

Allianz Trade 2025 K4K Challenge - Import Contacts and Send Email Using your personal participant page

This guide offers a straightforward approach to easily import contacts and send fundraising emails using your K4K personal page.

Breaking the process down into easy-to-follow steps, it ensures participants can quickly engage with their network and maximize donations. Participants can enhance their fundraising efforts and stay informed about donations through automated notifications.

1 Enter Username, Password and click on Login

The screenshot shows the 'PARTICIPANT LOGIN - Allianz Trade 2025 K4K Challenge' page. At the top, there is a dark blue navigation bar with the 'Kurling FOR KIDS' logo on the left and links for 'DONATE', 'REGISTER', 'BUY RAFFLE TICKETS', 'LOGIN', and 'FR' on the right. Below the navigation bar, the page title 'PARTICIPANT LOGIN - Allianz Trade 2025 K4K Challenge' is displayed in red. A message states: 'To access your personal fundraising page, please enter your username and password.' Below this, a link says: 'If you haven't already registered for this year's event, [REGISTER](#) now!'. The main login form is centered and contains a 'Login' heading, a 'Username' input field, a 'Password' input field with an eye icon, a blue 'Login' button, and links for 'Forgot Username?' and 'Forgot Password?'. At the bottom of the form, it says 'Or login with Facebook' with a Facebook logo and the word 'Facebook'.

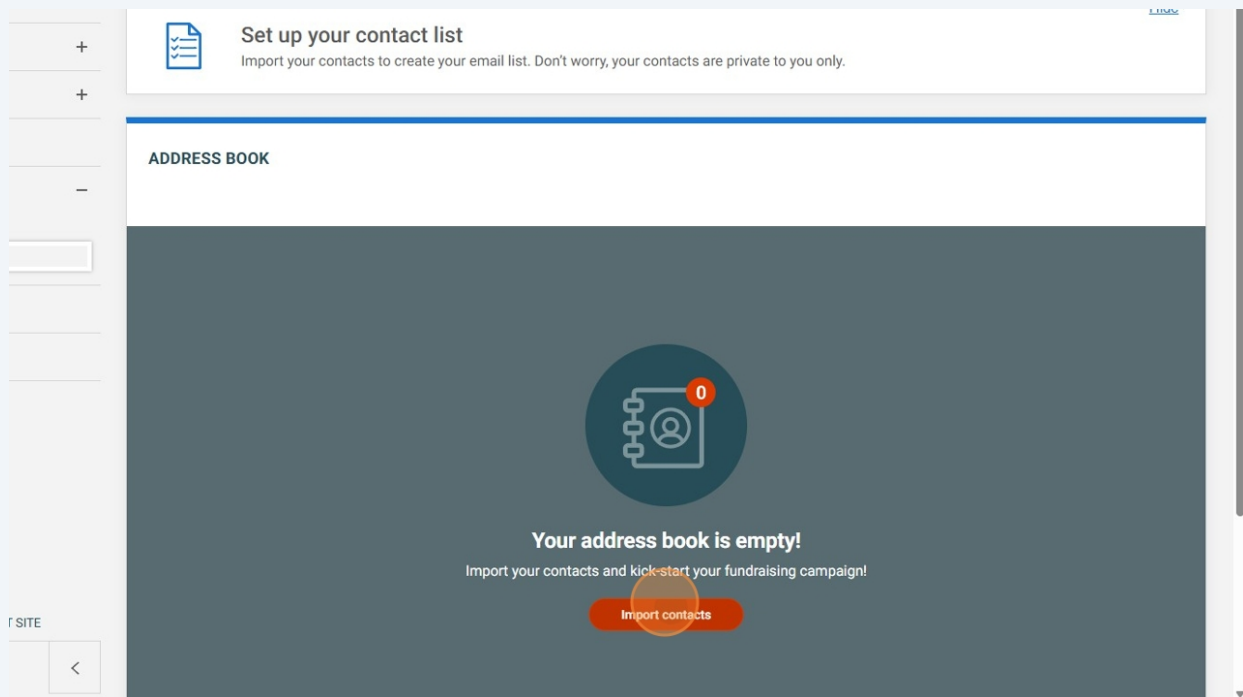
2 Click on "SEND EMAILS"

