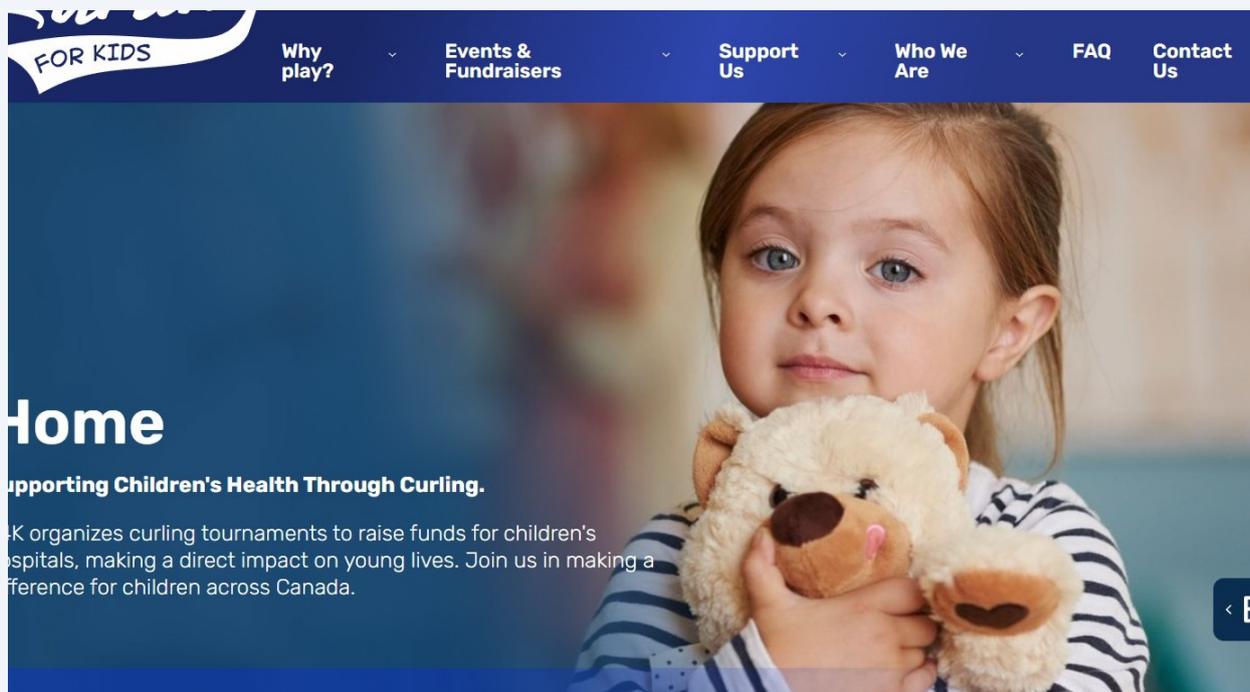


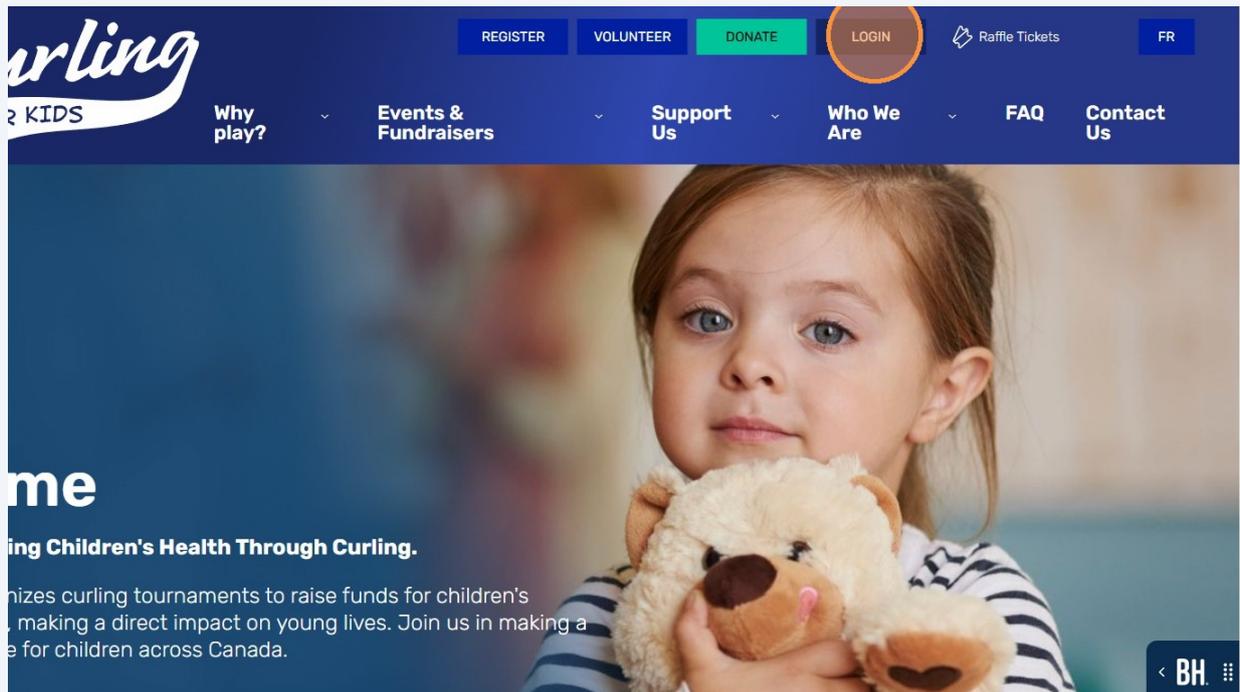
# How to Import Contacts and Send Emails on Kurling For Kids

Learn how to log in to your Kurling For Kids account, import your contacts, and