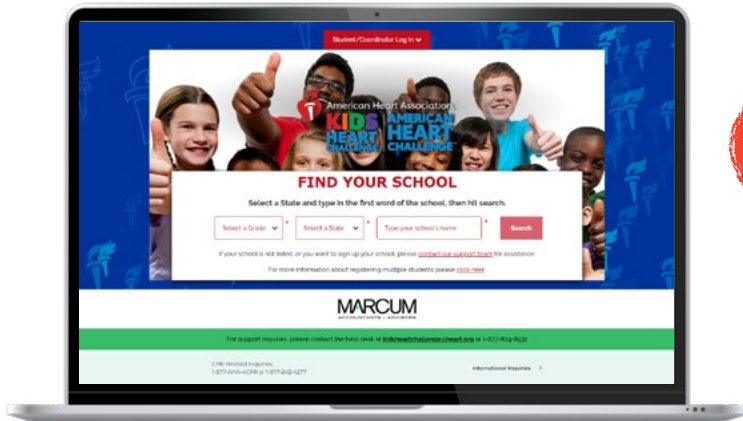American Heart Association®

AMERICAN HEART CHALLENGE™

COORDINATOR

HOW TO PRINT EMAIL PAST PARTICIPANTS

1. START HERE

Go to **heart.org/Schools**. Click on the red **"Student/Coordinator Log In"** button on the top of the page. Enter your username and password.

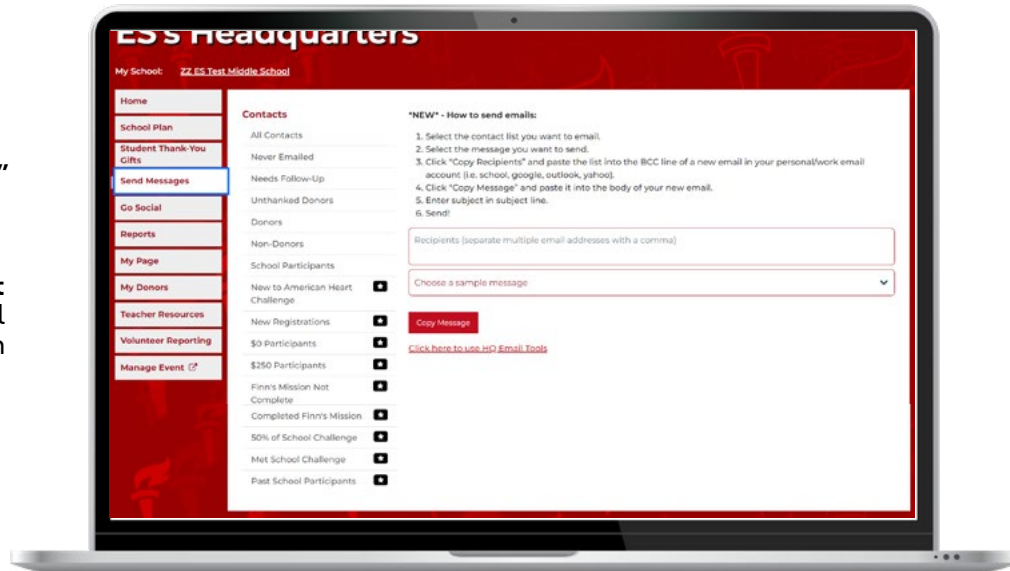Forgot your username or password? Follow the directions for help.

2. FIND PAST PARTICIPANTS

Click the tab **"Send Messages"** on the left panel.

Past School Participants ⭐

Under **"Contacts,"** select **"Past School Participants,"** select all students (or the ones you wish to email) then click the red **"Email Selected"** button.

Email Selected

3. PERSONALIZE IT AND SEND!

Choose a sample message and personalize it, or write your own.

Select the message you want to send.

Click **"Copy Recipients"** and paste the list into the BCC line of a new email in your school email account (i.e. School, Google, Outlook, Yahoo).

Click **"Copy Message"** and paste it into the body of your new email.

Enter subject in subject line and hit **"Send!"**