

HOW TO BUILD YOUR TEAM

Send Recruitment Emails

To recruit people to your team you will need to send recruitment emails. Begin by clicking on the **“My Email”** tab to view our email templates. Click the drop-down to display the template menu and then select the email entitled *Join My Team*. Using this template will automatically include your team link for people to join. You can also customize these templates to include why you are walking! To indicate recipients, you can input email addresses, choose from your contact list on the left-hand side and/or import contacts from Gmail, Yahoo or another email provider.

The screenshot shows the 'Participant Center' interface for Lung Force Walk, American Lung Association. The user is logged in as Karen. The navigation bar includes 'My Home', 'My Email' (highlighted with a blue arrow), 'My Registration', and 'My Social'. The 'COMPOSE MESSAGE' section is active, showing a 'Recipients' field, a 'Use a template' dropdown menu (highlighted with a blue arrow), a 'Subject' field, and a checked option for 'Include personalized greeting'. A rich text editor is visible below. On the left, a 'Contacts' list shows various categories and counts: All Contacts (235), Never Emailed (235), Needs follow-up (0), Unthanked Donors (0), Donors (0), Non-Donors (235), Teammates (2), and Non-Teammates (233). At the bottom, there are 'PREVIEW & SEND' and 'SAVE AS TEMPLATE' buttons.

Who Should You Ask Others to Join Your Team?

People are always looking for ways to get more involved in their community, and family, friends and colleagues want to help. **ASK everyone you know to join your team.** You will be surprised by the response!

Who do you know?

