HOW TO SEND AN EMAIL TO YOUR SUPPORTS

1. Login to your MS Gong Ride page

2. On **MY PAGE** click

GET SUPPORT

3. Scroll down to **SEND EMAILS TO FRIENDS AND FAMILY**

4. Click **SEND EMAILS**

SEND EMAILS

5. In Choose a pre-written email, select **Ask for Support**

6. Click on the **MY CONTACTS**

MY CONTACTS

7. Three options will available:

   7.1. My Contacts – list of email addresses that you've already sent an email too

   7.2. My Donors – a list of your donors names with no email addresses. Each donor has a code starting in d, to which their email address is attached.

   7.3. Import Contacts – import an excel list of email addresses only in CSV format. Tip: name is not required.

8. Click on the box next to each contact you want to email

9. Click **ADD TO EMAIL** at the bottom of the page

10. You will be taken back to **SEND EMAILS.**

11. **NOTE** you will NOT see a donor's email address. You will only see their 5 digit code starting with d eg:

Enter email addresses (add a comma in between addresses if sending to more than one person)

d5549,

12. Complete the subject and email message and when finished, scroll down and click **SEND EMAIL**