Creating Suggested Messages

To encourage participants to send emails from their participant centers, it is recommended to have template messages available for them to use and modify. The following instructions will help you create four types of messages.

**Configuration Steps**

1. Click on Step 11: Customize Suggested Messages
2. Click “Add a Message” button
3. Create template name:
	1. Message 1: “Solicitation Option”
	2. Message 2: “Team Captain Recruitment”
	3. Message 3: “Thank You”
	4. Message 4: “Create Your Own Message”
4. Select message type:
	1. Message 1: “Solicit Gifts”
	2. Message 2: “Recruit Team Members”
	3. Message 3: “Thank You”
	4. Message 4: “Other”
5. Select message stationary (it is recommended to keep email branding consistent)
6. Create suggested message subject :
	1. Message 1: “Please Support Me”
	2. Message 2: “Join my team!”
	3. Message 3: “Thank you for your support!”
	4. Message 4: “[Event Name] Team Message”
7. Make sure participants are allowed to modify the subject
8. Please refer to the suggested messages content guide for best practices
9. Make sure participants are allowed to modify the body content
10. Repeat for all messages