send emails to them. This guide provides step-by-step instructions for navigating the platform and utilizing its communication features.

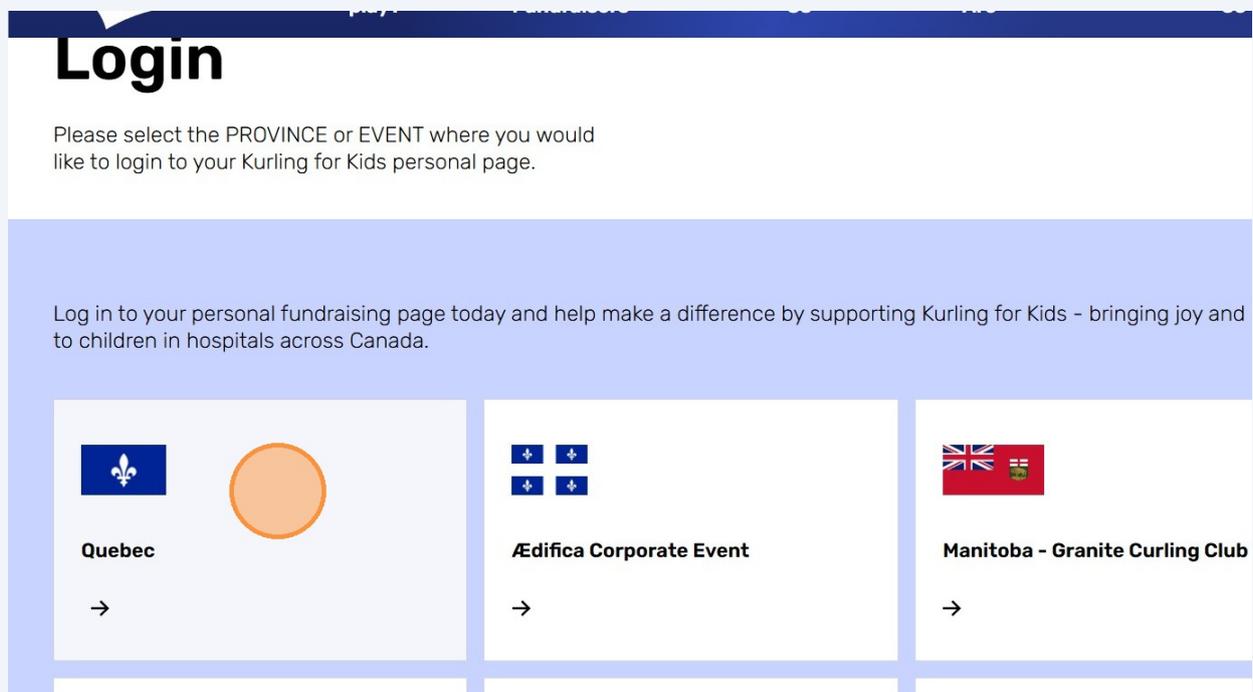
1 Navigate to <https://kurlingforkids.org/>



