PARTICIPANT & PARENT/GUARDIAN

HOW TO SEND EMAILS & ECARDS

With your parent/guardian’s permission and help, you can spread the word that you’re making a difference for heart health with personalized emails or e-cards.

1. **LOG IN**

   Go to heart.org/KHC. Click the red “Student/Coordinator Log In” button in the upper right corner. Enter your username and password and click the red “My Headquarters” button. 

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

2. **SPREAD THE WORD!**

   Locate the box “Spread the Word” under the “My Fundraising” section. 

   Click on “Send Email” or “Send e-card.”

3. **JUST HIT SEND!**

   **To send emails**, select the “Send Email” button. Enter the email addresses of the people you want to send your message to. Choose from our sample messages or create your own! When you’re done, click “Preview and Send.” If you like how it looks, click “Send” in the top right corner of the preview page.

   **To send e-cards**, select the “Send e-card” button. Upload a personal photo or skip this step to select your challenge. You can change the message on the card if you want, or just click “Next” to enter the email addresses of who you want to send it to. Then select “Send.”

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