

To easily send thank-you emails to donors, follow these steps:

- Log in to your fundraiser dashboard by clicking the "HQ Login" link in the top right
- Click "Reports" on the bar below your picture
- Locate the donor/donation you'd like to thank, and click "Send Email" (If the donor didn't submit their email address, this option is unavailable.)
- Type the message in the pop-up window, and click "Send Email"

Or if you would like to download a list of your donors and their email addresses to send through your personal email click on the "Download as CSV" option on the right.