[](http://funraisin.co)

Automated email blueprints

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# Personalisation Fields

{member\_fullname}

{member\_firstname}

{member\_lastname}

{member\_password}

{member\_username}

{member\_email}

{member\_amount\_raised}

{member\_url}

{event\_name}

{event\_goal}

{event\_date}

{event\_raised}

{event\_key}

{event\_code}

{event\_contact\_number}

{event\_contact\_email}

{event\_contact\_name}

{event\_company\_name}

{event\_company\_abn}

{d\_fname}

{sponsor\_amount}

{sponsor\_name}

{sponsor\_email}

{sponsor\_phone}

{captain\_fullname}

{donated\_to\_name}

{donated\_to\_url}

{team\_name}

{team\_url}

{team\_raised}

{siteurl}

{secureurl}

{charity\_name}

#

# EMAIL: New Donation - Team

*This email is sent out to team leaders when a donation is made to a team.*

**SUBJECT**

{member\_firstname}, your team has received a donation

**BODY COPY**

Hi {member\_firstname},

Your Team has received a new donation!

Brilliant work. Your team has received a donation of {sponsor\_amount} from {sponsor\_name}.

You can view your donations and thank your awesome sponsors by logging into {siteurl}login .

For a complete list of your sponsors, check out your fundraising web page. Alternatively you can copy and paste the link below into your web browser:

**{member\_url}**

****

**Your supporters details:**

Name: {sponsor\_name}

Email: {sponsor\_email}

Cheers,

Regards,

**{event\_company\_name}**

Please do not reply as this address is not monitored. This is an automated message as you have provided your email address to {event\_company} ({event\_company\_abn}) {event\_company\_address}

**Your Email Address:** {member\_email}

**Your Fundraising Page:** {member\_url}

# EMAIL: New Donation - Member

*This email is sent out to a participant when a donation is received.*

**SUBJECT**

Great job! You've received a donation.

**BODY COPY**

Hi {member\_firstname},

**You've received a new donation** of {sponsor\_amount} from {sponsor\_name}. Nicely done.

Jump on Facebook and tag them in a thank you post to show them how much you appreciate it!

It makes your sponsors feel appreciated and shows them how much their donation means to you. You can also view your donations and thank your awesome sponsors via email on your fundraising page by logging in:



**Your supporter's details:**

Name: {sponsor\_name}

Email: {sponsor\_email}

For a complete list of your sponsors, check out your fundraising web page here {member\_url}

Regards,

**{event\_company\_name}**

Please do not reply as this address is not monitored. This is an automated message as you have provided your email address to {event\_company} ({event\_company\_abn}) {event\_company\_address}

**Your Email Address:** {member\_email}

**Your Fundraising Page:** {member\_url}

# EMAIL: Forgotten Password

*This email is sent when trigger using the Forgotten Password link by a participant.*

**SUBJECT**

Forget your password?

**BODY COPY**

Hi {member\_firstname},

Have you forgotten your password?

Don't worry, it's a simple fix.



To reset your password please click the button above or copy and paste the below link into your Internet browser:

**{siteurl}login/resetpassword/{member\_hash}**

If you did not request this email, please contact us and let us know.

Regards,

**{event\_company\_name}**

Please do not reply as this address is not monitored. This is an automated message as you have provided your email address to {event\_company} ({event\_company\_abn}) {event\_company\_address}

# EMAIL: Receipt to Scheduled Donor

*This is email is sent to donors for a scheduled/recurring donation*

**SUBJECT**

Thank you for your donation

**BODY COPY**

Dear {d\_fname},

Thanks so much for latest donation! You are ensuring we're able to continue our work in [Organisation Mission]

A receipt for your donation is attached to this email.

Regards,

**{event\_company\_name}**

Please do not reply as this address is not monitored. This is an automated message as you have provided your email address to {event\_company} ({event\_company\_abn}) {event\_company\_address}

# EMAIL: New Team Confirmation

# *This email is sent to a team leader/captain when their team has been registered.*

**SUBJECT**

Looking good {team\_name}

**BODY COPY**

Dear {member\_firstname},

Your team, {team\_url}, has been successfully created.