The screenshot shows the 'Kurling for Kids 2025' dashboard. The left sidebar contains a menu with the following items: DASHBOARD, MY PAGE, TEAM, DONATIONS, FOLLOW UPS, SEND EMAILS (highlighted with an orange circle and a plus sign), GET SOCIAL, and FITNESS GOAL. The main content area is titled 'Dashboard' and features a 'SET UP YOUR CAMPAIGN' section with four cards: 'Personalize your page' (Edit Page), 'Create an email list' (Import contacts), 'Ask for donations' (Send email), and 'Raise awareness on social' (Share). Below this is a progress bar for the 'PERSONAL' goal, showing 'Achieved \$500.00' and 'Personal Goal \$300.00' with a 167% completion rate. On the right, there is a 'Get donations' section with a 'Email contacts' button and social media sharing options for Facebook, Twitter, and LinkedIn.

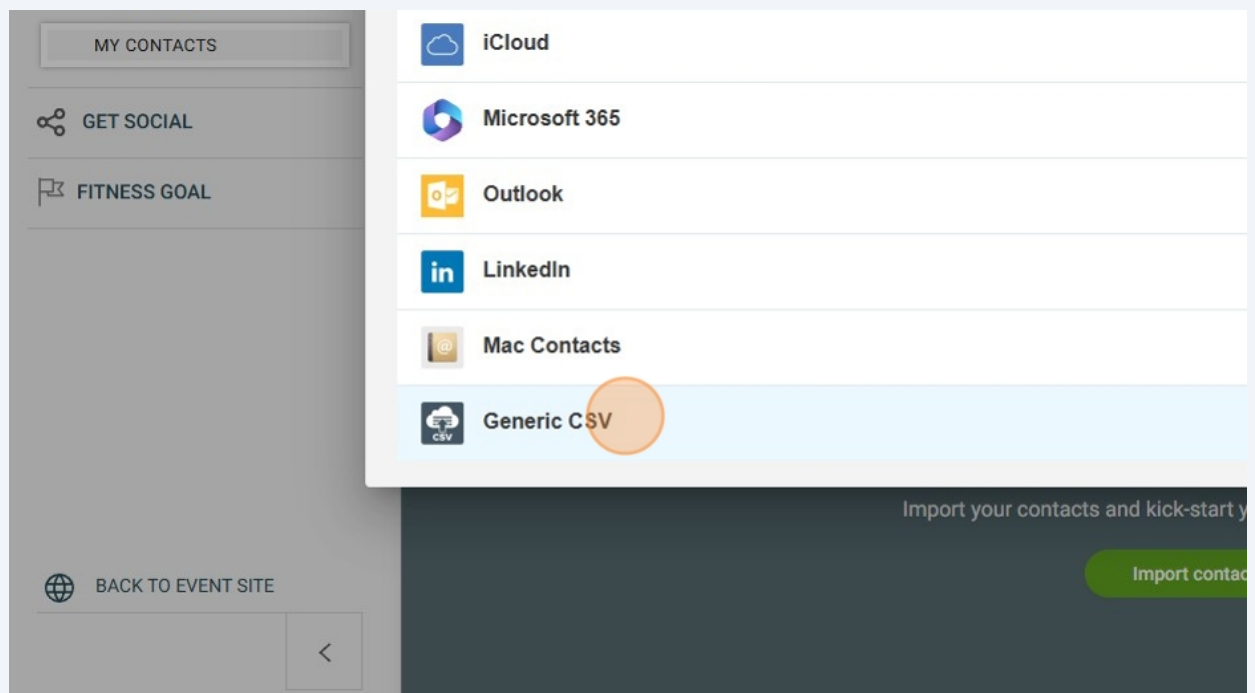
3 Click on "My Contacts"

