

Students – SEND EMAILS to Get Results!



YOU now have super powers to raise more life-saving donations by Emailing your friends and family! Here's how to **Send Emails...**

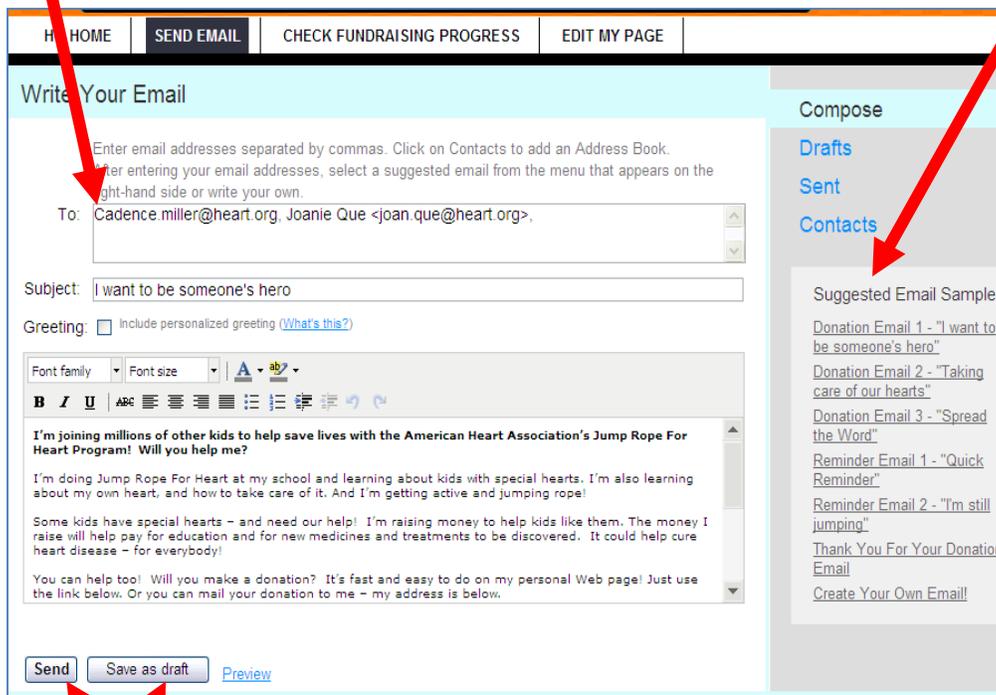
Step 1: Log in to your HeartQuarters web page by visiting www.heart.org/jump and click on the button that says '**Login**'. Enter your username and password and click on the [Jump Rope For Heart](#) link.

Step 2: Click on the '**Send Email**' tab.



Step 3: Type in your contacts in the '**To**' section. If you want to send this Email to multiple people, make sure you put a comma (,) after each Email address.

**You may import your Email contact address book by clicking on the Contacts link on the right hand menu in the gray bar.*



Step 4: Click on one of the '**Suggested Email Samples**' to load in a pre-written Email template.

You may choose from six different donation Email templates or write your own by clicking on the '[Create Your Own Email](#)' link.

Step 5: Personalize your Email message. Tell your friends and family why you are helping kids with special hearts.

Step 6: Click the '**Send**' button to send your Email message. You may also click the '**Save as draft**' button to save your changes and send your Email at another time.

**To send your saved draft Email messages, click on the [Drafts](#) link on the right hand menu in the gray bar and send your message.*

CONGRATULATIONS! You sent your Email! Don't forget to check back in to your '[Suggested Email Samples](#)' to send out '[Reminder](#)' and '[Thank You](#)' Emails.