**Next steps...**

[Describe what you would like the team captain to do next]

Regards,

**{event\_company\_name}**

Please do not reply as this address is not monitored. This is an automated message as you have provided your email address to {event\_company} ({event\_company\_abn}) {event\_company\_address}

# Email: New Team Member Confirmation

*This email is sent to a team leader when a participant joins their team.*

**SUBJECT**

Your team has a new member

**BODY COPY**

Good news! A new member, has joined your team, {team\_name}. Log in to see who it is.

As team captain don't forget to check that they have finished setting up their fundraising page and ask them to share your team page on their Facebook to kickstart your fundraising.

Make sure all of your team has sponsored themselves. It sets a great example for sponsors and shows how much your team cares.



Regards,

**{event\_company\_name}**

Please do not reply as this address is not monitored. This is an automated message as you have provided your email address to {event\_company} ({event\_company\_abn}) {event\_company\_address}

# EMAIL: Initial Account Confirmation

*Sent to a member after completing step 1 of the registration process*

**SUBJECT**

{member\_firstname}, your first step is complete

**BODY COPY**

Hi {member\_firstname},

Welcome! Your registration is nearly complete. This email contains your username and password. When you complete your registration you will receive a registration receipt and final instructions.

**Logging in:**

Here's your username (email address) and password to access the login area of the website:

URL: {siteurl}login

Email: {member\_email}

Password: {member\_password}

Regards,

**{event\_company\_name}**

Please do not reply as this address is not monitored. This is an automated message as you have provided your email address to {event\_company} ({event\_company\_abn}) {event\_company\_address}

# EMAIL: Registration Receipt

*Sent to a member after completing final step of the registration process and contains a tax receipt if personal donation was made*

**SUBJECT**

{member\_firstname}, you’re in!

**BODY COPY**

Hi {member\_firstname},

Congratulations on registering for {event\_name}.

A unique fundraising page has been created for you here: {member\_url} and we would love it if you could take the two simple steps below to become an awesome fundraiser!

**Next steps on smashing your fundraising goal**

1. Customise your profile page:
Add a photo to your fundraising page and tell people why you’re taking part!
2. Get sharing:
After you have sponsored yourself and set up your page it's time to start fundraising. Share your page on facebook and email everyone you know to ask them for their support. Here is your custom URL for your fundraising page: {member\_url}

We’ll be in touch in the coming weeks with exciting updates on what you can expect from {event\_name}!

Regards,

**{event\_company\_name}**

Please do not reply as this address is not monitored. This is an automated message as you have provided your email address to {event\_company} ({event\_company\_abn}) {event\_company\_address}

# EMAIL: Personal Donation Receipt

*Sent to a member after completing registration and will contain a tax receipt if they made a personal donation*

**SUBJECT**

Your personal donation receipt

**BODY COPY**

Hi {member\_firstname},

Great work on making a personal donation.

Your involvement and fundraising for us enables us to [insert organisation mission]

Please find attached your tax receipt for your records.

Thank you again!

Cheers,

**{event\_company\_name}**

Please do not reply as this address is not monitored. This is an automated message as you have provided your email address to {event\_company} ({event\_company\_abn}) {event\_company\_address}

# EMAIL: Multi-Entry invite

*This email is sent to all invited members once a team has been created when using the multi-entries step in registration*

**SUBJECT**

Come and join your team

**BODY COPY**

Hi {member\_firstname},

I've registered us for {event\_name} and now it's time for you to come and complete your personal fundraising page.

{member\_invite\_url}

I'd love it if you could do two quick things to become an awesome fundraiser for {event\_company\_name}!

1. Add a photo and update your story to share why you're taking part in {event\_name}. This shows our potential donors how serious we are about fundraising and why we're wanting to make a difference.

2. Get sharing: After you have sponsored yourself and set up your page it's time to start fundraising. Share your page on Facebook and email everyone you know to ask them for their support.

I'm looking forward to doing the {event\_name} with you!

Thanks

**{captain\_fullname}**

Please do not reply as this address is not monitored. This is an automated message as you have provided your email address to {event\_company} ({event\_company\_abn}) {event\_company\_address}

# EMAIL: Receipt to Sponsor

*This email is sent to donors after completing a successful donation. Attached to this email is also their tax receipt.*

**SUBJECT**

Your tax-deductible donation receipt

**BODY COPY**

Dear {d\_fname}

Thanks so much for supporting {donated\_to\_name}!