2 Click "LOGIN"



3 Select the PROVINCE or Location where your event is being held:



#### 4 Fill in "Username" and "Password" fields

The screenshot shows the 'Participant Login' page. At the top, there is a header with the text 'Participant Login' and a sub-header 'Login to the Participant Centre to access a full suite of powerful fundraising tools to help you raise money!'. Below this, there is a link: 'If you haven't already registered for this year's event, [register now!](#)'. The main form area is titled 'Login' and contains two input fields: 'Username' and 'Password'. The 'Username' field is highlighted with an orange circle. Below the input fields is a green 'Login' button. Underneath the button are two links: 'Forgot Username?' and 'Forgot Password?'. At the bottom of the form, there is a section titled 'Or login with Facebook' with a Facebook logo and the text 'Facebook'.

#### 5 Click "Login"

The screenshot shows the 'Participant Login' page with a dark blue navigation bar at the top. The navigation bar contains the 'Kurling QUEBEC FOR KIDS' logo on the left and several links on the right: 'K4K HOME PAGE', 'REGISTER', 'DONATE', 'LOGIN', 'BUY TICKETS', and 'FR'. Below the navigation bar, there is a section titled 'Participant Login' with the same sub-header and link as in the previous screenshot. The main form area is titled 'Login' and contains two input fields: 'Username' and 'Password'. The 'Password' field is highlighted with an orange circle. Below the input fields is a green 'Login' button. Underneath the button are two links: 'Forgot Username?' and 'Forgot Password?'. At the bottom of the form, there is a section titled 'Or login with Facebook' with a Facebook logo and the text 'Facebook'.

## 6 Click "SEND EMAILS"

The screenshot shows the 'Kurling for Kids 2026' dashboard. The left sidebar contains navigation options: 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' (Create an email list, with a green checkmark), 'Ask for donations' (Send email), and 'Raise awareness on social' (Share). A circular progress indicator shows '25% COMPLETED'. Below this is a 'PERSONAL' goal section showing 'Achieved \$70.00' and 'Personal Goal \$1,000.00' with a 7% progress bar. The 'ACTIVITY FEED' shows a user joining a team with a 'Send email' button. The 'TOP TEAM MEMBERS' section lists two members. On the right, there is a 'Get donations' section with 'Email contacts' and social sharing options, and a 'To do items' section with 'Personalize your page' and 'Email 6 past donors' buttons.

## 7 Click "My Contacts"

The screenshot shows the 'Kurling for Kids 2026' dashboard. The left sidebar contains navigation options: 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' (Create an email list, with a green checkmark), 'Ask for donations' (Send email), and 'Raise awareness on social' (Share). A circular progress indicator shows '25% COMPLETED'. Below this is a 'PERSONAL' goal section showing 'Achieved \$70.00' and 'Personal Goal \$1,000.00' with a 7% progress bar. The 'ACTIVITY FEED' shows a user joining a team with a 'Send email' button. The 'TOP TEAM MEMBERS' section lists two members. On the right, there is a 'Get donations' section with 'Email contacts' and social sharing options, and a 'To do items' section with 'Personalize your page' and 'Email 6 past donors' buttons.

