



PARTICIPANT HOW TO SEND EMAILS & ECARDS



1. LOG IN TO YOUR HQ

Go to heart.org/schools. Click the red "Student/Coordinator Log In" button at the top of the page.

Student/Coordinator Log In ▾

Enter your username and password.

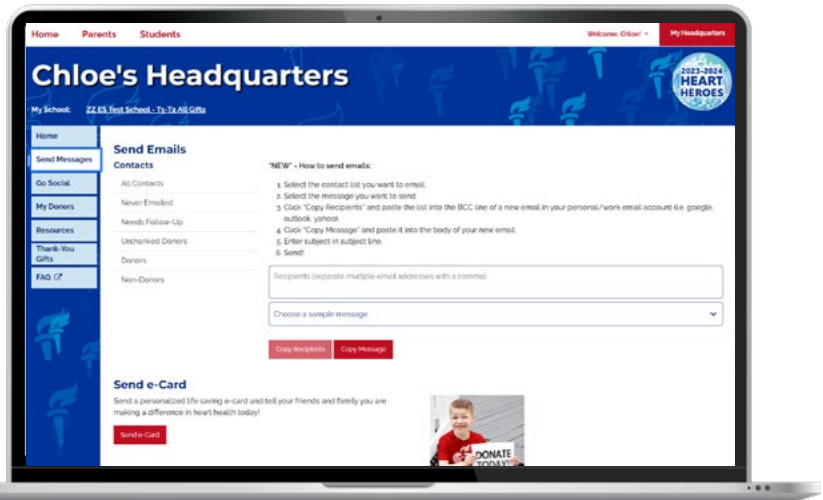
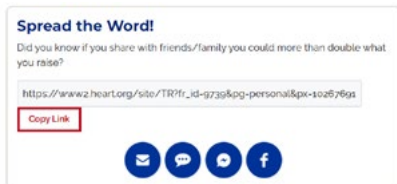
Forgot your username or password? Follow the directions on the screen for help.



2. SEND MESSAGES

Locate "Send Messages" tab under the "Home" tab of your Headquarters.

Or scroll down on the homepage to find the shortcut "Spread the Word!" box under "Reach Your Goal" section. Click the icons to share via Email, Text, Facebook Messenger or create a Facebook post.



3. START SENDING

To send emails:

- Select the contact list you want to email.
- Select the message you want to send.
- Click "Copy Recipients" and paste the list into the BCC line of a new email in your personal/work email account (i.e. Google, Outlook, Yahoo).
- Click "Copy Message" and paste it into the body of your new email.
- Enter subject in subject line and send!

To send ecards:

- Click "Send Ecard."
- Upload a photo. *Tip: Make the most out of your personalized ecard by removing the background of your image.* Click "Next."
- Choose your background and click "Next."
- Use our message or write your own to share why heart health is important to you. Click "Next."
- Add up to 10 email addresses and click "Send."

