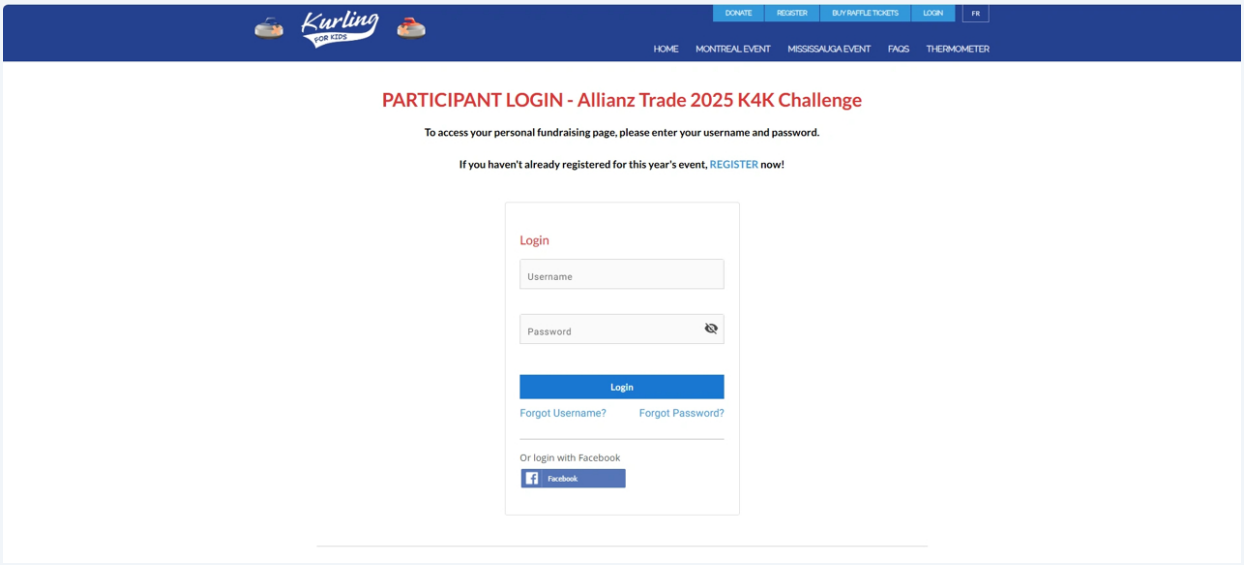
Allianz Trade 2025 K4K Challenge - Import Contacts and Send Email Using your personal participant page

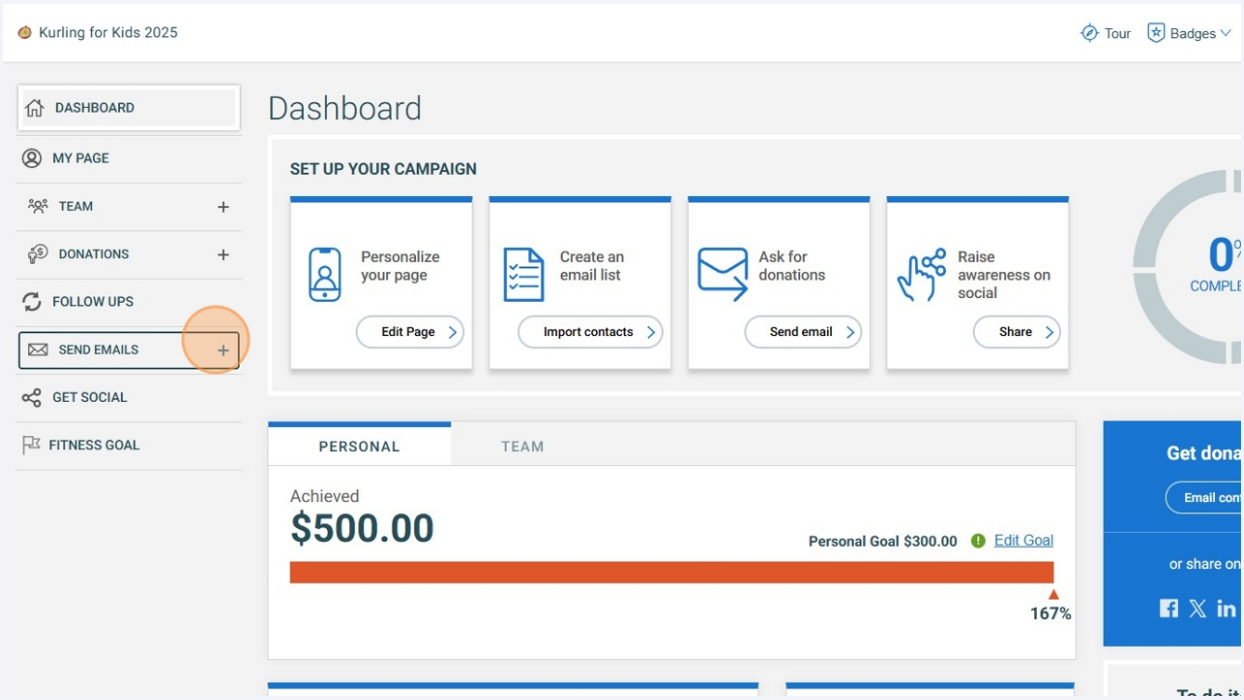
This guide offers a straightforward approach to easily import contacts and send fundraising emails using your K4K personal page.

