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.
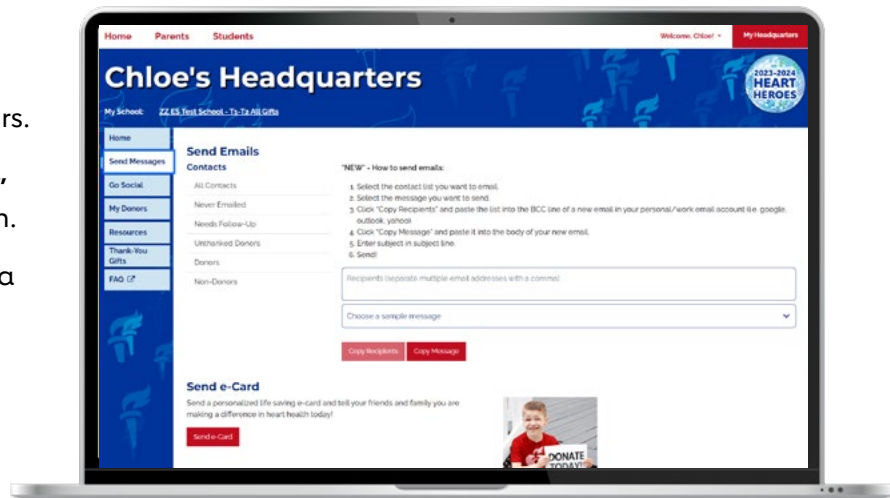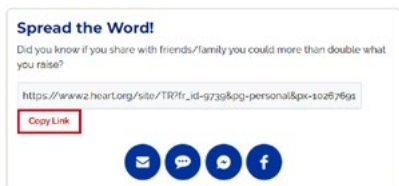
3. START SENDING

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."**