frank@email.com	Frank	Smith	<a href="#">Edit</a> <a href="#">Delete</a>
fritzn@mymail.com	Fritz	Snelling	<a href="#">Edit</a> <a href="#">Delete</a>
jane@email.com	Jane	Smith	<a href="#">Edit</a> <a href="#">Delete</a>
wendytrue54@gmail.com	Wendy	Hosking	<a href="#">Edit</a> <a href="#">Delete</a>



# YOU'RE READY TO SEND EMAILS! CLICK "MORE", THEN "SEND EMAILS"



- RACE HOME
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  - VIEW DONATIONS
  - LINKS/SHARING
  - MORE** 
- SEND EMAILS** | SENT EMAILS | DRAFT EMAILS | **MANAGE CONTACTS** | IMPORT CONTACTS

## Pals In Motion

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### Existing Contacts

Search by Email, First or Last Name 

EMAIL ADDRESS	FIRST NAME	LAST NAME	ACTIONS
frank@email.com	Frank	Smith	<a href="#">Edit</a> <a href="#">Delete</a>
fritzs@myemail.com	Fritz	Snelling	<a href="#">Edit</a> <a href="#">Delete</a>
jane@email.com	Jane	Smith	<a href="#">Edit</a> <a href="#">Delete</a>
wendytrue54@gmail.com	Wendy	Hosking	<a href="#">Edit</a> <a href="#">Delete</a>

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1

[Add a Custom Contact](#)



Tweets from  
**@InMotionOH**

# SELECT YOUR RECIPIENTS: TO SEND AN EMAIL ASKING FOR DONATIONS, CLICK "SELECT ALL" UNDER FUNDRAISER CUSTOM CONTACTS



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## Pals In Motion

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### Select Email Recipients \*

Include Donors

### Fundraiser Custom Contacts

[HIDE](#) ▲

Select All

INCLUDE CONTACT	EMAIL ADDRESS	FIRST NAME	LAST NAME
<input type="checkbox"/>	frank@email.com	Frank	Smith
<input type="checkbox"/>	fritzs@myemail.com	Fritz	Snelling
<input type="checkbox"/>	jane@email.com	Jane	Smith
<input type="checkbox"/>	wendytrue54@gmail.com	Wendy	Hosking



Tweets from  
[@InMotionOH](#)

## SELECT YOUR RECIPIENTS:

**TO SEND A THANK YOU FOR DONATIONS, CLICK "INCLUDE DONORS"  
(YOUR DONORS WILL APPEAR HERE AFTER DONATIONS ARE MADE)**



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## Pals In Motion

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### Select Email Recipients \*

Include Donors

### Fundraiser Custom Contacts

[HIDE](#) ▲

Select All

INCLUDE CONTACT	EMAIL ADDRESS	FIRST NAME	LAST NAME
<input type="checkbox"/>	frank@email.com	Frank	Smith
<input type="checkbox"/>	fritzs@myemail.com	Fritz	Snelling
<input type="checkbox"/>	jane@email.com	Jane	Smith
<input type="checkbox"/>	wendytrue54@gmail.com	Wendy	Hosking



Tweets from  
[@InMotionOH](#)



## SELECT THE EMAIL TEMPLATE:

WE HAVE CREATED BASIC TEMPLATES FOR EACH TYPE OF EMAIL YOU MIGHT WANT TO SEND. YOU CAN MAKE CHANGES TO ANY OF THESE TEMPLATES IN THE NEXT STEP. YOU CAN ALSO SELECT A BLANK TEMPLATE, TO WRITE YOUR OWN PERSONALIZED MESSAGE

### Select Email Template

---

Blank Template

Blank Template

**Donation Request Templates**

Ask for Donations

Donation Thank You

Donor Thank You

**Team Recruitment**


Join My Team

# EDIT THE TEMPLATE, OR CREATE YOUR OWN EMAIL, IN THE "WRITE YOUR EMAIL" SECTION

## Write Your Email \*

File Edit View Insert Format Tools

Paragraph **A** **B** *I* U



**Pals In Motion**

Dear Family and Friends,

I recently accepted the challenge to raise funds for Pals In Motion, a fundraising