The screenshot shows the 'Kurling for Kids 2025' dashboard. The left sidebar contains a menu with the following items: DASHBOARD, MY PAGE, TEAM, DONATIONS, FOLLOW UPS, SEND EMAILS, CREATE EMAIL, MY CONTACTS (highlighted with an orange circle), GET SOCIAL, and FITNESS GOAL. The main content area is titled 'Dashboard' and features a 'SET UP YOUR CAMPAIGN' section with four cards: 'Personalize your page' (Edit Page), 'Create an email list' (Import contacts), 'Ask for donations' (Send email), and 'Raise awareness on social' (Share). Below this is a progress bar for the 'PERSONAL' goal, showing 'Achieved \$500.00' and 'Personal Goal \$300.00' with a 167% completion rate. At the bottom, there are two sections: 'ACTIVITY FEED' and 'TOP TEAM MEMBERS'. On the right, there is a 'Get donations' section with a 'Email contacts' button and social media sharing options for Facebook, Twitter, and LinkedIn.

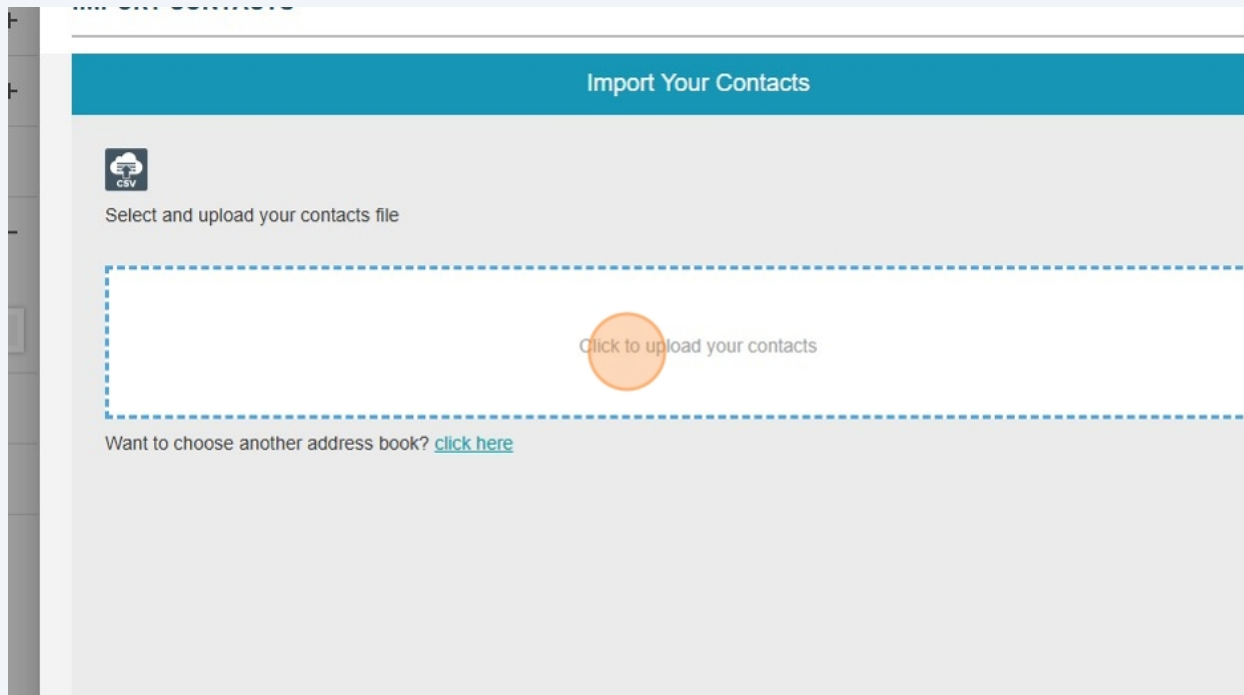
4 Click "Import contacts"