A receipt for your donation is attached to this email.

Thank you again,

**{event\_company\_name}**

Please do not reply as this address is not monitored. This is an automated message as you have provided your email address to {event\_company} ({event\_company\_abn}) {event\_company\_address}

# EMAIL: Donor Login

*This email is sent to donors when triggered from a login request*

**SUBJECT**

Your **{event\_company}** donor login

**BODY COPY**

Dear {d\_fname},

This is an automated email containing your link to log in to see your donation history. If you did not request this link please contact us [insert contact details] and let us know.

Your past donations and tax receipt(s) can be found here. Alternatively, you can copy and paste the link below into your web browser:

**{siteurl}donorlogin/history/{donation\_hash}**

Regards,

**{event\_company\_name}**

Please do not reply as this address is not monitored. This is an automated message as you have provided your email address to {event\_company} ({event\_company\_abn}) {event\_company\_address}

# EMAIL: Generic Donation Receipt

*This email is sent to donors after completing a successful generic donation. Attached to this email is also their tax receipt.*

**SUBJECT**

{d\_fname}, thank you for your kind donation

**BODY COPY**

Dear {d\_fname},

Thanks so much for your donation.

Your generous donation will help [insert what your organisation does]

A receipt for your donation is attached to this email.

Thank you again,

Regards,

**{event\_company\_name}**

Please do not reply as this address is not monitored. This is an automated message as you have provided your email address to {event\_company} ({event\_company\_abn}) {event\_company\_address}

# EMAIL: Team Member Registration Receipt

*Sent to a member who has joined a team from an invite email*

**SUBJECT**

{member\_firstname}, you did it. Whats next?

**BODY COPY**

Dear {member\_firstname},

Thank you for joining the growing community - you're now a part of {team\_name}.

A unique fundraising page has been created for you at:

{member\_url}

You can check out your team page here:

{team\_url}

**Next steps...**

Please log in to sponsor yourself (By doing this you set a great example to others), customise your fundraising page and ensure your profile is updated.



Regards,

**{event\_company\_name}**

P.S If you made a personal donation during your registration, you will find the receipt for your records attached to this email.

Please do not reply as this address is not monitored. This is an automated message as you have provided your email address to {event\_company} ({event\_company\_abn}) {event\_company\_address}

# EMAIL: Initial DIY Account Confirmation

*This email is sent to a fundraiser who creates their own event after their initial account creation.*

**SUBJECT**

{member\_firstname}, your first step is complete

**BODY COPY**

Welcome to the {event\_company} website! Your registration is nearly complete. This email contains your username and password. When you complete your registration you will receive a registration receipt and final instructions.

Logging in

Here's your username (email address) and password to access the login area of the {event\_company} event website:

**URL:** {siteurl}login

**Email:** {member\_email}

**Password:** {member\_password}

Regards,

**{event\_company\_name}**

Please do not reply as this address is not monitored. This is an automated message as you have provided your email address to {event\_company} ({event\_company\_abn}) {event\_company\_address}

2 x Fundraiser Template emails

*Note: These are sent by fundraisers from within their login area. You can create as many Fundraiser Template Emails as needed for your event.*

## Thank sponsors

**SUBJECT**

Thanks for supporting me!

**BODY COPY**

Hi,

A sincere thank you for your support, every little bit helps! Your donation will help [insert organisation mission].

I'm excited to say that so far I've raised {member\_amount\_raised} to support {event\_company}.

Thank you for supporting me!

Best wishes,

**{member\_fullname}**

PS Thinking about registering too? Join me {siteurl}!

PPS If you'd like to learn more about what your donation is supporting, learn more about {event\_company} here.

##

## Ask for support

**SUBJECT**

Will you help me make a difference?

**BODY COPY**

Hi,

I've just joined {event\_company} for their {event\_name} to raise funds for those in need.

Please sponsor me and support my efforts to give back and change lives.

Every $1 raised will help {event\_company} [insert organisation mission].

Simply click here to make a donation through my page. Alternatively, you can copy and paste the link below into your browser:

{member\_url}

Thank you so much for your support - it is truly appreciated.

Best wishes,

**{member\_firstname}**