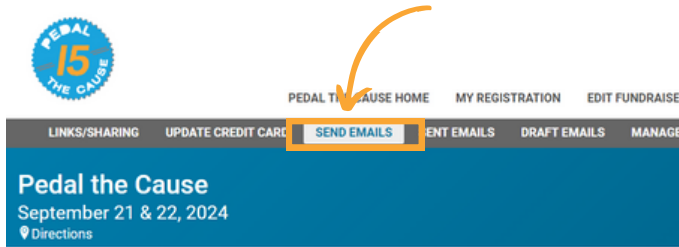# How to Send Emails Through Your Fundraising Page
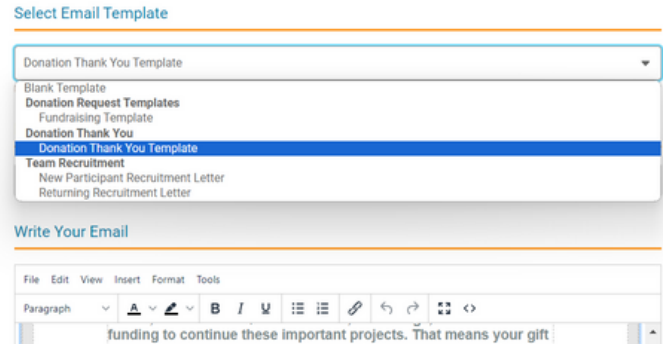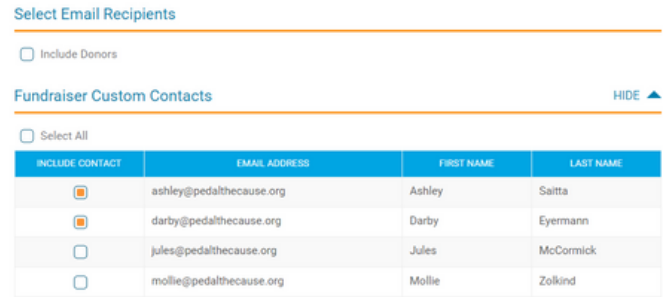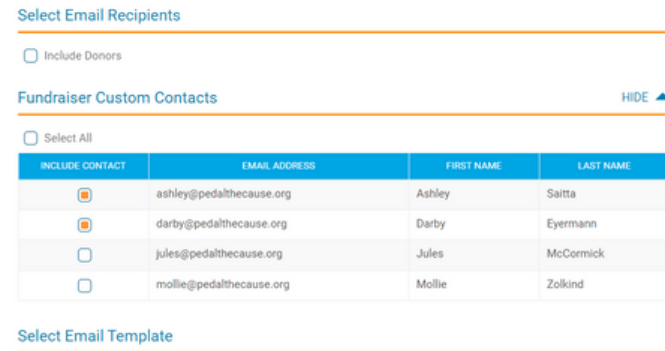
STEP 1

On the "My Fundraisers" page, click on "Edit Fundraiser." From the menu bar, select "Send Emails."

STEP 2

From this page, you can customize template emails or compose unique emails to the contacts you have uploaded.
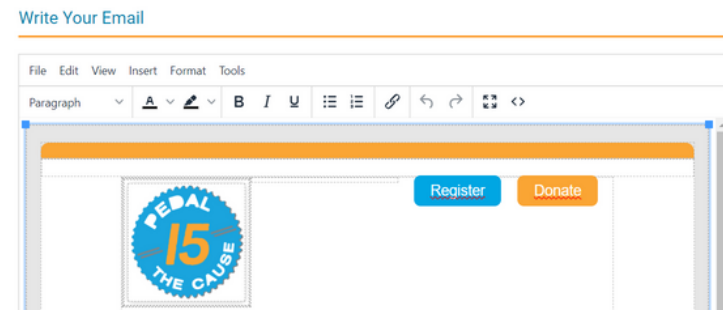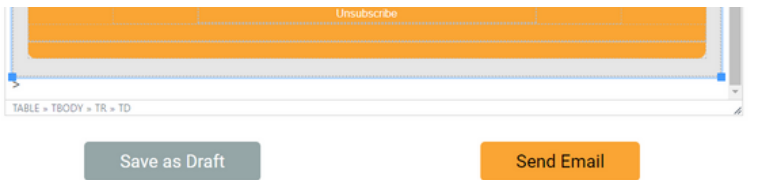

STEP 3

Select contacts you wish to email. Select template email you wish to customize. Use "Replacement Tags" to customize emails in mass.

STEP 4

Click "Send Email" to send your email(s) or "Save as Draft" to continue working on your email at a later time.

Replacement Tags   HIDE ▲

By selecting replacement tags in the text editor toolbar, you can include tags that will be automatically replaced for each recipient. The tags must match exactly as shown in the table below, including using uppercase.

TAG	REPLACEMENT
%FIRST_NAME%	This will be replaced with the recipients first name.
%LAST_NAME%	This will be replaced with the recipients last name.
%EMAIL_ADDRESS%	This will be replaced with the recipients email address.
%DONATION_AMOUNT%	This will be replaced by the total donation amount by the recipient.
%FUNDRAISING_GOAL%	This will be replaced with your current fundraising goal.
%AMOUNT_RAISED%	This will be replaced your current amount raised.
%GOAL_PERCENT_REACHED%	This will be replaced with the percentage you have reached of your fundraising goal.