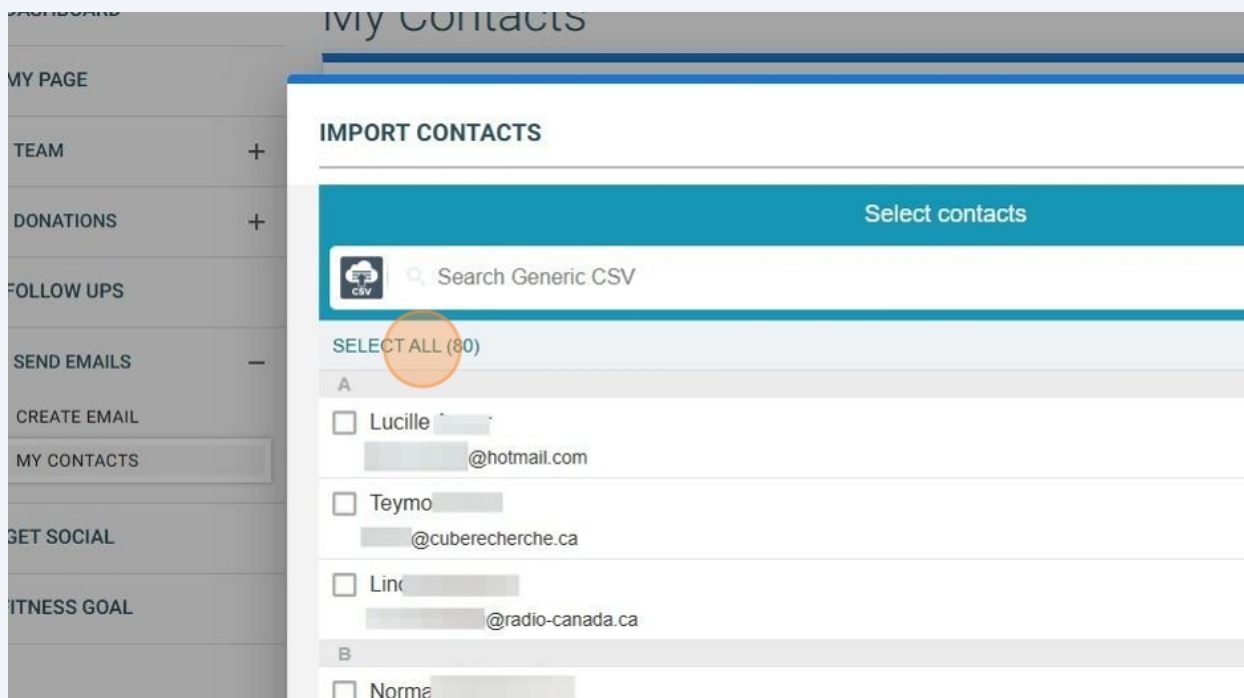
5 Select the format of your CONTACTS file. In this example we are using a "Generic CSV" file from Excel



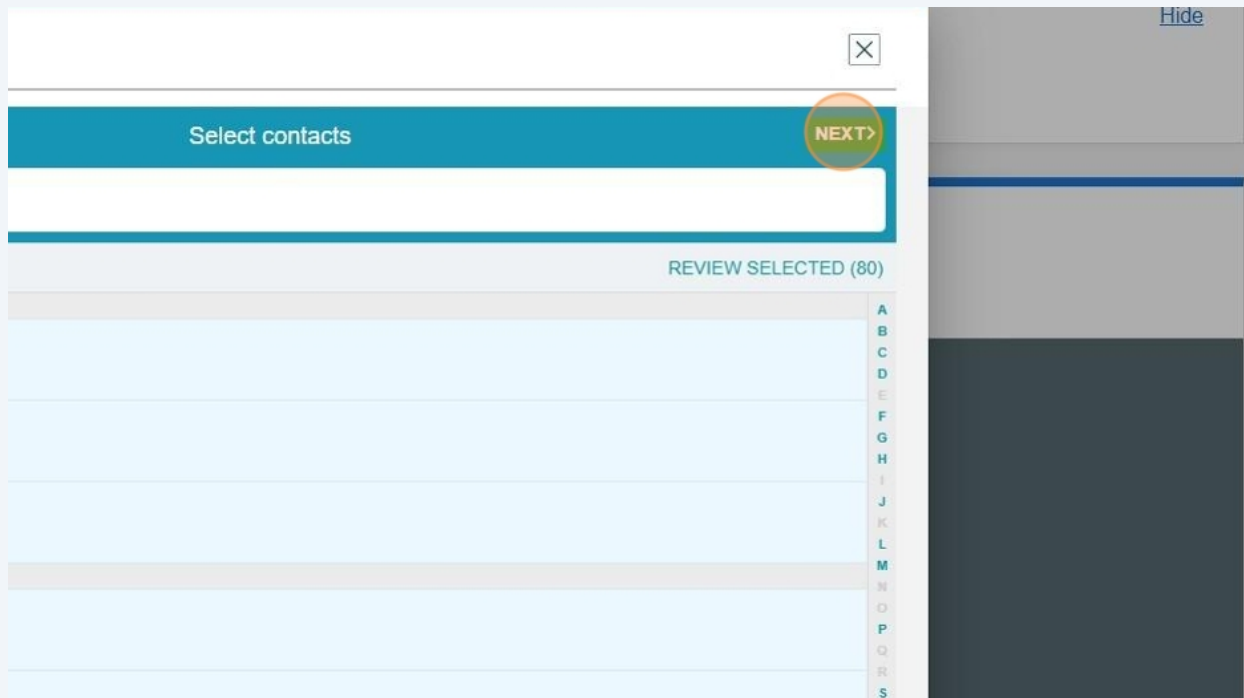
6 Click "Click to upload your contacts"



