

# PARTICIPANT

## How To Send Emails & Ecards

With your parent/guardian's permission and help, you can spread the word that you're making a difference for heart health. Personalize an email or e-card with a heart-happy message. Here's what you do.

### 1 LOGIN

Go to [www.heart.org/KHC](http://www.heart.org/KHC).

**Student/Coordinator Log In**

Click on the red **"Student/Coordinator Log In"** button in the upper right corner.

Enter your username and password.

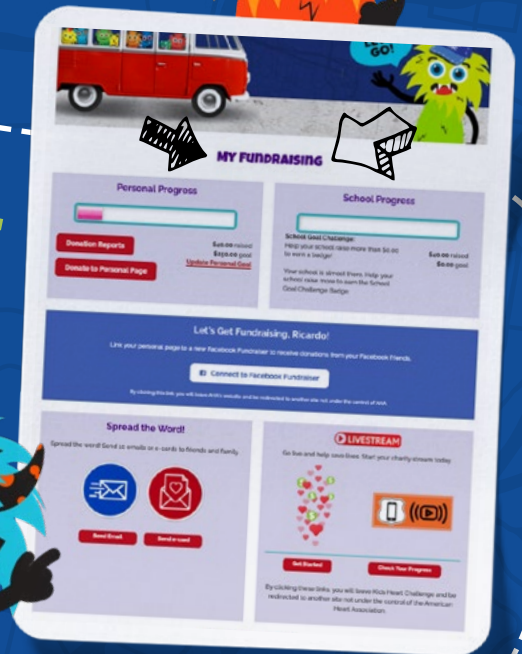
**My Headquarters**

Then click on the red **"My Headquarters"** button.

Forgot your username or password? Follow the directions for help.

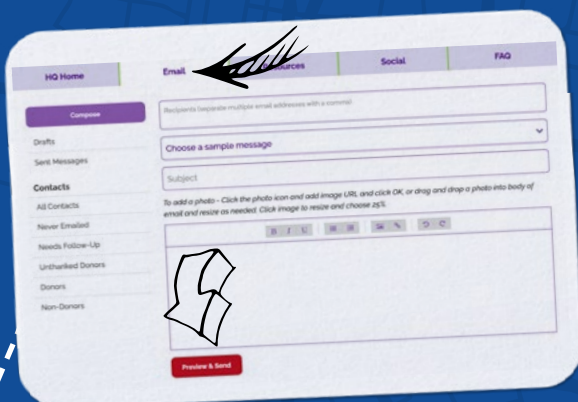
### 2 SCROLL DOWN TO "MY FUNDRAISING"

Click on **"Send Email"** or **"Send e-card."**



### 3 SEND AN EMAIL OR ECARD!

To send emails, select the **"Send Email"** button. Enter the email addresses of the people you want to send your message to. Choose from our sample messages or create our own! When you're done, click **"Preview and Send"**. If you like how it looks, click **"Send"** in the top right corner of the preview page.



To send e-cards select the **"Send e-card"** button. Upload a personal photo or skip this step to select your challenge. Next you can change the message on the card if you want, or just click **"Next"** to enter the email addresses of who you want to send it to. Then select **"Send"**!

