

SAVING AN EMAIL TEMPLATE IN CONVIO

See below please...

Welcome, Anonymous Donor | [Profile](#) | [Log Out](#)

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Compose Message

[Send](#) [Save as draft](#) [Preview](#) [Save as template](#)

To:

Enter your friends name, email address, or [choose from your contacts list](#)

Subject: ADD SUBJECT-Saving a Template

[▶ Use a template](#) Use a suggested message to email your friends.

Include personalized greeting ([What's this?](#))

Font family: Arial Font size: 14pt

B I U |

Message Area

SAVING AN EMAIL AS A TEMPLATE

- Create the text of your email
- Leave to **"To:"** field above blank
 - If you try to save to template with an email address in the To: area, you will need to copy your message, log out, then log back in and start over - pasting your message back into the text area.
- Add email subject to **"Subject:"** line
- Click on the **Save as template** link above

▼ Current layout: [done selecting](#)

Compose

[Drafts](#)

[Sent](#)

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Share

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