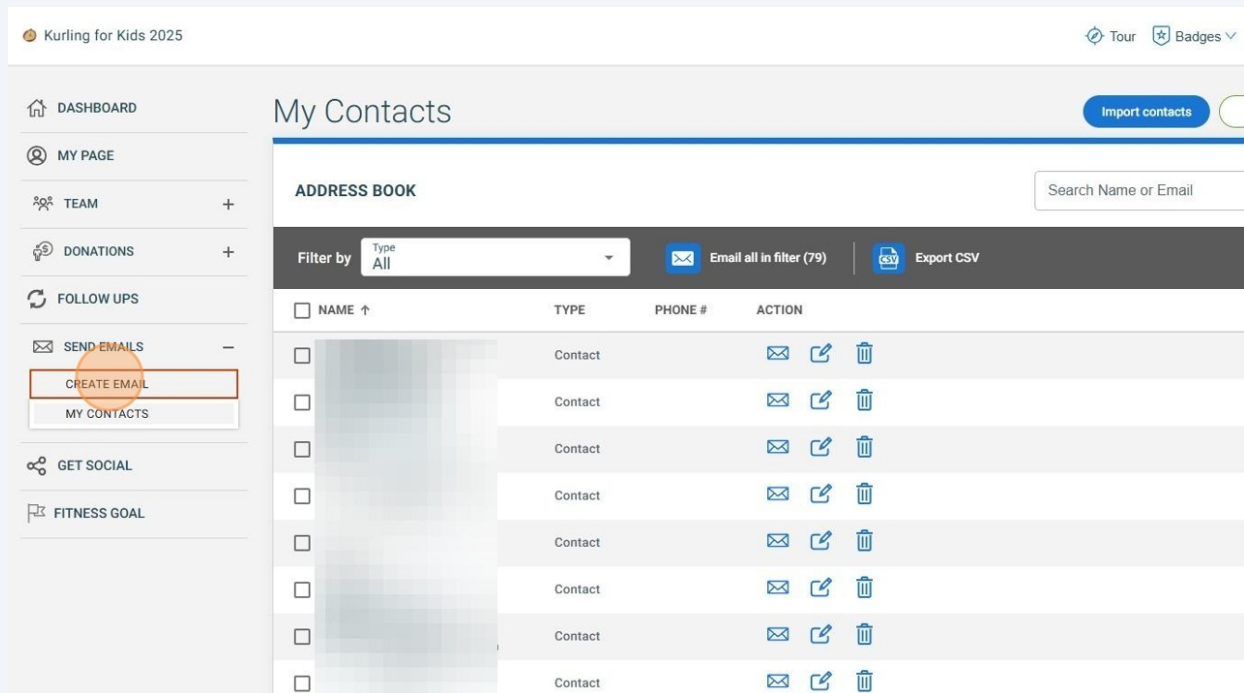
7 Click "Select all" or pick and choose the contacts to import by clicking on the box before their name. NOTE - some fields are redacted for confidentiality purposes.