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.

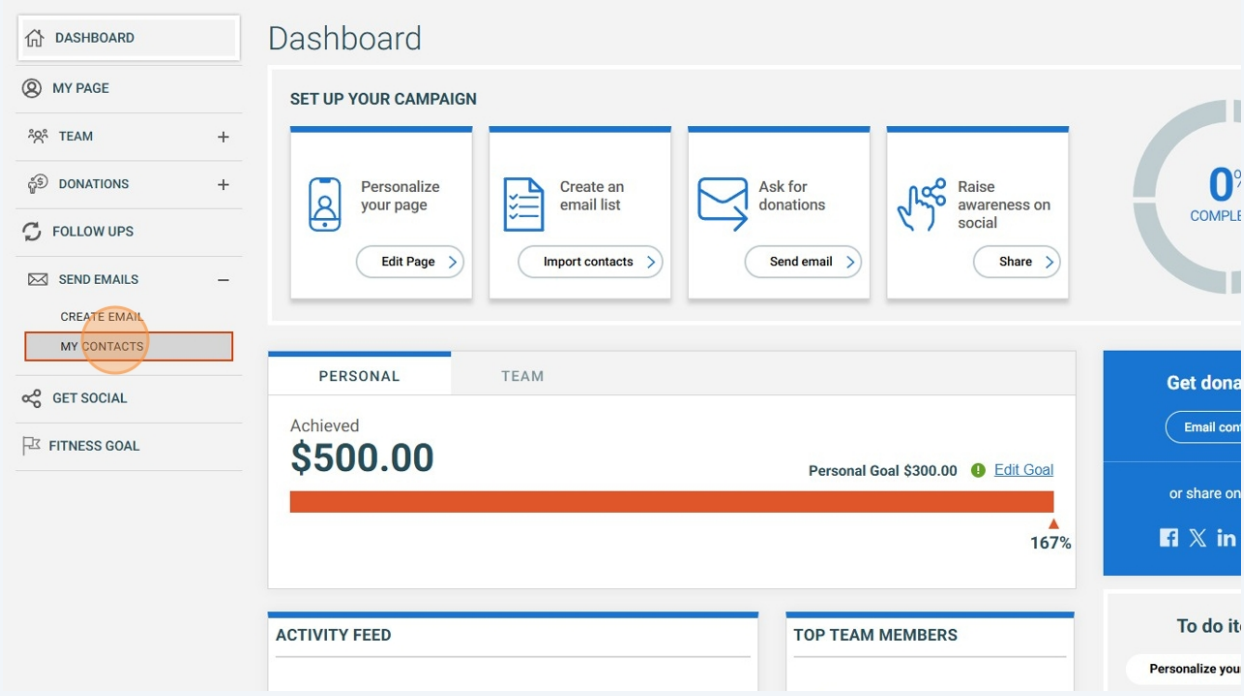
1 Enter Username, Password and click on Login



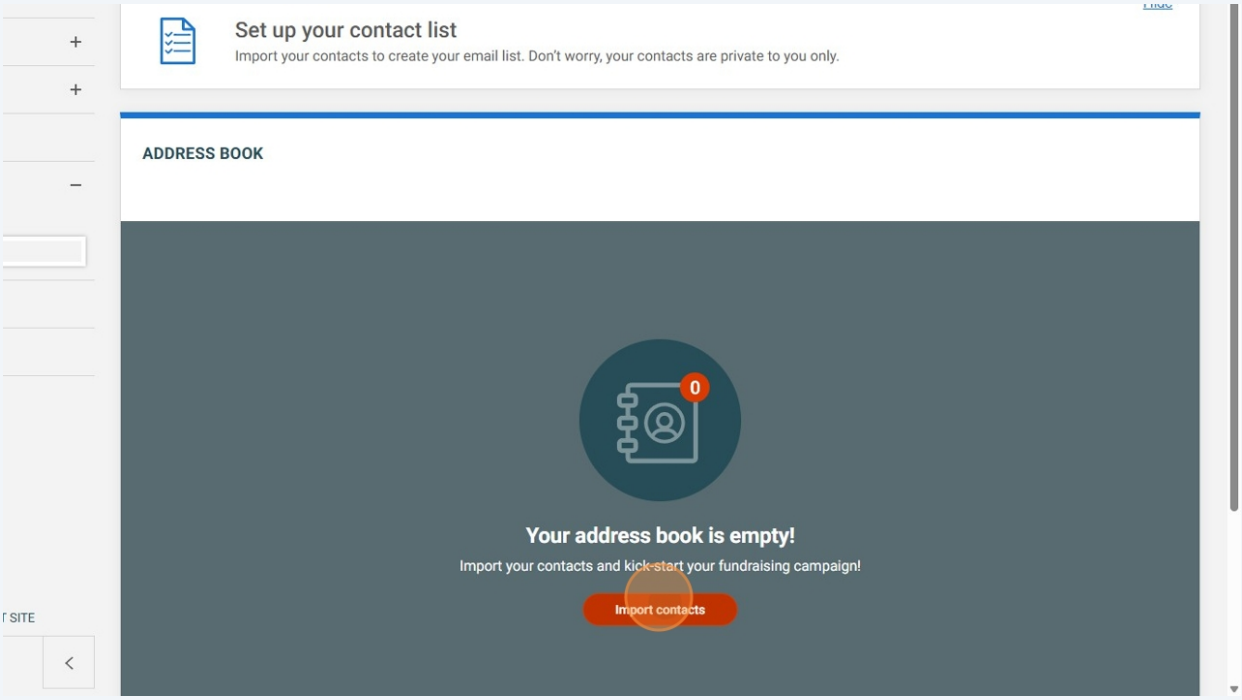
2 Click on "SEND EMAILS"



