



How to use the Mailing List

You can use the Mailing List feature to send email fundraising campaigns, or a personalized thank you to your donors! It's a great way to keep supporters up to date and engaged with your fundraiser, team or personal page. To get started, follow the simple steps below!

1. From your fundraiser, click **Manage fundraiser** in the top right corner, then **Mailing List**. (On a personal page or team, go to Manage my page/team → Mailing List in the top right).



Hi Mr. Jake Gill
You are admin of this fundraiser

[Manage fundraiser](#)

Fundraiser
Hoops for Hope

Home
Banking
Reports
Access manager
Manage pages & teams
Offline donations
Mailing list
Manage scanners

Mailing list

[Contacts](#)[Templates](#)[New campaign](#)

Subject	Recipients	Sent by	Date Sent	
Thank you so very much for your support!	1	Jake Gill (jake@crowdchange.co)	December 01, 2022 10:27 AM	View report
Thank you so very much for your support!	1	Jake Gill (jake@crowdchange.co)	December 01, 2022 10:10 AM	View report
Test Campaign	1	Jake Gill (jake@crowdchange.co)	December 01, 2022 10:05 AM	View report

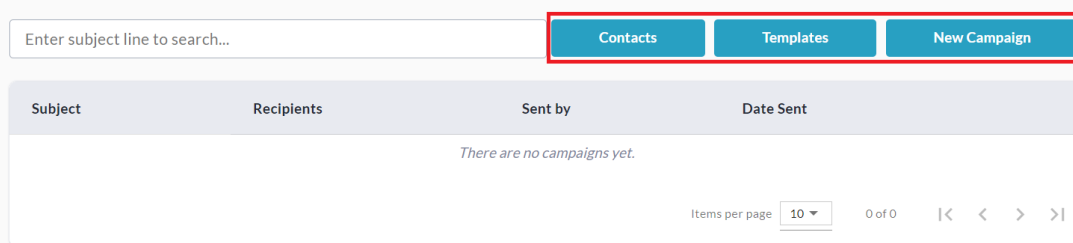
Items per page

10

 1 - 3 of 3 < > >>

2. You will then be taken to the Mailing List main page, where you have three options:
You may also return here at any time to view information and reports on sent campaigns.

Mailing List

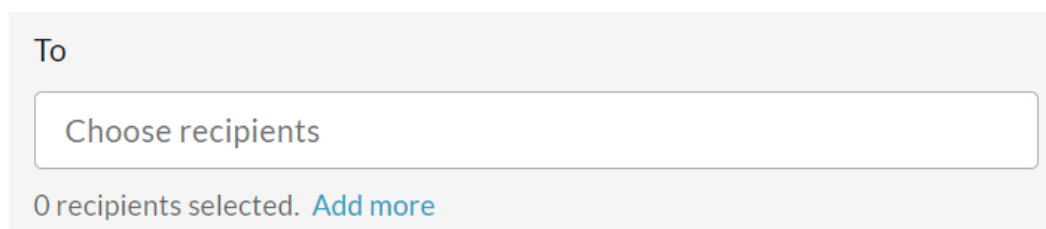


- a. **Contacts** - From here you can add to and manage your contact list. You may add contacts manually or import them from a CSV file. Donors to your fundraiser/team/page will be added automatically. Team Captains on your fundraiser will be added automatically.
 - b. **Templates** - From here you can create and manage your email templates. For detailed tutorials on using email templates, check out the following articles:
 - i. How to Create a Custom Email Template
 - ii. How to Edit a Pre-existing Email Template
 - iii. How Email Templates Work
 - iv. New Campaign - This is where you will go to send out emails (campaigns)
3. To send out your first email campaign, click on **New Campaign**.

Mailing List



4. Click **Choose recipients** within the “To” field and select the contacts you’d like to email.



5. Click the **Add recipients** button in the bottom right.

Note that you can use the dropdown in the top left corner to view these lists: Imported Contacts, Donors, Previous Donors and Team Captains. The latter three are automatically stored as contacts.

Add recipients

Imported Conta... ▾

Enter name or email to filter the list...

☐				Selected: 2
☒	Alan	Barrados	0	<button>Subscribed</button>
☐	Alan	Holmgren	0	<button>Subscribed</button>
☐	anne	Donald	0	<button>Subscribed</button>
☐	Anne	Kennedy	0	<button>Subscribed</button>
☒	Barb	Bowers	0	<button>Subscribed</button>
☐	Barbara	Hinson	0	<button>Subscribed</button>

CancelAdd 2 recipients

6. Add and verify your email address in the “From” field. If you are adding yourself as sender for the first time, CrowdChange will send a verification code to your email to confirm your identity. When you receive the email verification code, copy & paste the code into CrowdChange and click “Verify”. If you do not receive a verification email, click resend verification code.

From

Jake Dev (jake@crowdchange.co) ▾

Not on the list yet? [Click here](#)

7. If you would like to use an email template you added previously, you will find it under the Select email template field.

Select email template

Use blank template ▾

8. Fill out your Subject and Message fields, using the Dynamic Tags feature to have certain information automatically pulled in when sending a campaign to multiple recipients. This allows you to send one email to multiple recipients with personal details included. See further examples in the screenshot below.

Subject

Thank you for being a part of our mission!

Message

AI v [icon] B I [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon]

Dear {first-name},

On behalf of our entire organization we would like to extend our warm regards and sincere thank you for your generous support.

With your help, we have raised the amazing total of {fundraiser-raised} to date, and hope to reach our goal of {fundraiser-goal} very soon!

Every donation to {fundraiser-name} in support of {fundraiser-cause} brings us one step closer to a world without cancer.

Warm regards,

The Charity

Typing {name} will show a list of available tags for the name. [See all available tags](#)

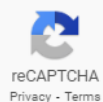
9. Check the 'Save this message as a template for future use' field if desired and complete the reCAPTCHA verification.

☒ Save this message as a template for future use

Template Name: Thank you note

I confirm this message is intended for the purpose of fundraising.

 I'm not a robot



10. If you'd like, you can send yourself a preview email before sending out the email campaign. Click the 'Send preview email' button to do so.

Cancel

Send preview email

Send

11. When you are ready, click on the **Send** button to send your email campaign.

Cancel

Send preview email

Send