8 Click "Next"



9 Click on "CREATE EMAIL"



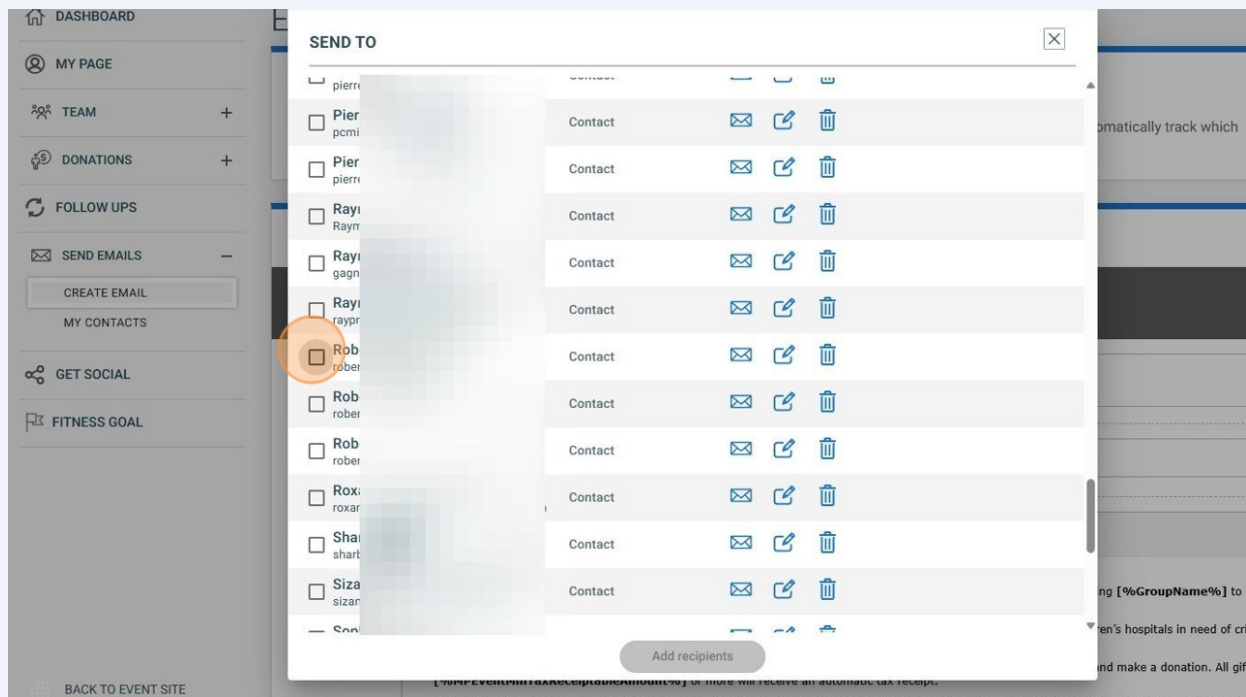
10 Make sure the "Sponsor Me" template is selected

The screenshot shows a web dashboard with a sidebar on the left containing navigation links: DASHBOARD, MY PAGE, TEAM, DONATIONS, FOLLOW UPS, SEND EMAILS, CREATE EMAIL, MY CONTACTS, GET SOCIAL, and FITNESS GOAL. The main content area is titled 'E-mail' and features a header with an envelope icon and the text 'Emailers raise more money!'. Below this is a sub-header 'CREATE EMAIL'. The 'Template' dropdown menu is set to 'Sponsor Me', with a blue circle highlighting the dropdown arrow. To the right of the dropdown are buttons for 'EN' and 'FR', and a link for 'Manage Template'. The 'Send To' field is labeled 'Recipients'. The 'Subject' field contains the text 'Your Subject*' and 'Your Support Can Make a Real Difference for Children's Health!'. The 'Message' field contains a draft email with a greeting, a paragraph about the 'Kurling for Kids' fundraising event, and a list of two bullet points: 'Sponsor My Campaign' and 'Buy Raffle Tickets'.

