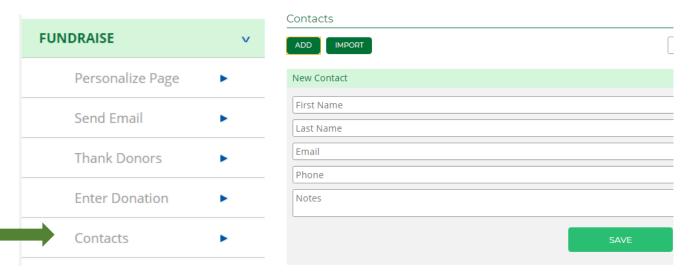


A Guide to Add Contacts to Your Grow Green @ Fundraising Page

Your contacts are needed to send emails, track donations and send thank you emails.

When sending emails you will need to type or copy and paste email into the Recipients line. OR you can import a contact list from an Excel Document or add Contacts.



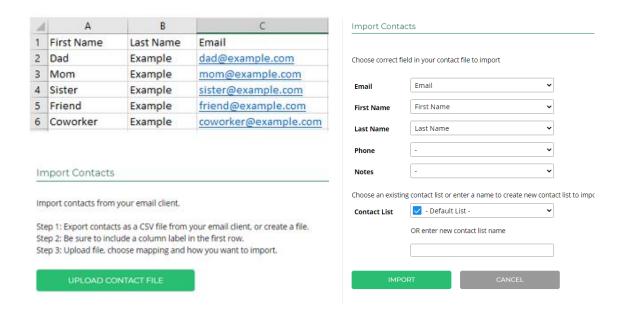
You can add a contact by entering in their contact information one by one.

Or you can IMPORT a list of contacts from Excel.

The benefit of adding in Contacts is so you can email all of the list with once click of a button and personalize the email with their name. Rather than emailing everyone one by one.

It takes a couple of minutes to create the excel list and import it. But you will save that time when you email the list all at once. ** Ensure that you save the excel document as a CVS file for the Contacts Name and Email to import correctly.

Import a list of contacts from Excel.



Once you have entered or imported your contact they will be available in your contacts like to send emails, track donations and send thank you emails.