# BE SURE TO EDIT THE CUSTOM FIELDS IN THE EMAIL WITH YOUR PERSONAL INFORMATION (BOLD FONT IN THE TEMPLATE)

## Write Your Email \*

File Edit View Insert Format Tools

Paragraph **A** *I* U

Dear Family and Friends,

I recently accepted the challenge to raise funds for Pals In Motion, a fundraising event to help InMotion, a nonprofit organization that helps people with Parkinson's disease feel better every day. The event will be held on Sunday, September 18, 2022.

Together, our support will help InMotion keep its exercise and wellness programs free of charge to the growing roster of 1,000+ clients and care partners it serves, in Northeast Ohio and beyond.

On Sunday, September 10, 2023, I will participate in the 7th annual Pals In Motion event to raise money for InMotion, a one-of-a-kind wellness center for individuals with Parkinson's disease and their families.

I have set a goal to raise **\$TYPE YOUR GOAL AMOUNT HERES** because I want to help InMotion raise as much money as possible, so they can continue to provide the resources needed to help people in our community who are living with Parkinson's, to support important research, and bring awareness to the cause.

Please support me in this important project by contributing as you are able. For information about Pals In Motion please visit [www.palsinmotion.org](http://www.palsinmotion.org), for and additional information on InMotion's programs, please give me a call or visit [www.beinmotion.org](http://www.beinmotion.org). It's the only facility of its kind in the United States!

You can make your donation online using the link below. If you prefer, you can send your contribution to the address listed below; just note my name on the check so it helps me reach my goal (*note: please don't send cash through the mail*).

**Donate to my fundraiser: **\*\* (insert your fundraiser URL here) \*\*****

Whatever you can give will help - it all adds up! I greatly appreciate your support and will keep you posted on my progress.

Thanks so much for your generous support!

Enter your fundraising goal here



Enter your personal fundraiser URL here. See next page for where to find your URL



# HOW TO FIND YOUR FUNDRAISER URL:

Click "Link Sharing"

Then Copy your fundraiser URL and paste into the email



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## Pals In Motion

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### Fundraiser: Wendy Voelker

Your fundraiser URL is <https://runsignup.com/wendyvoelker>

Please send this URL to anyone wishing to donate to your fundraiser.

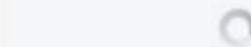


This QR code links directly to your fundraiser URL. You can include it in your promotional materials.

To save it, right-click the QR code below, and select "Save Image As" or similar option.