## 8 Click "Import contacts"

The screenshot shows the 'My Contacts' page in a web application. The page title is 'My Contacts'. In the top right corner, there are links for 'Tour', 'Badges', and 'My Account'. Below the title, there is a search bar labeled 'Search Name or Email'. A blue button labeled 'Import contacts' is highlighted with an orange circle. To its right is a green button labeled 'Add Contact'. Below the search bar, there is a 'Filter by' dropdown menu set to 'All'. There are also buttons for 'Email all in filter (2)' and 'Export CSV'. A table with columns 'NAME', 'TYPE', 'PHONE #', and 'ACTION' is visible. The table contains two rows: one for a 'Donor' and one for a 'Contact'. The 'Import contacts' button is circled in orange.

## 9 Select the method you would like to use to import your contacts

The screenshot shows the 'Import Contacts' dialog box. The dialog has a title bar 'IMPORT CONTACTS' and a close button (X) circled in orange. Below the title bar, there is a section titled 'Choose Your Address Book'. A list of address book options is shown, including Outlook.com, AOL, iCloud, Microsoft 365, Outlook, LinkedIn, Mac Contacts, and Generic CSV. The 'Import contacts' button from the previous screenshot is visible in the background, also circled in orange.

# 10 Click "Send Emails"

Kurling for Kids 2026

Tour Badges My Account

DASHBOARD MY PAGE TEAM DONATIONS FOLLOW UPS SEND EMAILS CREATE EMAIL MY CONTACTS GET SOCIAL FITNESS GOAL

## My Contacts

Import contacts Add Contact

ADDRESS BOOK Search Name or Email

Filter by Type All Email all in filter (2) Export CSV

<input type="checkbox"/>	NAME ↑	TYPE	PHONE #	ACTION
<input type="checkbox"/>	[blurred] kurlingforkids.org	Donor		<a href="#">✉</a> <a href="#">✎</a> <a href="#">🗑</a>
<input type="checkbox"/>	[blurred]	Contact		<a href="#">✉</a> <a href="#">✎</a> <a href="#">🗑</a>

BACK TO EVENT SITE

## 11 Click on the "+" sign to add recipients to your email.

Note that you can customize your email in any way you like.

ids 2026

Tour Badges My Account

### CREATE EMAIL

Template: Select Template Sponsor Me EN FR Manage Template

Send To: Recipients

Subject: Your Subject\* Your Support Can Make a Real Difference for Children's Health!

Message

B I U [List Icons] [Align Icons] [Link Icon] (inherited siz...)

Dear [%ContactFirstName%],

I'm reaching out to share something close to my heart—my participation in the **Kurling for Kids** fundraising event! I'll be joining [%GroupName%] to raise funds for a truly life-changing cause.

My goal is to raise [%MyFundraisingGoal%], but I can't do it without your help. Your contribution will directly support children's hospitals in need of critical, life-saving equipment. Here's how you can get involved:

- **Sponsor My Campaign:** Every dollar counts and will bring us closer to our goal! Click here to [%Link-SponsorMe%] and make a donation. All gifts of [%MPEventMinTaxReceptableAmount%] or more will receive an automatic tax receipt.
- **Buy Raffle Tickets:** If you'd prefer to support through raffle tickets for a chance to win amazing prizes, click here to [BUY RAFFLE TICKETS!](#) Tickets are automatically delivered by email once your purchase is made. Just be sure to select my name as the seller when prompted.

Remember, while we can't heal a child by taking their place, we can help them grow up healthy by giving what we can. To see how your donations and raffle ticket purchases will be used, click [HERE!](#)

Thank you in advance for your generous support. Together, we can make a real impact and change lives.

