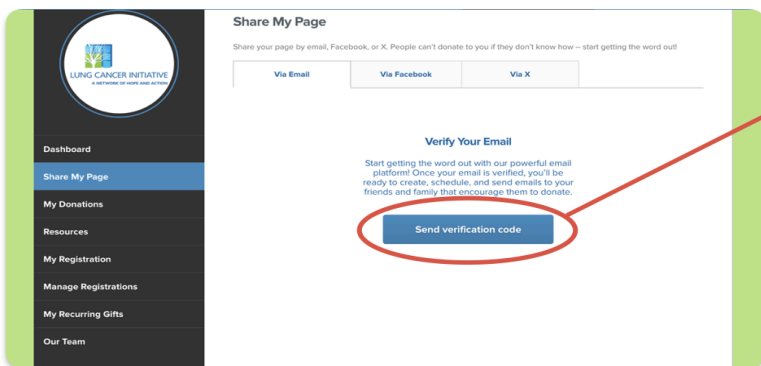
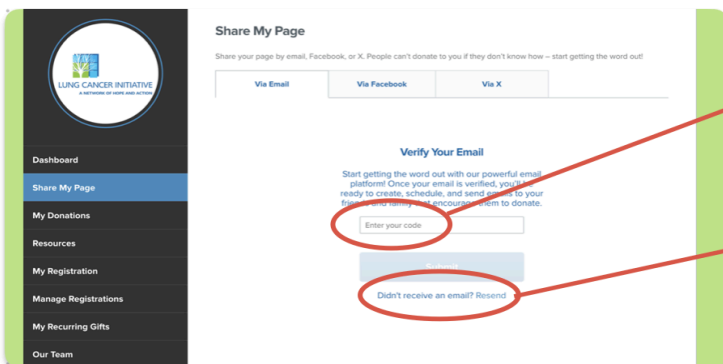


First, click the "Dashboard" tab

Then press "Send a Fundraising Email"

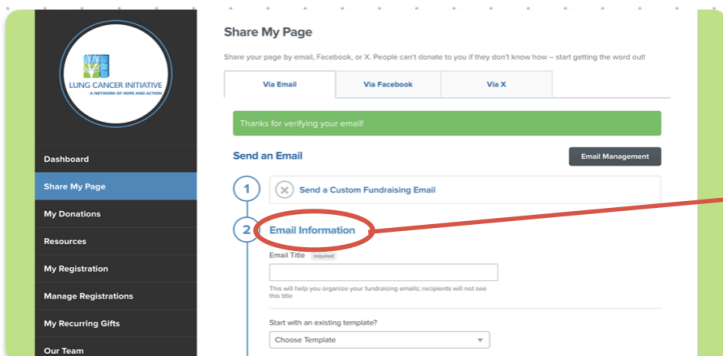


When you see "Verify Your Email" on your screen, press "Send verification code"



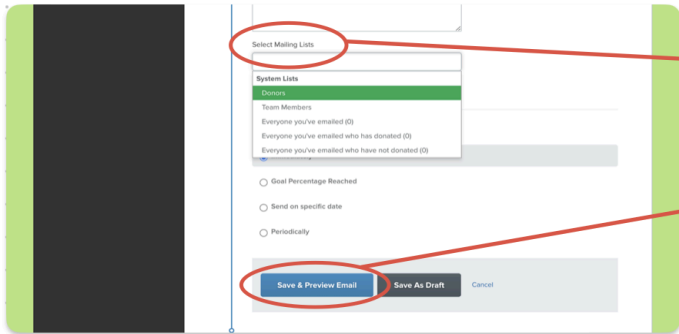
Next, you will receive a code with the email you used to create your account. Type this code here.

However, if you do not receive the code with the email you provided, press "Didn't receive an email? resend"



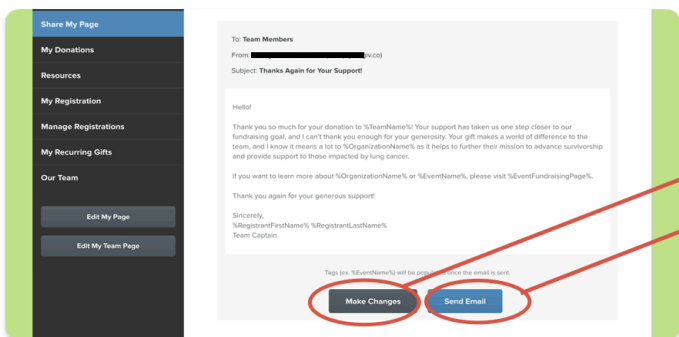
When you get your email verified, you will be directed onto this page.

Under the "Email Information", you will answer each section accordingly.



When you come across "Select Mailing Lists", select the who you want the email to go to.

When every section is completed, click "Save & Preview Email"



Next, you will be able to preview your email before you send it.

Click "Make Changes" if you wish to make changes.

Click "Send Email" when you're ready to send.