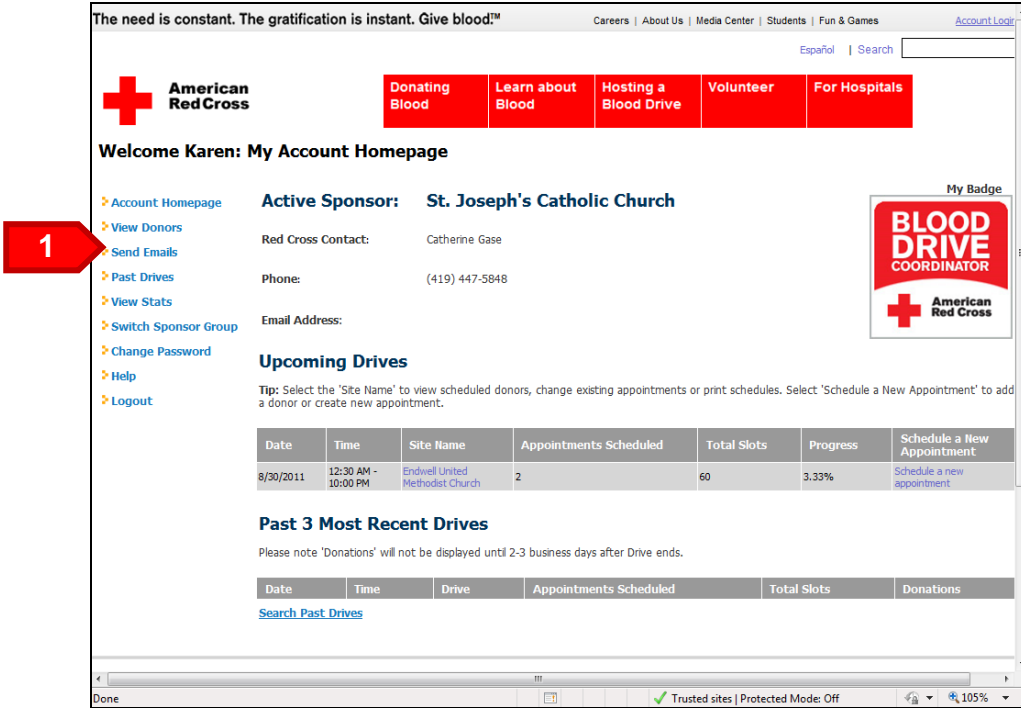


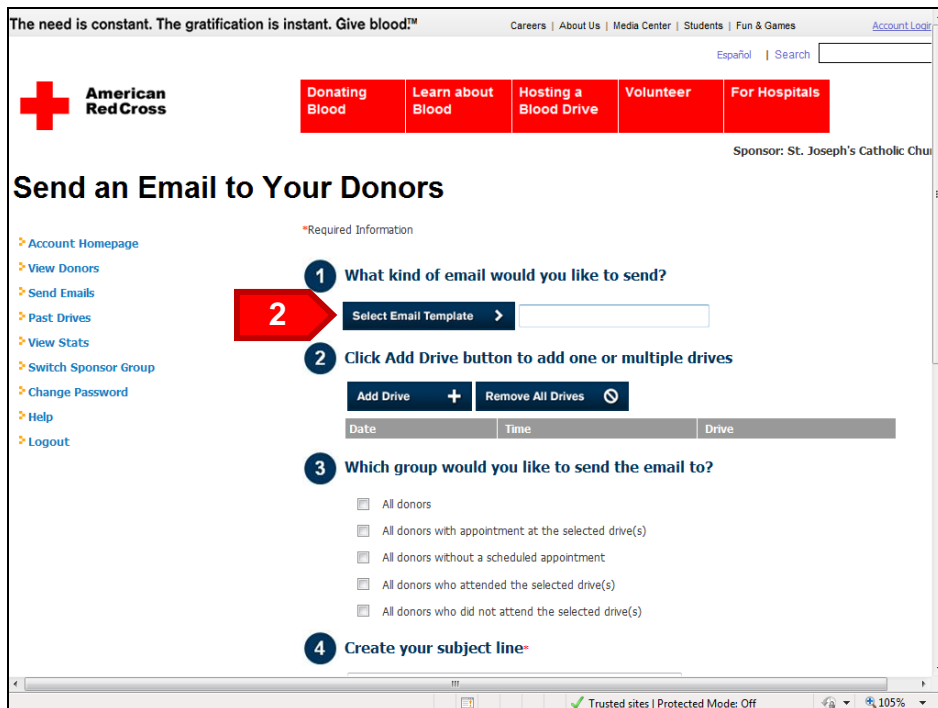
# Send Emails



The screenshot shows the 'My Account Homepage' for a user named Karen. The page includes a navigation menu on the left with a red arrow pointing to 'Send Emails'. The main content area displays account information for 'St. Joseph's Catholic Church', including contact