How to Send Emails Through TeamRaiser

**Step 1**
Login to your personal Team Raiser account at go.osu.edu/bt

**Step 2**
Click “Participant Center” in the top right corner
Step 3
Select “Email” from the tabs

Step 3
Click “Solicitation” to view its drop down menu, and then choose “Day of Miracles.” Hit “Next” at the bottom left of the screen.
Step 5
Edit your message here, and then hit “Next”
Note: A pre-drafted email will appear here in place of “Test”
Step 5
Choose your recipients. You can add/import your contacts, or choose from groups or individuals that have participated in BuckeyeThon. Hit “Next” when you are finished choosing.
Step 6
Send your email! Once you have finished composing your email and selecting your recipients, click “Send”