



# COORDINATOR HOW TO EMAIL PAST PARTICIPANTS



1.

## START HERE

Go to [heart.org/Schools](https://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.

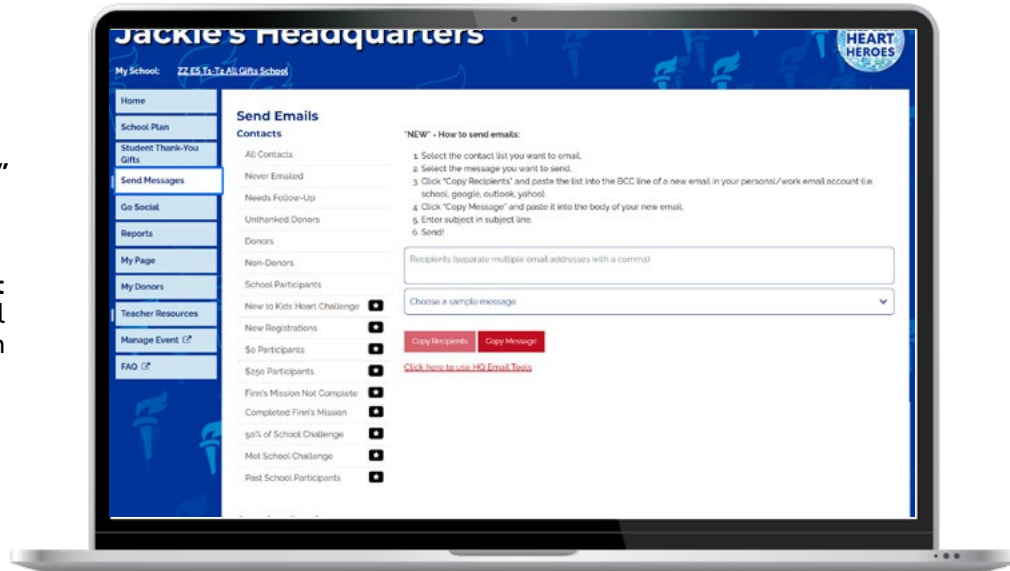
## FIND PAST PARTICIPANTS

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!”

