

Coordinator – Send Emails to your Participants



Did you know you can email your registered participants? Here's how ...

Step 1: Log in to your Headquarters web page by visiting www.heart.org/jump or www.heart.org/hoops and click on the **'LOGIN HERE'** button.

Step 2: Click on the **Send Emails** button in the **Steps to Success** section of your My HQ page.

Step 3: You will be taken to your Email Center. Click on the **Address Book** link in the **Compose Email Message** box.



Compose Email Message (10)

To send an email, use your address book to select existing addresses or create a new one.

From: Pyramid WSA 1 Sender Email: cheri.wilson@heart.org

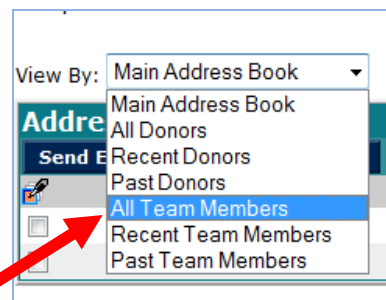
** Required Information

[Explain](#)

Greeting* Recipient Email*

ADDRESS BOOK

Step 4: Click on the **View By** drop down and choose **All Team Members**.



Step 5: Use the check boxes to select the contacts that you wish to receive your Email and click the **Send Email to Selected Contacts** button.

Step 6: Update the **Salutation** if you like and choose from the dropdown how you would like the **Recipient Name** to appear. Click **Save**.

Step 7: You will return to the **Compose Email Message** page. Customize your email and make sure you click the Group page check box at the bottom the click the **Send Email** button.

Preview email

Send email

All Team Members

Send Email to Selected Contacts

	First Name	Last Name	Email Address	Address
<input type="checkbox"/>	AHA Testing	Student	testing@gmail.com	123 SW Washi
<input checked="" type="checkbox"/>	AHA Testing	Student	student@hm.com	123 SW Washi
<input checked="" type="checkbox"/>	James	Stevenson	james@hm.com	Lewisville, TX
<input checked="" type="checkbox"/>	John	Bazile	john@gmail.com	5655 College

heart.org/jump
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