

Adding Contacts and Sending Email:

You can add contacts from your participant center home. Click on “add contacts” to the right. Or in the numbered steps below.

Welcome, Amanda Wiser

Home | Email | Progress | Personal Page

Overview

Your Fundraising Progress

\$0.00 | \$100.00 | 0% | 3788

1 New Raised | My Goal (change) | Percent | Days Left

What to do next?

- 1 Set up your Personal Page
Customize your Personal Page with a story about why you're raising funds for this cause.
- 2 Add Contacts to Your Address Book
Add contacts to email from your personal Address Book on our site.
- 3 Send an Email
You have sent no emails to your family or friends. Add them to your Address Book and email them about your fundraising effort.
- 4 Thank your Donors
Thank your donors!
- 5 Set a Goal
You have reached 0% of your goal. Can you set a higher goal?

Recent Activity

Date	Activity	Description	Additional info
Aug 13	Personal	You joined Personal Fundraising - Birthdays	

Send email

Add Contacts
View Your Progress
Edit Personal Page

You can either import contacts or add in a single contact.

Contacts

Compose Message | Add to Group | Delete | Email All

Search Contacts

Individuals | Groups

Name	Groups	Email		Page Visits	Donations
		Sent	Opened		
No records found					

Select all or none

Contacts/Page 25 << 0-0 >>

Compose
Drafts
Sent
Contacts

Import contacts
Add single contact

If you want to upload a single contact click on “Add single contact.” Just enter in their first, last name and e-mail address and click “add”

Import contacts

Add Contact

First
John

Last
Doe

* Email
jdoe@outlook.com

Cancel Add

To import contacts from your email account, click 'Import Contacts' and select the email account you would like to pull your contacts from.

Import Contacts

1 Select Source 2 Retrieve Contacts 3 Select Contacts 4 View Results

Select an Import Source [\(Tell me more\)](#)

Importing contacts from other email services into your Participant Center Address Book makes it easy to solicit donations, monitor who responded, and follow up with personal thank you notes.

Let's begin by identifying where you keep your address book.

You can import contacts directly from an email service below:

Gmail

YAHOO!

OR you can upload a .csv file exported from another email client:

File-based import for...

(Hotmail, Apple, Outlook, AOL)

Cancel Next >

A pop up will appear and ask you to log in to your email account. After you have logged in, another pop up will appear and ask you to allow Luminare to view your contacts, select Allow.

Luminare Online would like to:

View your contacts

By clicking Allow, you allow this app and Google to use your information in accordance with their respective terms of service and privacy policies. You can change this and other [Account Permissions](#) at any time.

Deny Allow

After it imports your contacts, a message will appear verifying the import. Click 'Next'.

Monitoring Contact Retrieval

Your consent is needed to access your online address book. If the authentication and consent pop-up does not appear automatically, click the link on the right. [Display Consent Pop-Up](#)

1. Waiting for your consent.
2. Retrieving contacts from your email service provider.
3. Finished retrieving contacts from your email service provider.

Ready to import retrieved contacts into your participant center address book.

Cancel Next >

It will then ask if you want to import all your contacts or import some. If you choose import some, a drop down list will appear and you can select which contacts you want to import. When finished, hit 'Next'. A message will appear and notify you if the contacts have been imported successfully. Click 'Finish'.

Now you are ready to send out e-mails to your contacts. To do this, from your participant center, click on 'Send Email' (step 3 on the home page) or the 'Email' tab on the home page.

You may choose one of the templates or use the blank under "Other":

The screenshot shows a web interface for composing an email. At the top, there are navigation tabs: Home, Email, Progress, and Personal Page. Below this is the 'Compose Message' section. A progress bar indicates four steps: 1. Configure, 2. Compose (current step), 3. Set Recipients, and 4. Preview & Send. Under 'Select Email Template', there are three expandable sections: 'Thank You (1)', 'Solicitation (1)', and 'Other (1)'. The 'Solicitation (1)' section is expanded, showing a radio button selected for 'Ask for Donations (Preview)'. At the bottom right, there are buttons for 'Save as draft', 'Save as template', 'Preview', and 'Next >'. On the right side, there is a sidebar with buttons for 'Compose', 'Drafts', 'Sent', and 'Contacts'.

