

Woohoo Pre-Launch Email to Club

Captains - send this email a day or two before your Club Launch at a meeting.
Instructions for using ClubRunner to send the email are included below.

Subject Line

Our Big-New-Easy Fundraiser... Woohoomanity Challenge!

Hi \$NICK_NAME\$,

Our club has always stepped up to help our community. The need is greater than ever now, and our club needs to keep up. That's why it's so important for all of us to participate in the [Woohoomanity Challenge](#). We'll have a fabulous time in the process!

MAKE A DIFFERENCE

- **Easy**... you get an email to send friends & family, plus a link for them to easily donate online.
- **Low-Cost**... 95% net to our club; just a credit card processor's fee and 1% shared expense.
- **Effective**... a Rotarian raised \$12,000 last year and a club raised \$70,000.

HAVE FUN

- **Enjoy a glorious Colorado day in the fellowship of your friends.**
- **Option 1: Bike the Denver Century Ride on 9/25**... routes start at an easy 25 miles.
- **Option 2: Volunteer at the Denver Century on 9/25**... your help is much needed.
- **Option 3: Do It Yourself**... anytime, anywhere, with anyone – golf, hike, ride, or ???
- **Option 4: Simply Fundraise and/or Donate**... you don't really need to DO anything!

Learn more and **SIGN UP NOW** at www.woohoomanity.org.

Woohoo for Humanity!

Fill in Your Contact Info

How to use ClubRunner to send the email to your club:

1. Sign in on your club's website and click [Member Area](#) in the upper right corner.
 2. In the Communication block click [Email Services](#).
 3. Click the orange [Compose New Message](#) button. **In the orange Step 1 on the left:**
 4. Choose the members you want to receive the email. You don't need to check off each member... just check off a whole category like "Active Members".
- Step 2 on the right:**
5. In the Subject block, paste in the Subject Line from the email above.
 6. In the big box, **delete** "Dear \$NICK...", and paste in the email from above starting with "Hi".
 - a. Fill in your Name and Contact Info at the bottom, and feel free to edit the content.
 - b. If the paragraph spacing or the **bolding** got lost, add it back in if you like.
 - c. If the Woohoo link appears inactive, that's okay. Members can just use the URL address.

Steps 3 and 4 – Optional: attach the Woohoo Flyer.

Step 5

7. Choose Send Right Now or Schedule
8. Click the [Send to Myself](#) button and review what you receive to make sure you're happy with it.
9. Click the [Send](#) button and the email will go out either now or as you scheduled.