## HOW TO PRINT EMAIL PAST PARTICIPANTS

American Heart Association. AMERICAN



## **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.



## 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

Home	Contractor	
School Plan	All Contacts	"NEW" - How to send emails:
Student Thank-You Gifts	Never Emailed	<ol> <li>Select the message you want to send.</li> <li>Click "Copy Recipients" and parts the list into the BCC line of a new email in your personal/work email account (is action); google, outlook; yahoo);</li> <li>Click "Copy Message" and paste it not the body of your new email.</li> <li>S. Enfore tubgict in subject ine.</li> </ol>
Send Messages	Needs Follow-Up	
Go Social	Unthanked Donors	
	Donors	6. Send!
Reports	Non-Donors	Recipients (separate multiple email addresses with a comma)
My Page	School Participants	
My Donors	New to American Heart  Challenge	Choose a sample message
Teacher Resources	New Registrations	Copy Message
Volunteer Reporting	\$0 Participants	Click here to use HO Email Tools
Manage Event C	\$250 Participants	
	Finn's Mission Not  Complete	
	Completed Finn's Mission	i 📕
	50% of School Challenge	i 📕
	Met School Challenge	ı 📕
2	Past School Participants	



## **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!"