Small | Medium |

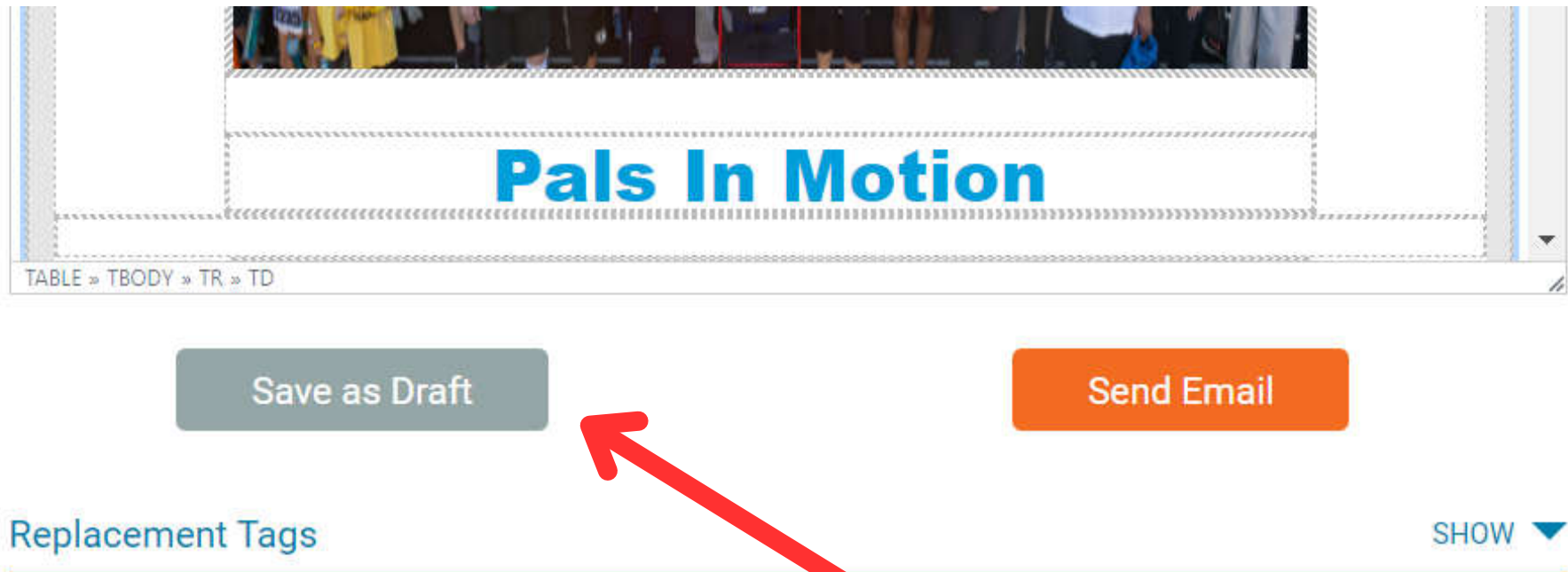
Large



Tweets from  
[@InMotionOH](#)

**SAVE AS DRAFT** when done!

You will then be able to select your email from drafts later (this is similar to saving as a template). You can save more than one version of any email to drafts



The screenshot shows an email editor interface. At the top, there is a preview of an email header with a photo of people and the text "Pals In Motion" in blue. Below the preview, the breadcrumb "TABLE » TBODY » TR » TD" is visible. In the center, there are two buttons: "Save as Draft" (a grey button) and "Send Email" (an orange button). A large red arrow points from the bottom right towards the "Save as Draft" button. At the bottom left, the text "Replacement Tags" is displayed, and at the bottom right, there is a "SHOW" link with a downward-pointing triangle. A horizontal orange line is positioned below the "Replacement Tags" and "SHOW" text.

# TO VIEW/SELECT DRAFT EMAILS: Click "More", then "Draft Emails"



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## Pals In Motion

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### Select Email Recipients \*

Include Donors

### Fundraiser Custom Contacts

[HIDE](#) ▲

Select All

INCLUDE CONTACT	EMAIL ADDRESS	FIRST NAME	LAST NAME
<input type="checkbox"/>	frank@email.com	Frank	Smith
<input type="checkbox"/>	fritzs@myemail.com	Fritz	Snelling

**SELECT DRAFT EMAIL YOU WANT TO SEND, THEN CLICK THE EDIT BUTTON, UNDER "DRAFT OPTIONS"**



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[VIEW DONATIONS](#)





[LI](#)

# Pals In Motion

Sun September 10, 2023

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## Draft Emails

LAST MODIFIED	EMAIL NAME	EMAIL SUBJECT	DRAFT OPTIONS
06/12/2023 12:14pm EDT		Help Me Make a Difference for People with Parkinson's Disease	 
06/12/2023 2:41pm EDT		Help Me Make a Difference for People with Parkinson's Disease	 



# FROM HERE, YOU CAN SELECT THE RECIPIENTS, AND MAKE ANY EDITS TO THE EMAIL.



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## Pals In Motion

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### Select Email Recipients \*