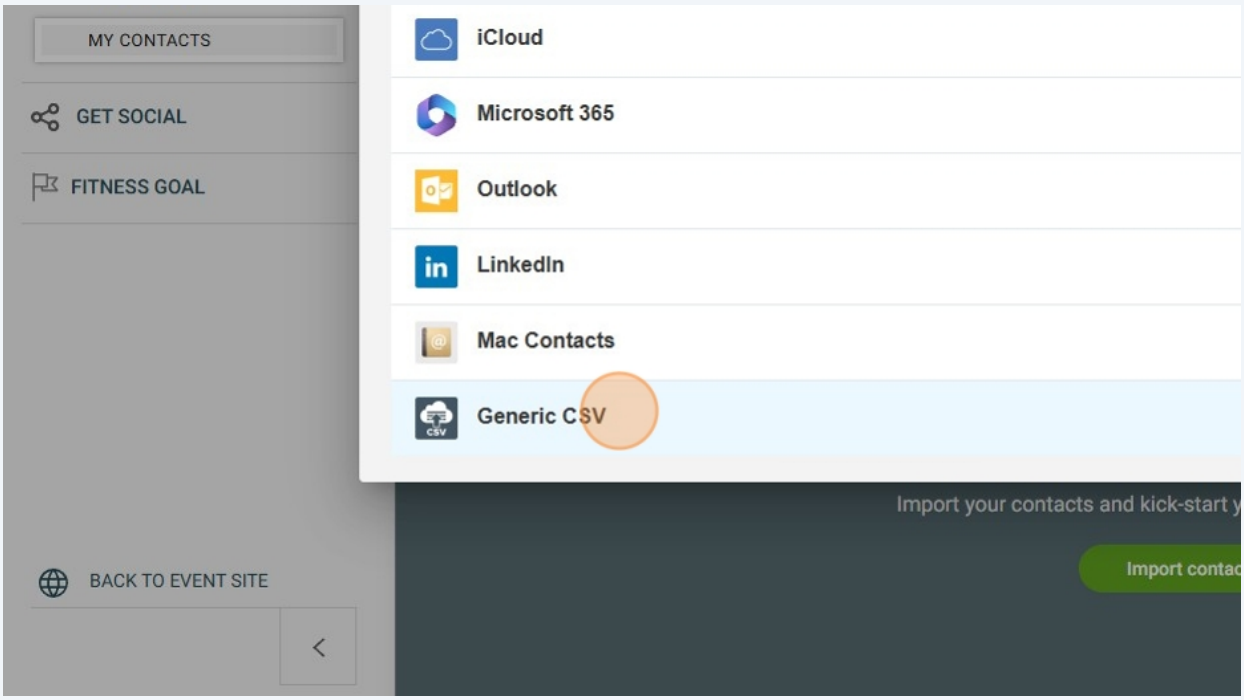
3 Click on "My Contacts"