## 12 Click the "Select contact" field.

Kurling for Kids 2026

Tour Badges My Account

### CREATE EMAIL

Template: Select Template Sponsor Me EN FR Manage Template

SEND TO

Select recipients from your list of contacts. Import contacts

Type: All Search Name or Email

NAME	TYPE	PHONE #	ACTION
[Redacted]	Donor		[Email] [Edit] [Delete]
Joe joebk	Contact		[Email] [Edit] [Delete]

Add recipients

Remember, while we can't heal a child by taking their place, we can help them grow up healthy by giving what we can. To see how your donations and raffle ticket purchases will be used, click [HERE!](#)

Thank you in advance for your generous support. Together, we can make a real impact and change lives.

With gratitude, [%MyFirstName%]

See content added to end of email here. [View content >](#)

## 13 Click "Add recipients"

The screenshot shows the 'CREATE EMAIL' interface for 'Kurling for Kids 2026'. A 'SEND TO' modal is open, allowing the user to select recipients from a list of contacts. The modal includes a search bar, a list of contacts with checkboxes, and an 'Add recipients(1)' button highlighted with an orange circle. The background shows the email template editor with a 'Sponsor Me' template selected.

**CREATE EMAIL**

Template: Select Template (Sponsor Me) | EN | FR | Manage Template

**SEND TO**

Select recipients from your list of contacts. [Import contacts](#)

Type: All | Search Name or Email

NAME	TYPE	PHONE #	ACTION
[Redacted]	Donor		[Email] [Edit] [Delete]
[Redacted]	Contact		[Email] [Edit] [Delete]

**Add recipients(1)**

Remember, while we can't heal a child by taking their place, we can help them grow up healthy by giving what we can. To see how your donations and raffle ticket purchases will be used, click [HERE!](#)

Thank you in advance for your generous support. Together, we can make a real impact and change lives.

With gratitude,  
[MyFirstName%]

See content added to end of email here. [View content >](#)

## 14 Click "Send email" and watch your donations and ticket purchases come in!

The screenshot shows the final draft of the email in the editor. The subject is 'Your Support Can Make a Real Difference for Children's Health!'. The message body contains a personalized greeting, a description of the fundraising goal, and two call-to-action items: 'Sponsor My Campaign' and 'Buy Raffle Tickets'. A fundraising badge is visible at the bottom of the email, and the 'Send email' button is highlighted with an orange circle.

**Subject**: Your Subject\*  
Your Support Can Make a Real Difference for Children's Health!

**Message**

Dear [%ContactFirstName%],

I'm reaching out to share something close to my heart—my participation in the **Kurling for Kids** fundraising event! I'll be joining [%GroupName%] to raise funds for a truly life-changing cause.

My goal is to raise [%MyFundraisingGoal%], but I can't do it without your help. Your contribution will directly support children's hospitals in need of critical, life-saving equipment. Here's how you can get involved:

- **Sponsor My Campaign:** Every dollar counts and will bring us closer to our goal! Click here to [%Link-SponsorMe%] and make a donation. All gifts of [%MPEventMinTaxReceptableAmount%] or more will receive an automatic tax receipt.
- **Buy Raffle Tickets:** If you'd prefer to support through raffle tickets for a chance to win amazing prizes, click here to [BUY RAFFLE TICKETS!](#) Tickets are automatically delivered by email once your purchase is made. Just be sure to select my name as the seller when prompted.

Remember, while we can't heal a child by taking their place, we can help them grow up healthy by giving what we can. To see how your donations and raffle ticket purchases will be used, click [HERE!](#)

Thank you in advance for your generous support. Together, we can make a real impact and change lives.

With gratitude,  
[MyFirstName%]

See content added to end of email here. [View content >](#)

**Include a fundraising badge in your emails.**  
The badge appears at the bottom of your email and updates in real-time. It links to your page.

[Save as template](#) [Send email](#)

**15** Thank you and Happy Fundraising!