

Donor Management



HOW TO CREATE AN EMAIL BLAST

Ready to reach out to your contacts? The Email Blast feature of Donor Management will help you keep your donors informed and inspired.

It's easy to send an appeal, newsletter, alert, or any type of communication to your list. Here's how it's done:

1

From the main menu, click the **Communication** option and select **Email Blasts**. Then, click **Add Email Blast** in the top right of your screen.

2

Create your **Email Subject** line and enter the group(s) for your **Email Recipients**.

For your first email blast, select **Starter** as your layout and choose one of the four styles.

3

Set a **Reply-to Email Address**.

Your reply-to address should be an active email address for your organization. If someone replies to your email, you want them to get in touch with a real person. The address you enter here will receive any replies your donors send to you.

4

If you have any **Attachments**, add them now.

You may also choose if you want to schedule an automatic delivery of your email for a future date/time. Click **Save** to proceed.

5

Now you can design and write your email! Click the pencil icons to edit each content section.

Be sure to click the **Save** button in each content section to keep your changes.

6

When you've finished customizing your email, click **Back to emails** at the top of the screen.

Your new email is now in your **Email Blasts** list. When you're happy with your email, click the **Send now** button to confirm the email's delivery. If you selected a scheduled delivery, your email will not be sent until that time. If you didn't schedule a time, your email will be sent right away.

Questions? We're here to help!

Email us at donormanagement@networkforgood.com and we will make sure your emails are amazing.