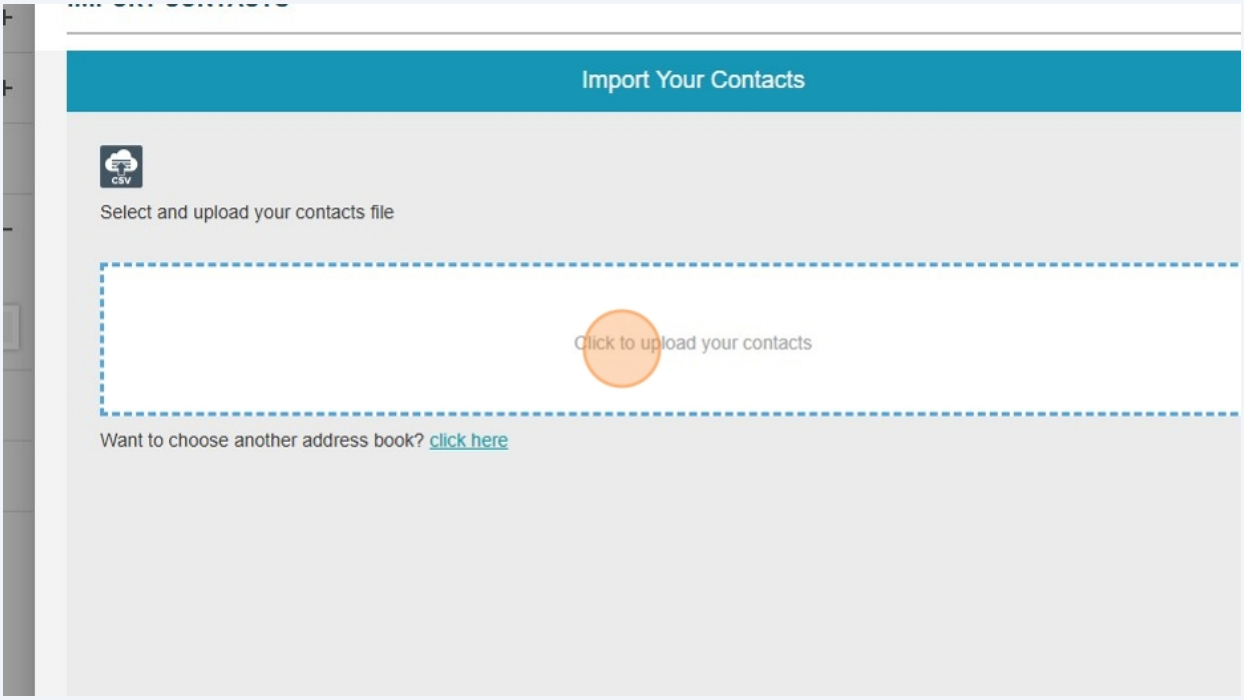
4 Click "Import contacts"



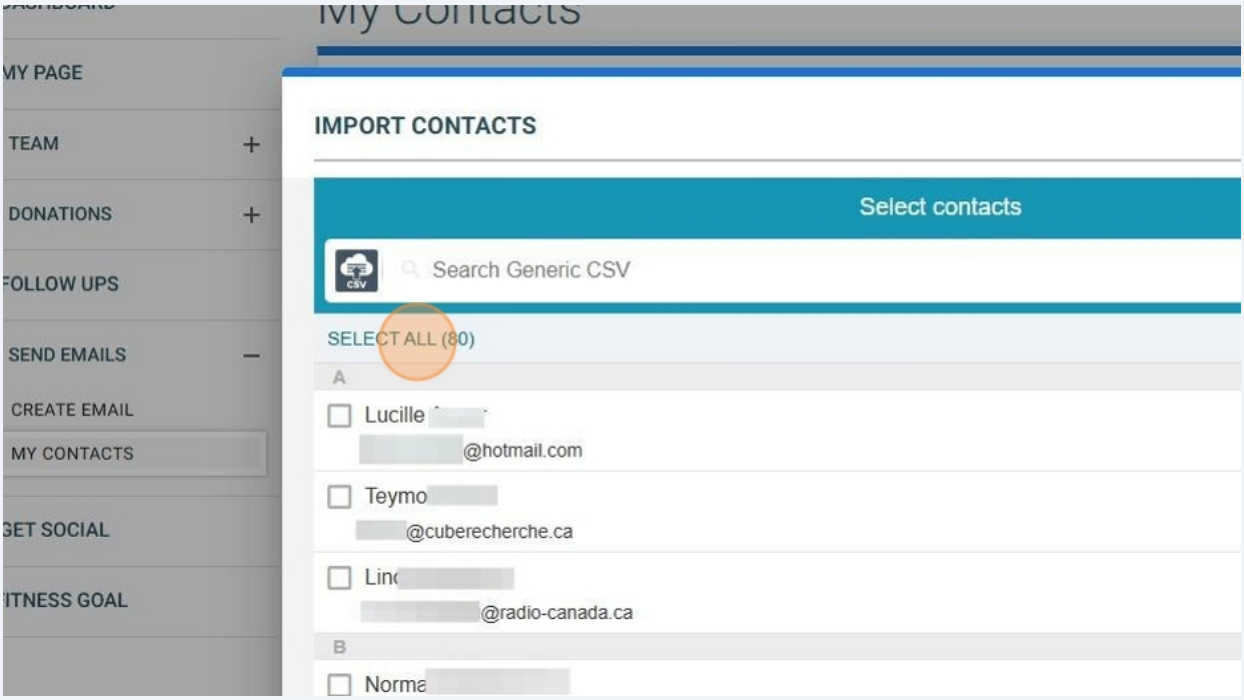
5 Select the format of your CONTACTS file. In this example we are using a "Generic CSV" file from Excel



