1. Log in to the BDC web account. Select Send Emails on the Account Homepage.

2. The Send an Email to Your Donors page is displayed. Click [Select Email Template].
3. The Select Email Template page is displayed. To select the Email template, select the arrow beside the Template Name. Note that the information used to build prior emails remains in the system.

4. Click [Select Email Template].

5. To send the Email to Donors of a specific Drive, click [Add Drive].
6. The Send Emails : Add Drive page is displayed. To send an Email about an Upcoming Drive to donors, click [Select Upcoming Drive(s)].

7. The Select Drive page is displayed. To select a particular Drive, select the arrow beside the Drive.

8. Click [Select Drive].
9. The Send Emails : Add Drive page is displayed. Select Continue>>.

10. Click [Continue Sending Email].
11. Select the group of Donors to send the Email to by selecting the checkbox beside the group.
12. Please type the subject of the Email in the Create your subject line field.
13. Click [Continue].

**Note:** BDCs can add a personal note in the Add a personal note (optional) field. This is not mandatory.
14. The Please Confirm Email page is displayed. Make sure that the selection criteria, subject line, and past notes are updated prior to sending an email. Click [Send Email].

15. View the confirmation displayed on the Send an Email to Your Donors page. The Email is sent to the Donors for the selected Drive.