

HOW TO IMPORT CONTACTS FROM AN EXCEL SPREADSHEET

Step 1: Login to your participant fundraising account and click on the "Get Donors" button

The screenshot shows the fundraising dashboard for Joan. The header features the Special Olympics Florida Polar Plunge 2017 logo and the slogan "CHILL OUT YOU GOT THIS POLAR PLUNGE 2017". A navigation menu on the left includes Home, Fundraising, Team, Profile, and Registration. A central banner says "Welcome Joan!". A tip box indicates that Joan has reached her fundraising goal and should increase it, with an "Update Now" link. Below this are four action buttons: "Get Donors" (highlighted with a blue box), "My Fundraising", "Thank Donors", and "Recruit Friends". A "My Media" section shows a photo of people in a polar plunge. A "Personal Message" section contains the text: "Polar Plunge is the MOST FUN you can have in frigid water!". A sidebar on the left offers to associate the account with Facebook.

Step 2: Copy the email addresses in your Excel file, and paste them into the box (separated by commas)

The screenshot shows the "Get Donors" page. The header is the same as in the previous screenshot. The navigation menu on the left is expanded to show "My Fundraising", "Get Donors", "Manage Donors", "Support Yourself", and "Tell-A-Friend". The main heading is "Get Donors" in large red letters. Below it is the instruction: "Send messages to your friends and family asking them to support you". A sub-heading reads "Step 1: Send Emails". The text explains that users can choose from two options to send emails, and provides a link to "View list of people you've asked to donate to you". A "To:" field is highlighted with a blue box, containing a text input area with the instruction "(separate email addresses with commas or semi-colons)". Below this is a "Subject:" field with the pre-filled text "Please support me in Special Olympics Florida Polar Plunge 2017!".

Step 3: Personalize one of the email messages we've provided, and hit "Send Email" – you're done! Please note: your donor emails are automatically saved once you hit "Send Email".