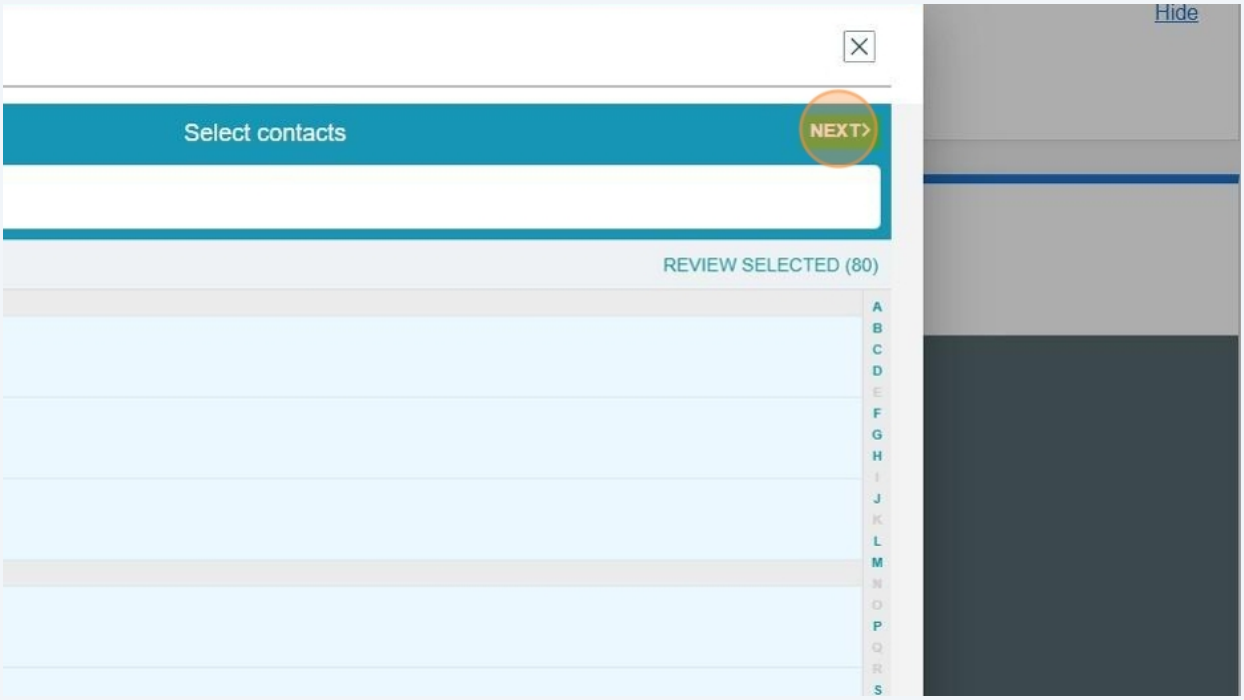
6 Click "Click to upload your contacts"



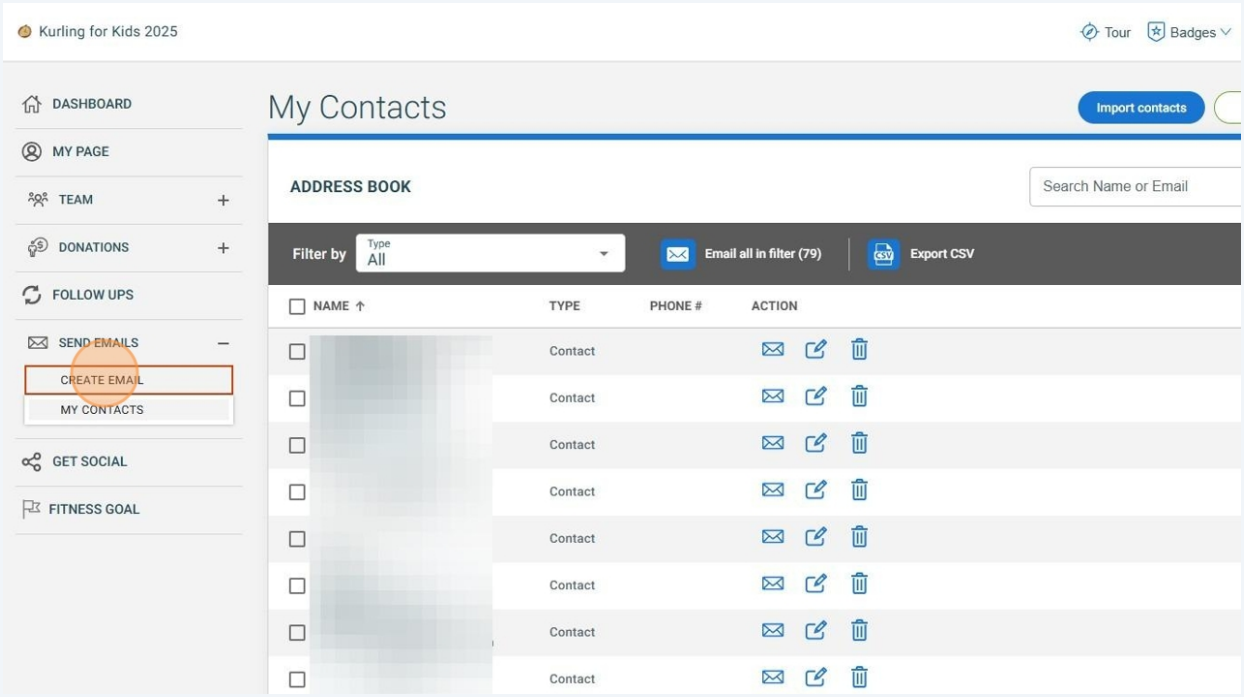
7 Click "Select all" or pick and choose the contacts to import by clicking on the box before their name. NOTE - some fields are redacted for confidentiality purposes.