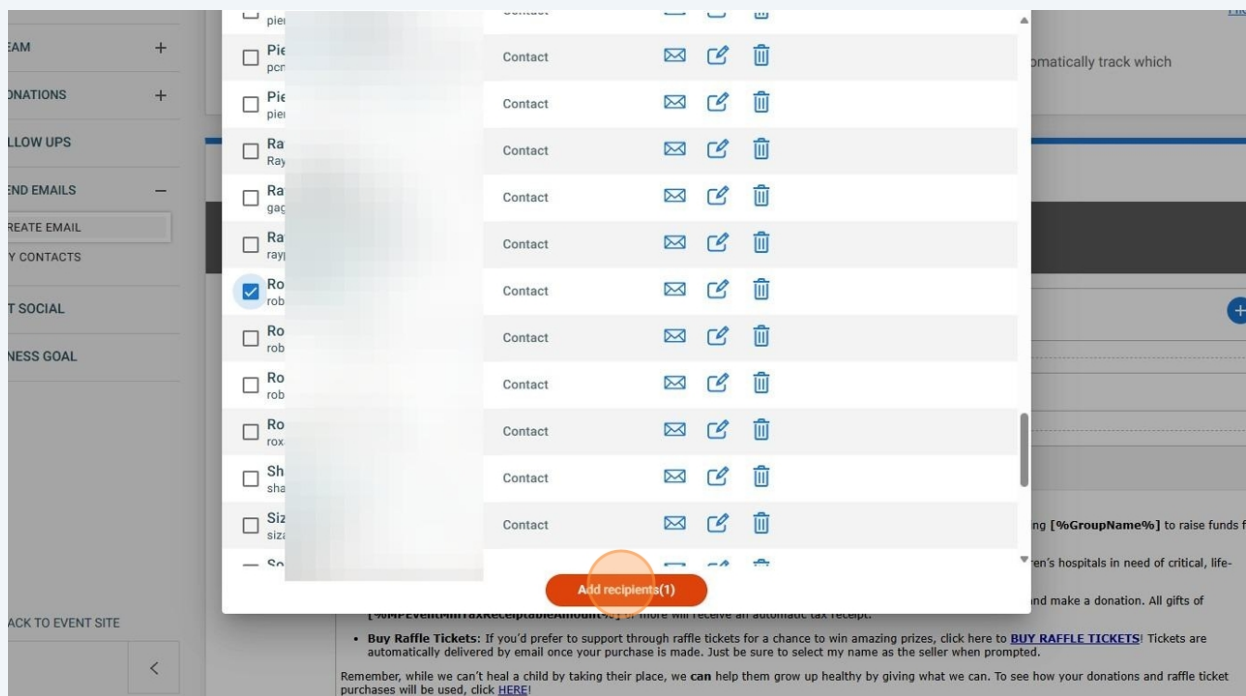
11 Click on the + sign to add contacts to receive this email

This screenshot is similar to the previous one, showing the 'E-mail' dashboard and the 'CREATE EMAIL' form. The 'Template' dropdown is still set to 'Sponsor Me'. In this view, a blue circle highlights a '+' button located in the top right corner of the 'Send To' field, which is labeled 'Recipients'. The rest of the form, including the 'Subject' and 'Message' fields, remains the same as in the previous screenshot.

12 Click the white box of the contacts you wish to email



13 Click "Add recipients" (this adds them to your email)



14 Click "Send email"

The screenshot shows a web application interface for creating an email. On the left is a sidebar menu with options: DASHBOARD, MY PAGE, TEAM, DONATIONS, FOLLOW UPS, SEND EMAILS (highlighted), CREATE EMAIL, MY CONTACTS, GET SOCIAL, and FITNESS GOAL. The main area is titled 'Message' and contains a 'Subject' field with the text 'Can I count on your support for the Allianz Trade 2025 K4K Challenge?'. Below the subject is a rich text editor with a toolbar and a message body containing personalized text with placeholders like [%ContactFirstName%], [%MyFundraisingGoal%], and [%Link-SponsorMe%]. At the bottom of the message body is a link 'View content >'. Below the message body is a section for a fundraising badge, showing a preview of a badge with '80 %' and a checkbox 'Include a fundraising badge in your emails.' which is checked. At the bottom right of the interface is a green 'Send email' button, which is circled in orange. At the bottom left is a 'Save as template' button.

15 And you're done! If a person you have emailed makes a donation to support you, you will automatically receive an email advising you of their donation and you can use the same system to send a thank you email.

16 HAPPY FUNDRAISING!