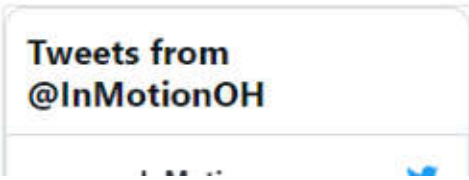
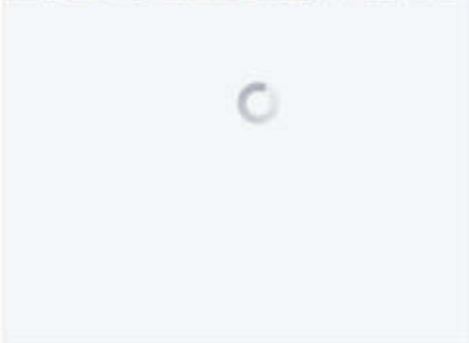
Include Donors

### Fundraiser Custom Contacts

HIDE ▲

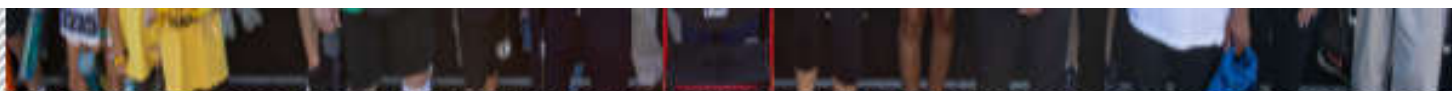
Select All

INCLUDE CONTACT	EMAIL ADDRESS	FIRST NAME	LAST NAME
<input type="checkbox"/>	frank@email.com	Frank	Smith
<input type="checkbox"/>	fritzs@myemail.com	Fritz	Snelling
<input type="checkbox"/>	jane@email.com	Jane	Smith
<input type="checkbox"/>	wendytrue54@gmail.com	Wendy	Hosking