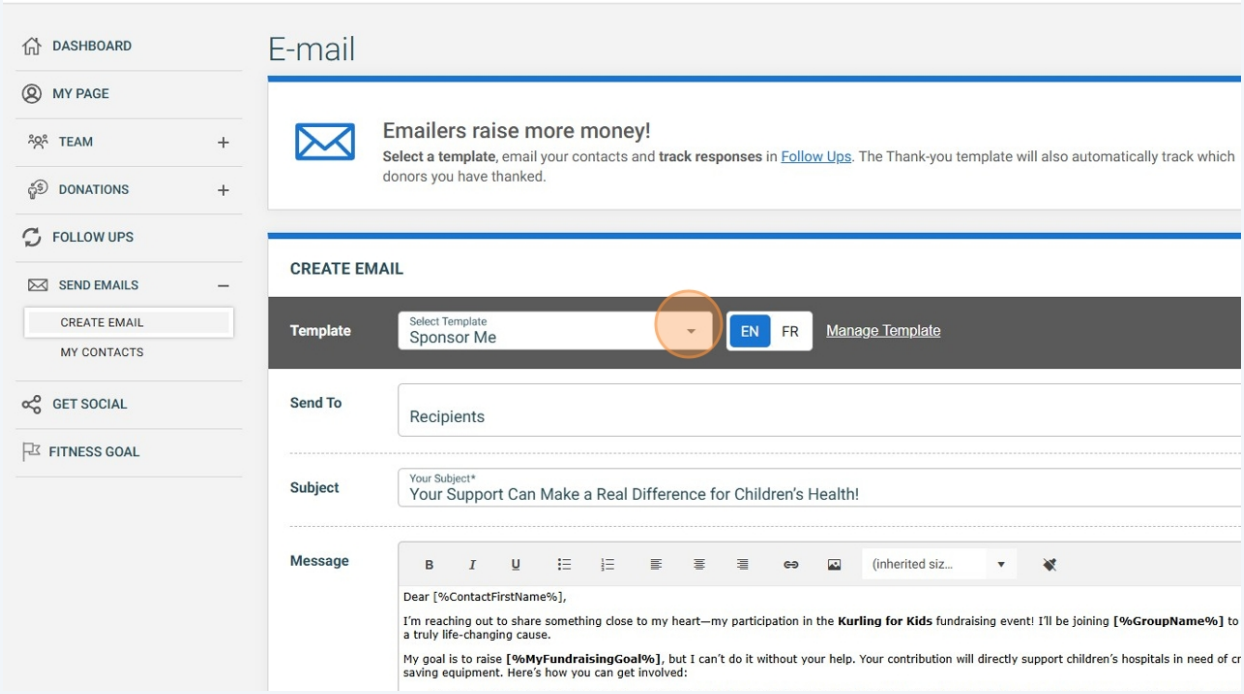
8 Click "Next"