details and a 'My Badge' for 'BLOOD DRIVE COORDINATOR'. There are sections for 'Upcoming Drives' and 'Past 3 Most Recent Drives'.

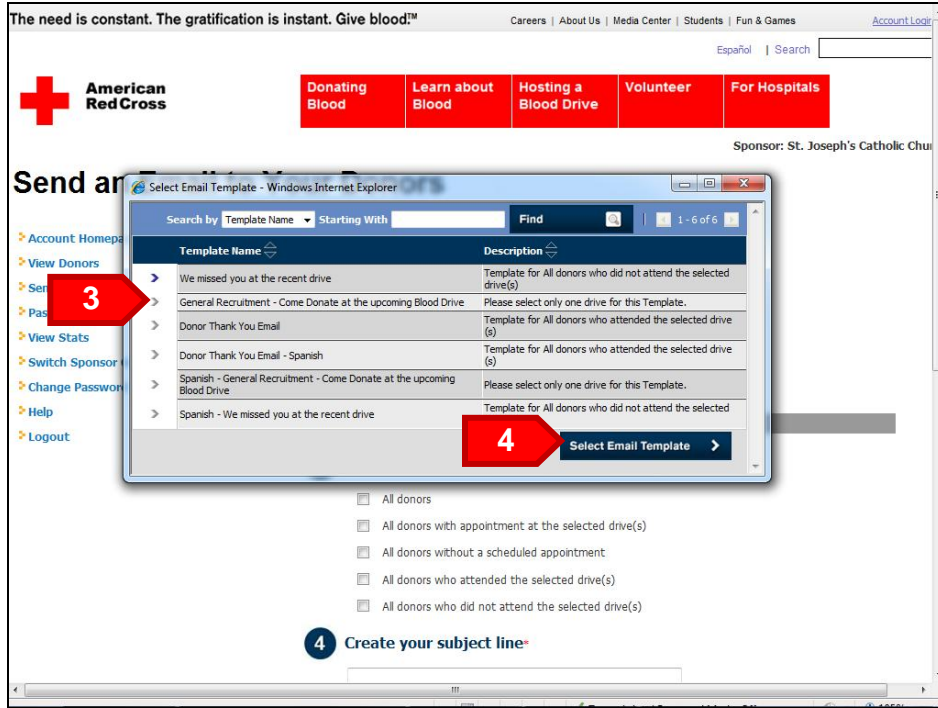
Date	Time	Site Name	Appointments Scheduled	Total Slots	Progress	Schedule a New Appointment
8/30/2011	12:30 AM - 10:00 PM	Endwell United Methodist Church	2	60	3.33%	Schedule a new appointment