**CLICK "SEND EMAIL" WHEN DONE AND READY TO SEND!**



## Pals In Motion

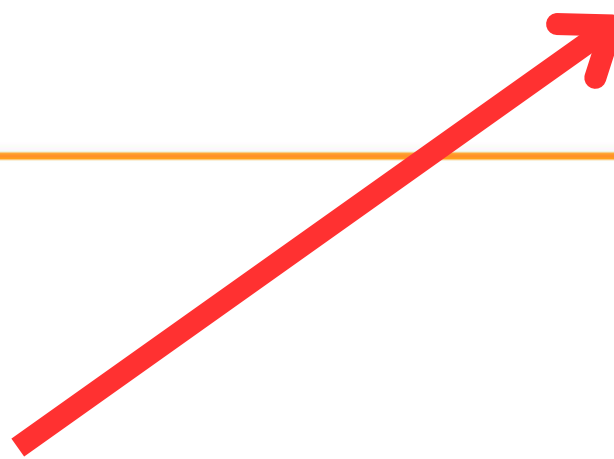
TABLE » TBODY » TR » TD

Save as Draft

Send Email

Replacement Tags

SHOW ▼



# PREVIEW EMAIL TO MAKE SURE IT LOOKS GOOD



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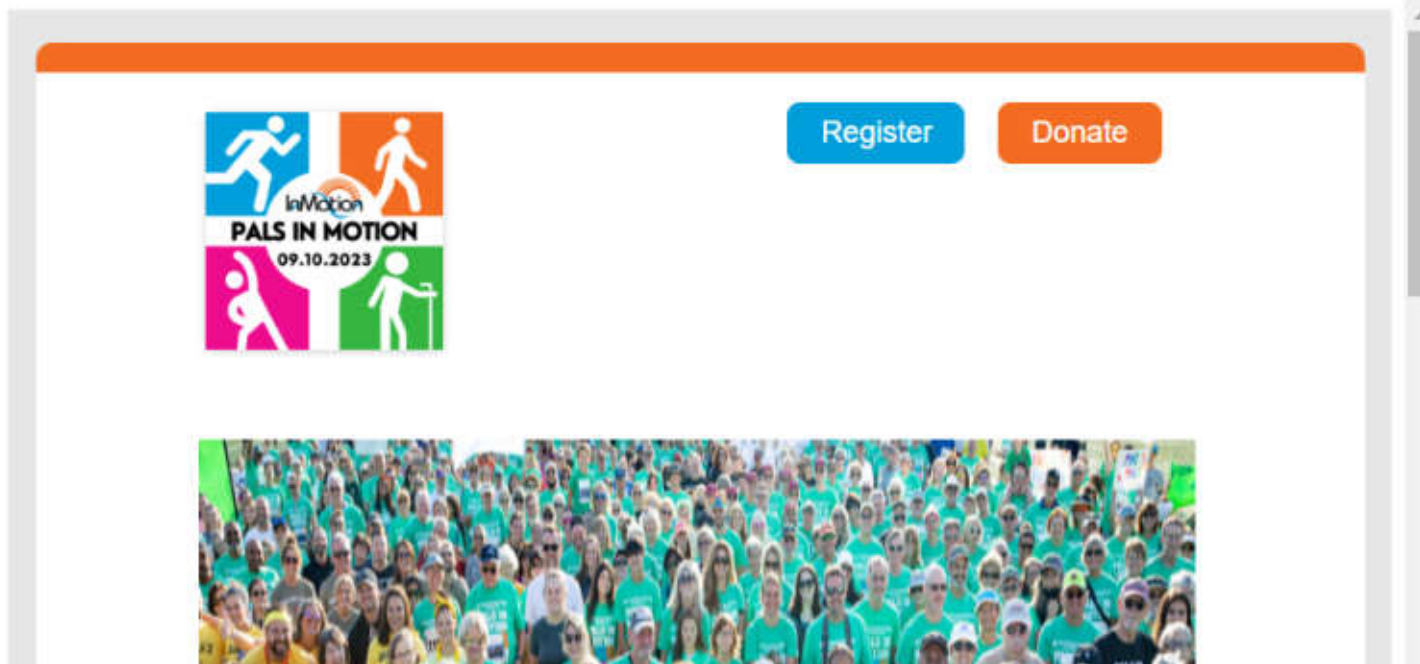
## Pals In Motion

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## Email Preview

The email preview may take a few moments.



### Tweets from @InMotionOH



**IF ALL LOOKS GOOD, CLICK "CONFIRM EMAIL".  
IF YOU NEED TO MAKE CHANGES, CLICK "EDIT EMAIL".  
IF YOU WANT TO CANCEL, CLICK "CANCEL EMAIL".**

## Email Information

EMAIL INFORMATION	VALUE
Email Subject	Help Me Make a Difference for People with Parkinson's Disease
Email From Name	Wendy Voelker
Reply To Address	wendymvoelker@gmail.com
Approximate Delivery Time	Monday June 12, 2023 2:55pm EDT
Number of Recipients	4
Number of Duplicate Emails Removed	0
Number of Emails To Be Sent	4

Cancel Email

Edit Email

Confirm Email

The next screen shows you the emails you have sent and/or scheduled. You can always return to this screen by clicking "Fundraiser" >> "Edit Fundraiser" >> "Sent Emails"



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- SENT EMAILS**
- DRAFT EMAILS
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- IMPORT CONTACTS

## Pals In Motion

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### Scheduled Fundraiser Emails

CREATED DATE	SENDING DATE	EMAIL SUBJECT
No Emails are currently scheduled.		

### Sent Fundraiser Emails

CREATED DATE	SENT DATE	EMAIL SUBJECT	RECIPIENTS
06/12/2023 2:50pm EDT	06/12/2023 2:55pm EDT	Help Me Make a Difference for People with Parkinson's Disease	4 <a href="#">View Recipients</a>