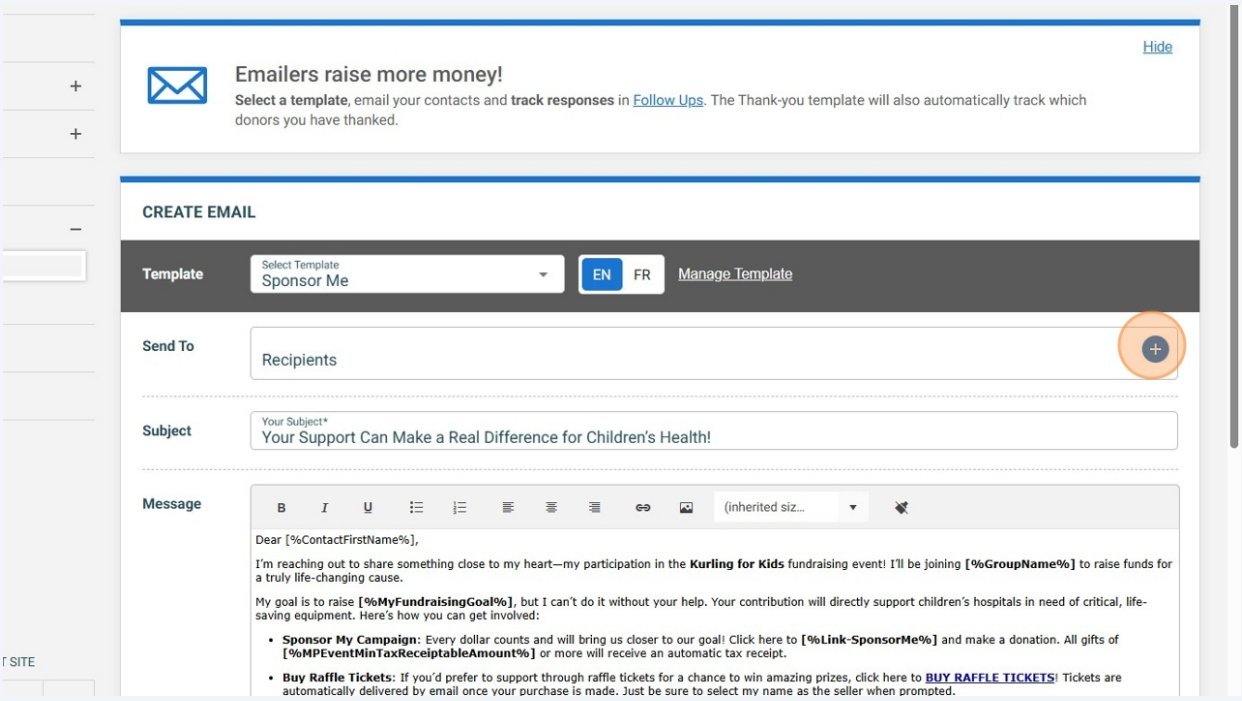
9 Click on "CREATE EMAIL"



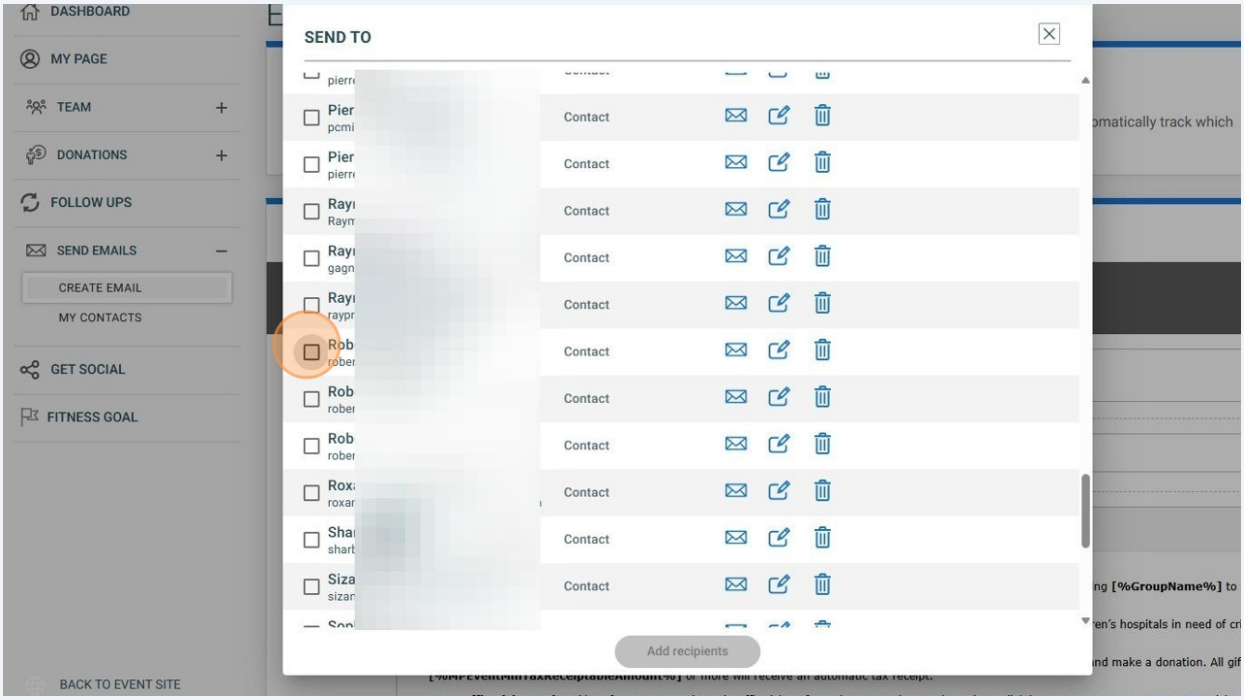
10 Make sure the "Sponsor Me" template is selected