1. Log in to the BDC web account. Select **Send Emails** on the *Account Homepage*.

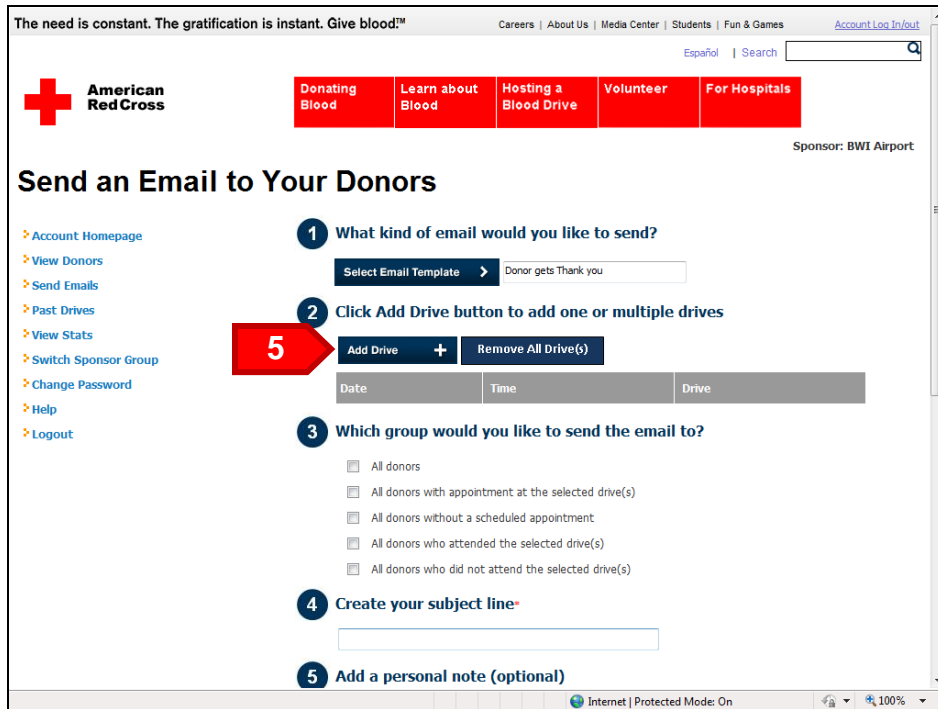


The screenshot shows the 'Send an Email to Your Donors' page. It features a form with four numbered steps: 1. 'What kind of email would you like to send?' with a 'Select Email Template' dropdown; 2. 'Click Add Drive button to add one or multiple drives' with 'Add Drive' and 'Remove All Drives' buttons; 3. 'Which group would you like to send the email to?' with radio button options; 4. 'Create your subject line\*' with a text input field.

2. The Send an Email to Your Donors page is displayed. Click **[Select Email Template]**.

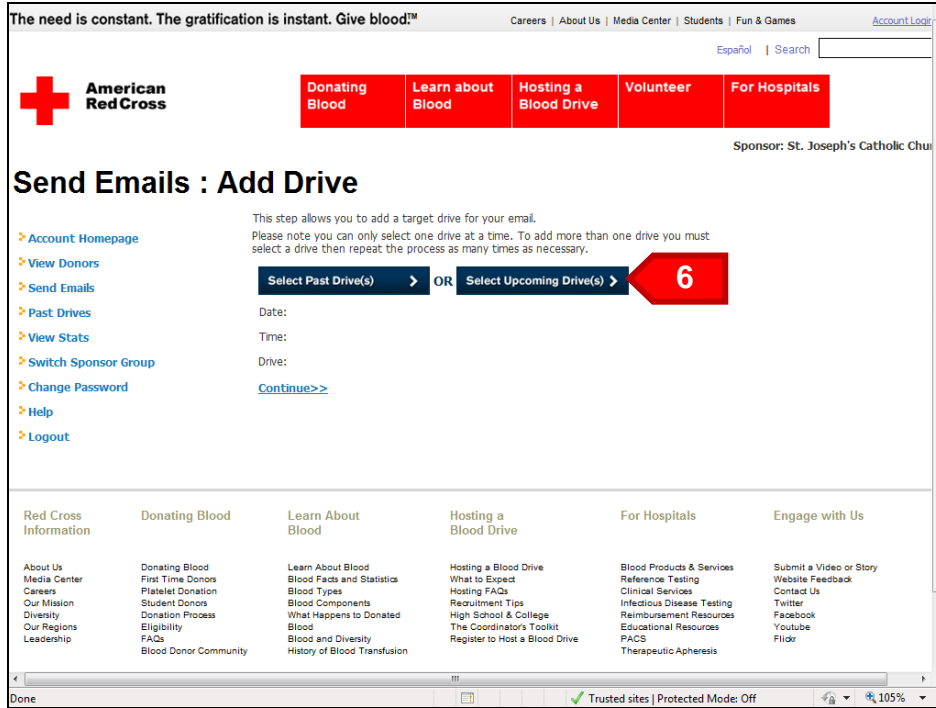


3. The *Select Email Template* page is displayed. To select the Email template, select the arrow beside the *Template Name*. Note that the information used to build prior emails remains in the system.
4. Click **[Select Email Template]**.

