

Communicate with your Contacts!



Get the most out of your Contacts, the friends and family members whose addresses you have saved in your address book! Here's how ...

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.

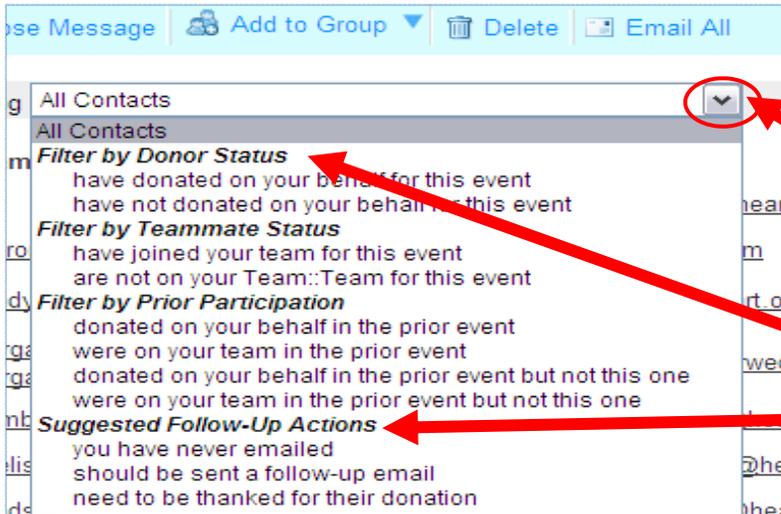
Step 2: Click on the **'Send Email'** tab.



Step 3: Click on the **'Contacts'** section in the right-hand menu in the gray bar.



Step 4: Click on the drop down arrow to show the menu of how you can filter your contacts.



Step 5: Select one of the filters to use to send an Email to your contacts.

**** Suggested filters include:**

Filter by Donor Status: who has or has not made a donation on your behalf.

Suggested Follow-Up Actions: send reminder Emails, thank you Emails, or people you haven't asked for a donation.

Step 6: Use the check boxes to select the contacts that you wish to receive your Email.

**Only those contacts that apply to the filter will appear.*

Step 7: Click **'Compose Message'** to start your Email to your selected contacts. Type your message and press