A personalized greeting includes a default salutation and the first name of each recipient listed in the To line of an email message (for example, Dear Pat). If the recipient is not already a contact within your address book, the word "Friend" will display with the salutation instead.

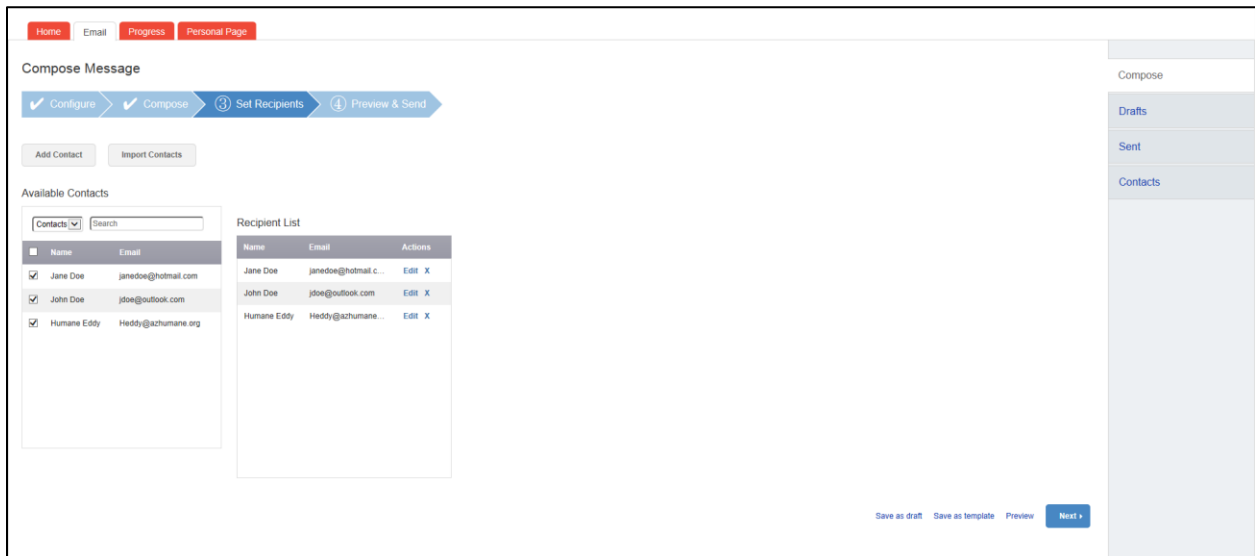
You can select to include this personalized greeting as the first line in messages that you compose and send from this Email area.

Note: If you select to include the personalized greeting in your message, do not manually type in a greeting as well. (That is, you do not want the message to start with two lines that say "Dear Pat" or a "Dear Pat" line followed immediately by a "Hey Pat" line.)

To view how the default personalized greeting will look in your message: Click the personalized greeting checkbox on your compose message page and then click Preview. Note that each recipient of this message will see their own name when they open this message.



Click "next" to add contacts.



And click next again. You will now see a final preview of the email before you send. You can preview your email or save the message as a draft or template. If you're ready to send the email just click "send"

Welcome, Amanda Wisner

[Home](#) [Email](#) [Progress](#) [Personal Page](#)

Compose Message

✓ [Configure](#) ✓ [Compose](#) ③ [Set Recipients](#) ④ [Preview & Send](#)

Birthday Wish List

A message from Amanda Wisner wisner_amanda@yahoo.com.
Dear Friends & Family,

For my birthday this year I would like donations to made to the Arizona Humane Society to help the animals that I care about so dearly.

So instead of spending your time trying to figure out what I would like, I decided to make it easy on you.
You're of course not obligated to, but AHS is a great organization with \$93 of every dollar going directly to helping the animals.

Thank you!

A link to your Page will automatically be added to the bottom of your message.

[Save as draft](#) [Save as template](#) [Send](#)