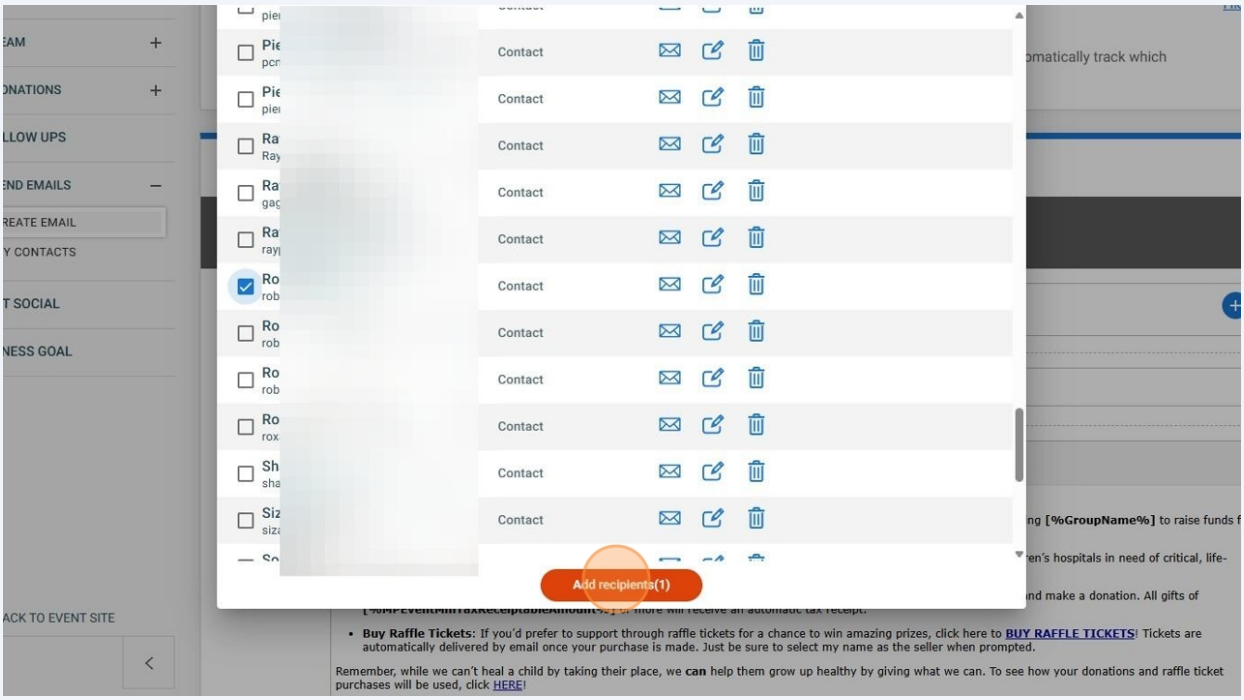
11 Click on the + sign to add contacts to receive this email



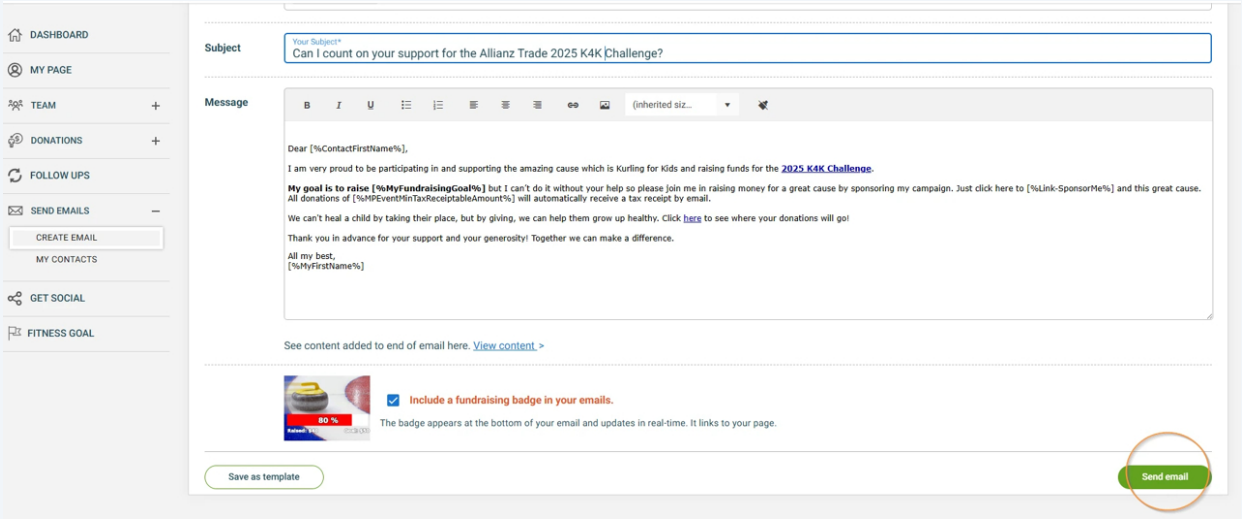
12 Click the white box of the contacts you wish to email



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



14 Click "Send email"



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!