Generic Set of Training Emails for Members v2.2

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Training Emails

Email 1: Welcome to GreatMoods! Get to Know Your Personalized Website

Date Email is Sent: [insert date]

Specify Day of the Week to Send if Necessary: [insert day]

Email Type: [Kickoff]

Season: []

ID/Schema: []

Subject Line: Welcome to GreatMoods! Let’s Get Started!

Hello [insert name],

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 to get you comfortable navigating through our team’s personalized website. You can see it [here]. This website has all of the information that we will need to know about our fundraiser!

There are so many other great features of GreatMoods that we will be able to utilize once we actually begin our fundraising!

Please let me know if you have any questions or concerns, so I can forward them to GreatMoods. After all, GreatMoods is here to serve us and make our fundraising experience easy, fast, and fun!

Sincerely,

[Insert name]

Email 2: Learning More about the GreatMoods Fundraising Program

Date Email is Sent: [insert date]

Specify Day of the Week to Send if Necessary: [insert day]

Email Type: []

Season: []

ID/Schema: []

Subject Line: Get to Know the GreatMoods Program!

Hello [insert name],

Now that [insert organization] has decided to let GreatMoods help us fundraise more effectively, it’s time to get to know the GreatMoods program better!

By accessing our online website, [insert website], you’ll see how you can use the GreatMoods program more effectively. You can calculate your success with the GreatMoods calculator, browse the GreatMoods Mall, or get tips on effective fundraising!

The possibilities are truly endless. After all, GreatMoods promises to work with us to maximize fundraising!

Thank you for choosing GreatMoods. Please do not hesitate to contact me with any questions or concerns that you might have; I will pass them along to GreatMoods. I and they are here to help you!

Sincerely,

[Insert name]

Email 3: Calculate the Money You Can Raise with a GreatMoods Fundraiser

Date Email is Sent: [insert date]

Specify Day of the Week to Send if Necessary: [insert day]

Email Type: []

Season: []

ID/Schema: []

Subject Line: Calculate Your Success with the GreatMoods Calculator!

Hello [insert name],

Did you know that GreatMoods makes it easy for us to calculate our potential fundraising? This feature is called the GreatMoods Calculator; follow this [link] to check it out!

GreatMoods is committed to working with us to achieve success. Not only does GreatMoods track our individual success, we can also track our team’s success! When our team’s success is added up, we will see how much we can potentially raise with GreatMoods.

Not only does GreatMoods help us with fundraising, it also calculates our success. Check out the GreatMoods calculator today. After all, GreatMoods is here to help us achieve maximal fundraising!

Sincerely,

[Insert name]

Email 4: Navigating the Website and Understanding the Communications Module

Date Email is Sent: [insert date]

Specify Day of the Week to Send if Necessary: [insert day]

Email Type: [Kickoff]

Season: []

ID/Schema: []

Subject Line: Get Comfortable Using the Communications Module!

Hello [insert name],

GreatMoods wants us to be able to communicate quickly and easily with supporters, members, leaders, and me! To accomplish this, GreatMoods wants us all to become comfortable with the communications module!

On our fundraising website, you will have to opportunity to keep track of all of the people who are buying from you and easily text and email them through our group’s website!

By using GreatMoods, we also get to use the communications module. This is sure to be a very helpful tool in our fundraising process. Click [here] to take a look!

Sincerely,

[Insert name]

Email 5: Personalize Your Website!

Date Email is Sent: [insert date]

Specify Day of the Week to Send if Necessary: [insert day]

Email Type: [Kickoff]

Season: []

ID/Schema: []

Subject Line: Personalize Your Website Today!

Hello [insert name],

Personalizing our website is an exciting experience and such a fun opportunity! Our website will have all of the information we will need to know about the fundraiser in one place!

To start, make sure that you are comfortable with navigating through our website and then, follow a few simple steps! All we need to do is fill in the basic fields that are relevant to our organization!

We can add the name of our organization, the message or purpose of the fundraiser and also add pictures! Click [here] to view some sample sites.

If you have any questions or are having trouble with the website, pass it along to me, and I will pass it along to GreatMoods!

Sincerely,

[Insert name]

Email 6: Identifying Your Supporters

Date Email is Sent: [insert date]

Specify Day of the Week to Send if Necessary: [insert day]

Email Type: [Kickoff]

Season: []

ID/Schema: []

Subject Line: Identify Your Supporters

Hello [insert name]!

There are multiple things to help you and the team succeed in our GreatMoods fundraiser. The first thing is your ability to find possible supporters to purchase products from the GreatMoods Mall!

When starting out, try to establish several prospects, such as grandparents, aunts and uncles, family friends, even local businesses! The great part about this fundraiser is you don’t need to limit you radius; it’s all done online!

GreatMoods is always here to support and help us find new leads for your fundraiser! Good luck and have fun!

Sincerely,

[Insert name]

Email 7: Announcing Your Fundraiser to Supporters

Date Email is Sent: [insert date]

Specify Day of the Week to Send if Necessary: [insert day]

Email Type: [Kickoff]

Season: []

ID/Schema: []

Subject Line: Announce our Fundraiser to New Supporters!

Hello [insert name],

Finding new supporters for our fundraiser is such an exciting accomplishment! After we have finished setting up the personalized website, it is now time to announce the GreatMoods Program to our supporters!

Reaching out to your family and friends is great place to start when announcing our fundraiser! Social media is also an easy way to reach out to new possible supporters every day!

All you personally need to do is provide your supporters with the link to our website so they can learn about our team’s cause and support us. Here is our personal website link to share with others [insert link]!