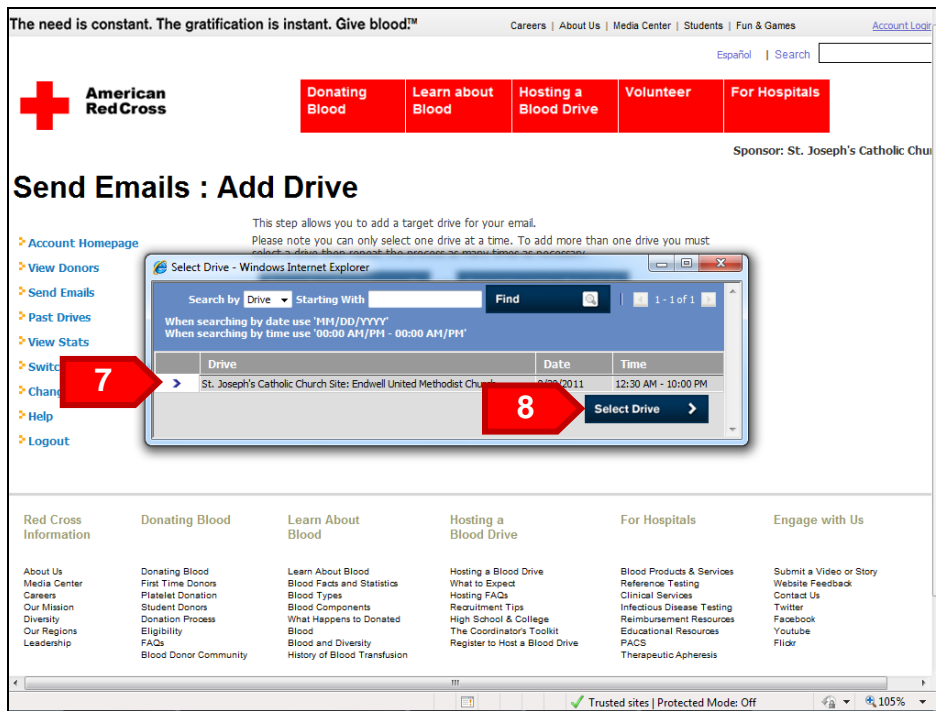


5. To send the Email to Donors of a specific Drive, click **[Add Drive]**.

# Send Emails



6. The *Send Emails : Add Drive* page is displayed. To send an Email about an Upcoming Drive to donors, click **[Select Upcoming Drive(s)]**.



7. The *Select Drive* page is displayed. To select a particular *Drive*, select the arrow beside the *Drive*.
8. Click **[Select Drive]**.

# Send Emails



**American Red Cross** Donating Blood Learn about Blood Hosting a Blood Drive Volunteer For Hospitals

Sponsor: St. Joseph's Catholic Church

## Send Emails : Add Drive

This step allows you to add a target drive for your email.  
Please note you can only select one drive at a time. To add more than one drive you must select a drive then repeat the process as many times as necessary.

[Select Past Drive\(s\)](#) > OR [Select Upcoming Drive\(s\)](#) >

Date: Tuesday, August 30, 2011  
Time: 12:30 AM - 10:00 PM  
Drive: St. Joseph's Catholic Church Site: Endwell United Methodist Church

