**Subject Line:**

Welcome to GreatMoods! Let’s Get Started!

**Email Content:**

Welcome to the GreatMoods Online Fundraising Program! Get ready for an awesome fundraiser with GreatMoods! You’ll be happy that we decided to fundraise with them!

The first thing I’d like to do is get you comfortable navigating through your personalized website. The link to your website along with your login information has been sent to you in a previous email. This website has all of the information that you will need to have a successful fundraiser!

Let’s Get You Started with 3 Simple Steps:

1. Add Your Profile Picture!

To add your profile picture, scroll down the left-side navigation and click on “Edit My Account” at the very bottom under “ACCOUNT ADMINISTRATION”. From this page you can edit your personal contact information, add a fundraiser description to appear on your website, add social media links for supporters to click on, and add your profile photo. Under “Profile Photo” click on “Choose File” and select an appropriate, friendly image to appear on your website! Once all changes are completed, click “Save All Changes” at the bottom to complete your edits.

2. Set Up Your Friends & Family Supporters!

You can now add supports of three different types: Friend & Family, Business, and Business Associate. You will most likely want to start by adding close friends and family. To add a friend & family supporter (known as a contact), scroll down the left-side navigation and click on “Add Friend & Family” under “ACCOUNT ADMINISTRATION”. Now you can fill out the contact information. Please note that the only required items to fill out on this page are first name, last name, and email address. When you are all finished filling out the page, click “Save New Contact” at the bottom. Now you can go back and add as many supporters as you wish!

3. Email Your Supporters to Shop at the GreatMoods Mall!

After you have at least one supporter added, then you can email them to help support your fundraiser by shopping at the online GreatMoods Mall! To send out an email to supporters, scroll down the left-side navigation and click on “Send Emails” under “ACCOUNT ADMINISTRATION”. Automatically all your supporters (contacts) will be selected for you. At the top you can click any of the buttons or check the boxes on the left side to choose who you wish to send the email to. Once your contacts are selected, choose an email to send out. You can either choose a pre-written email from the drop down to send out, or you can customize your own. Once you have made your selection, click on “Send Email” at the bottom. And just like that your supporters have a direct link to your personalized website where they can view your fundraiser and shop at the GreatMoods Mall to support you!

After you complete the above three steps, you can view your personalized website by scrolling down the left-side navigation and clicking on “View My Homepage” under “ACCOUNT ADMINISTRATION”. And feel free to explore your GreatMoods website!

Now you are ready to fundraise! It is that simple!

Let’s have a fantastic fundraiser!

Sincerely,

Chris Smith