Promote our goals and mission and gain new prospects every step of the way! Have fun and good luck!

If you have any questions or need help with anything, GreatMoods is here to help! Let me know if you need anything, and I’ll pass it along to them!

Sincerely,

[Insert name]

Email 8: Promoting the GreatMoods Mall

Date Email is Sent: [insert date]

Specify Day of the Week to Send if Necessary: [insert day]

Email Type: [Kickoff]

Season: []

ID/Schema: []

Subject Line: Check Out the GreatMoods Mall!

Hello [insert name],

Promoting the GreatMoods Mall to our supporters is very important! At the GreatMoods Mall, there is a wide variety of products and gifts for every season, reason, and occasion.

This makes for a perfect year-round fundraiser because it offers the chance for people to order products for themselves or as gifts for others. Moreover, we can easily promote it by posting a status on Facebook and Twitter or adding a picture on your Instagram of some of our fun merchandise!

GreatMoods provides prewritten material for us to post! This makes it easy for us to promote the fundraiser and for new supporters to learn about our personal fundraising goals!

To learn more about how to promote the GreatMoods Mall, please click [here] to view our specific training instructions and video!

Sincerely,

[Insert name]

Email 9: Viewing Fundraising Reports and Using the Goal Tracker

Date Email is Sent: [insert date]

Specify Day of the Week to Send if Necessary: [insert day]

Email Type: [Kickoff]

Season: []

ID/Schema: []

Subject Line: Utilize GreatMoods’ Tools, Like the Goal Tracker!

Hello [insert name],

GreatMoods wants our team to be able to track individual and team success. To help with this, GreatMoods provides a goal tracker! This tracker makes it easy to view everyone’s accounts and reports!

You will be able to see how you personally are doing, how much you are selling, and what you are selling. However, an organization is made up of more than individuals. GreatMoods also wants us to be able to track our team’s success. The tracker lets you set daily, weekly, monthly, and yearly goals. Once we have a plan, you will know what you personally and the team as a whole need to do to meet our goals.

Because we are using GreatMoods, we also get to use the tracker. This will be a very helpful tool in the fundraising process. Click [here] to take a look!

Sincerely,

[Insert name]

Email 10: Ongoing Communication with Supporters

Date Email is Sent: [insert date]

Specify Day of the Week to Send if Necessary: [insert day]

Email Type: [Kickoff]

Season: []

ID/Schema: []

Subject Line: Keep Up with our Fundraiser Supporters!

In order to ensure a successful fundraiser, it is important to keep up communication between the individuals of the team and our supporters. Make sure you remind them consistently of our goals, and tell them how they’re coming along.

Tell them about the GreatMoods Mall! It doesn’t hurt to suggest products specific to your supporters. Show them the variety of products we have available, especially the new products added constantly!

Please do not hesitate to contact me with any questions or concerns you may have; I will pass along these questions and concerns to GreatMoods. After all, GreatMoods is here to support us!

Sincerely,

[Insert name]

Email 11: FAQs

Date Email is Sent: [insert date]

Specify Day of the Week to Send if Necessary: [insert day]

Email Type: [Kickoff]

Season: []

ID/Schema: []

Subject Line: Have Questions? Check Out Our FAQs Section!

Hi [insert name],

Sometimes questions come up during fundraisers. How do you begin a fundraiser, how do you let others know about your fundraiser, how may of the profits go directly to our group... The list goes on and on. Did you know that GreatMoods has an FAQ section on our website to help answer any question that you may have? Check it out at [link]!

GreatMoods is here to help us in whatever way they can; part of this is by answering your questions! If your question doesn’t appear in the FAQ section of the website, feel free to contact GreatMoods directly! You can also let me know, and I can ask them as well. After all, GreatMoods is here to help you and our team!

Thank you for using GreatMoods to promote our fundraiser, and remember to check out the FAQ section!

Sincerely,

[Insert name]

Other Emails

Email 1: Friendly Reminder of Fundraiser Ending

Date Email is Sent: [insert date]

Specify Day of the Week to Send if Necessary: [insert day]

Email Type: [Kickoff]

Season: []

ID/Schema: []

Subject Line: Keep Up the Good Work, our Fundraiser is Coming to an End!

Hi [insert name],

Our fundraiser is coming to an end, and GreatMoods wants us to reach the goals that we have set! Keep communicating with your supporters and let them know their opportunity to contribute to this fundraiser is coming to a close.

Tell them about our GreatMoods Mall and suggest products they might like. Keep updating your Facebook and Twitter feeds and remind your friends and family to support [insert organization].

Please do not hesitate to contact me with any questions or concerns you may have; I will pass any questions and concerns along to GreatMoods. You’re doing a great job, keep up the good work! GreatMoods is here to support you and our team!

Sincerely,

[Insert name]

Email 2: Conclusion of Fundraiser/End of Fundraiser Summary

Date Email is Sent: [insert date]

Specify Day of the Week to Send if Necessary: [insert day]

Email Type: [Kickoff]

Season: []

ID/Schema: []

Subject Line: Congratulations on the Conclusion of [insert organization]’s Fundraiser!

Hi [insert name],

Our fundraiser has come to an end! GreatMoods would like to thank you again for using GreatMoods to help our team fundraise. They are happy with our fundraiser’s success!

Because we found so much success with this fundraiser, I encourage you to use the GreatMoods Program in any future fundraisers that you may encounter with this or another group or organization.

Please feel free to contact me with any future fundraising needs you have, and I will pass anything you need along to GreatMoods! Congratulations on your successful fundraiser; you worked hard, and GreatMoods hopes that [insert organization] benefits greatly!

Sincerely,

[Insert name]