**9** [Continue>>](#)

Red Cross Information	Donating Blood	Learn About Blood	Hosting a Blood Drive	For Hospitals	Engage with Us
<a href="#">About Us</a> <a href="#">Media Center</a> <a href="#">Careers</a> <a href="#">Our Mission</a> <a href="#">Diversity</a> <a href="#">Our Regions</a> <a href="#">Leadership</a>	<a href="#">Donating Blood</a> <a href="#">First Time Donors</a> <a href="#">Platelet Donation</a> <a href="#">Student Donors</a> <a href="#">Donation Process</a> <a href="#">Eligibility</a> <a href="#">FAQs</a> <a href="#">Blood Donor Community</a>	<a href="#">Learn About Blood</a> <a href="#">Blood Facts and Statistics</a> <a href="#">Blood Types</a> <a href="#">Blood Components</a> <a href="#">What Happens to Donated Blood</a> <a href="#">Blood and Diversity</a> <a href="#">History of Blood Transfusion</a>	<a href="#">Hosting a Blood Drive</a> <a href="#">What to Expect</a> <a href="#">Hosting FAQs</a> <a href="#">Recruitment Tips</a> <a href="#">High School &amp; College</a> <a href="#">The Coordinators Toolkit</a> <a href="#">Register to Host a Blood Drive</a>	<a href="#">Blood Products &amp; Services</a> <a href="#">Reference Testing</a> <a href="#">Clinical Services</a> <a href="#">Infectious Disease Testing</a> <a href="#">Reimbursement Resources</a> <a href="#">Educational Resources</a> <a href="#">PACS</a> <a href="#">Therapeutic Apheresis</a>	<a href="#">Submit a Video or Story</a> <a href="#">Website Feedback</a> <a href="#">Contact Us</a> <a href="#">Twitter</a> <a href="#">Facebook</a> <a href="#">Youtube</a> <a href="#">Flickr</a>

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9. The *Send Emails : Add Drive* page is displayed. Select **Continue>>**.

**American Red Cross** Donating Blood Learn about Blood Hosting a Blood Drive Volunteer For Hospitals

Sponsor: St. Joseph's Catholic Church

## Send Emails : Add Drive

This step allows you to add a target drive for your email.  
Please note you can only select one drive at a time. To add more than one drive you must select a drive then repeat the process as many times as necessary.

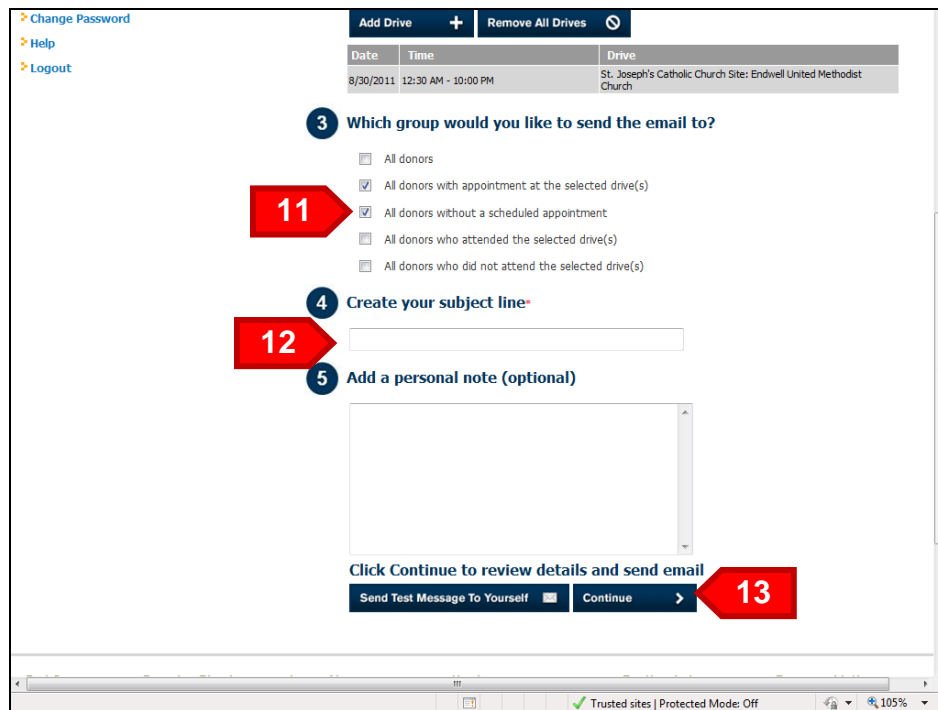
Date: Tuesday, August 30, 2011  
Time: 12:30 AM - 10:00 PM  
Drive: St. Joseph's Catholic Church Site: Endwell United Methodist Church

[Add Another Drive?](#) OR [Continue Sending Email](#) > **10**

Red Cross Information	Donating Blood	Learn About Blood	Hosting a Blood Drive	For Hospitals	Engage with Us
<a href="#">About Us</a> <a href="#">Media Center</a> <a href="#">Careers</a> <a href="#">Our Mission</a> <a href="#">Diversity</a> <a href="#">Our Regions</a> <a href="#">Leadership</a>	<a href="#">Donating Blood</a> <a href="#">First Time Donors</a> <a href="#">Platelet Donation</a> <a href="#">Student Donors</a> <a href="#">Donation Process</a> <a href="#">Eligibility</a> <a href="#">FAQs</a> <a href="#">Blood Donor Community</a>	<a href="#">Learn About Blood</a> <a href="#">Blood Facts and Statistics</a> <a href="#">Blood Types</a> <a href="#">Blood Components</a> <a href="#">What Happens to Donated Blood</a> <a href="#">Blood and Diversity</a> <a href="#">History of Blood Transfusion</a>	<a href="#">Hosting a Blood Drive</a> <a href="#">What to Expect</a> <a href="#">Hosting FAQs</a> <a href="#">Recruitment Tips</a> <a href="#">High School &amp; College</a> <a href="#">The Coordinators Toolkit</a> <a href="#">Register to Host a Blood Drive</a>	<a href="#">Blood Products &amp; Services</a> <a href="#">Reference Testing</a> <a href="#">Clinical Services</a> <a href="#">Infectious Disease Testing</a> <a href="#">Reimbursement Resources</a> <a href="#">Educational Resources</a> <a href="#">PACS</a> <a href="#">Therapeutic Apheresis</a>	<a href="#">Submit a Video or Story</a> <a href="#">Website Feedback</a> <a href="#">Contact Us</a> <a href="#">Twitter</a> <a href="#">Facebook</a> <a href="#">Youtube</a> <a href="#">Flickr</a>

Done Trusted sites | Protected Mode: Off 105%

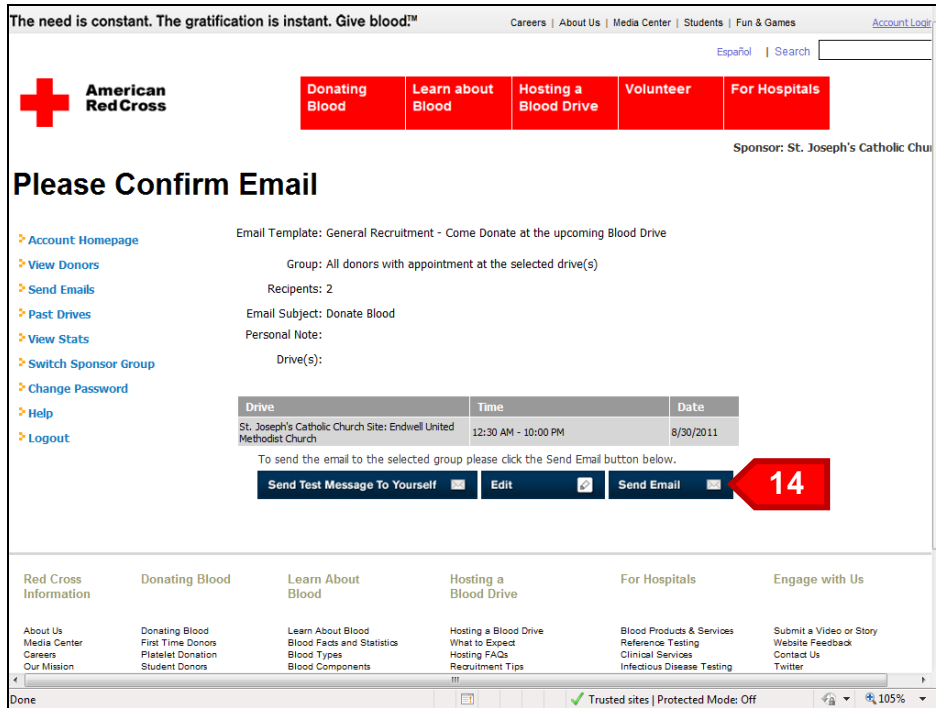
10. Click **[Continue Sending Email]**.



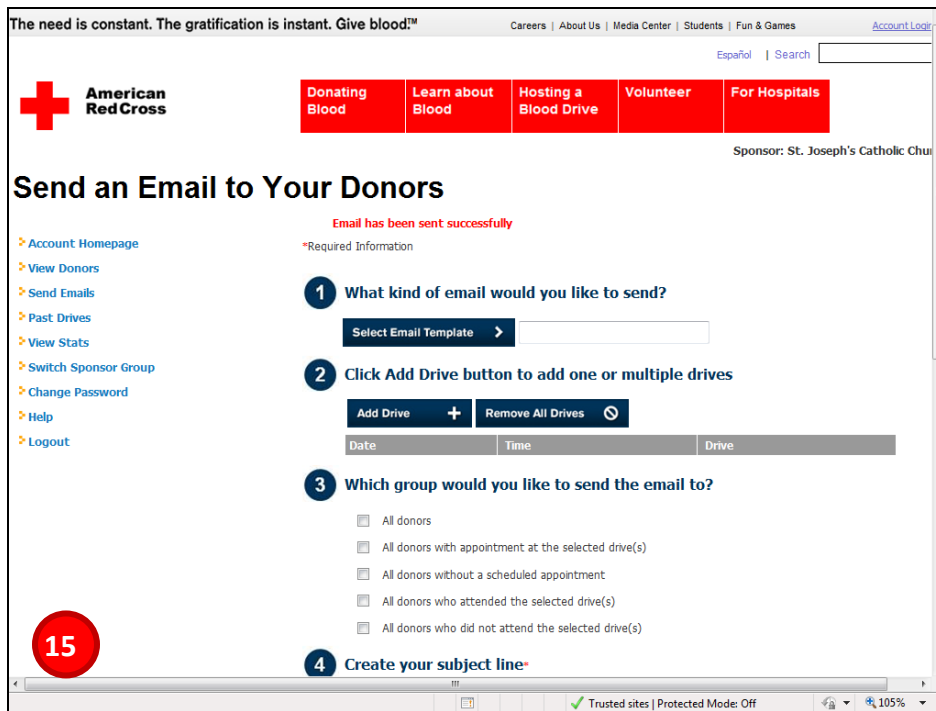
The screenshot shows a web interface for sending emails. At the top, there are links for 'Change Password', 'Help', and 'Logout'. Below these are buttons for 'Add Drive' and 'Remove All Drives'. A table lists a drive with the date '8/30/2011', time '12:30 AM - 10:00 PM', and location 'St. Joseph's Catholic Church Site: Endwell United Methodist Church'. The main section is titled '3 Which group would you like to send the email to?' and contains four radio button options. A red arrow labeled '11' points to the second option, 'All donors with appointment at the selected drive(s)'. Below this is a section titled '4 Create your subject line\*' with a text input field. A red arrow labeled '12' points to this field. Underneath is a section titled '5 Add a personal note (optional)' with a text area. At the bottom, there is a link 'Click Continue to review details and send email' and two buttons: 'Send Test Message To Yourself' and 'Continue'. A red arrow labeled '13' points to the 'Continue' button. The browser's address bar and status bar are visible at the bottom of the screenshot.

11. Select the group of Donors to send the Email to by selecting the checkbox beside the group.
12. Please type the subject of the Email in the *Create your subject line* field.
13. Click **[Continue]**.  
**Note:** BDCs can add a personal note in the *Add a personal note (optional)* field. This is not mandatory.

# Send Emails



14. The *Please Confirm Email* page is displayed. Make sure that the selection criteria, subject line, and past notes are updated prior to sending an email. Click **[Send Email]**.



15. View the confirmation displayed on the *Send an Email to Your Donors* page. The Email is sent to the Donors for the selected Drive.