



# Soliciting sponsors is easy on-line!

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Edmonton, Alberta

## Follow these easy instructions to fundraise on-line:

1. Once you are on the main Edmonton Scotiabank Pro-Am website, click on the third tab at the top that reads "Player Login and Standings".
2. Log in with your "Username" and "Password" on the lower left.
3. You are now on your personal Pro-Am web page and ready to start fundraising. To do that, you need to solicit sponsors - that's asking family, friends, colleagues, and other people to support your fundraising efforts. Now, click on "Solicit Sponsors" on the left.
4. You now have two options:
  - You can choose to "Send e-mails from your own e-mail account" or;
  - You can choose to "Send many e-mails at one time"
5. **Sending e-mails from your own e-mail account (Option One):**  
That's the e-mail account you provided to us when you registered. If you already have an on-line address book with e-mail addresses for people who may sponsor you, this is a good choice! Simply scroll to the bottom of the screen and click on "Option One".

We will automatically send a message to your e-mail account that you can forward to everyone in your address book, as well as a link to your personal Pro-Am donation web page. The message contains information about the Pro-Am and why people should help by becoming sponsors. It is a good idea to personalize this message by adding a few words of your own.

6. **Sending many e-mails at one time (Option Two):**  
Do you have a few different address books with e-mail addresses for people who may sponsor you? This includes address books from Yahoo, Gmail, Outlook Express and other popular e-mail systems. If that's the case, scroll to the bottom of the screen and click on "Option Two".

Just below "Option Two" click on the "Add from my address book" icon.

At the top left, a box will appear with different e-mail systems for you to choose from including; Yahoo, Gmail, Outlook, etc. Click on the system that you would like to access and proceed to the next box. You can either choose everyone in your address book or you can choose to contact one person at a time, it's up to you. Please note that you will have 15 minutes at a time to use this option.

Our system will automatically send a message to everyone you have chosen. You can see the message when you scroll down on the screen, after you've clicked on "Option Two". You will notice there is an "optional personal introduction." This is your opportunity to personalize this message with a few words of your own. Again, the link to your personal Pro-Am donation web page is included in the message automatically.

When you are ready, click on "Send E-mail". You can be sure all your e-mail addresses - including your own - will be kept private, and never made public.

### Other helpful information:

- As people start sponsoring you, their donations will be recorded on your personal Pro-Am donation website page. You can login any time and see your "Fundraising Summary."
- Can't remember who you have sent an e-mail to? You can click on "see who I have invited to sponsor me online". From time to time, you will want to send a "friendly reminder" e-mail to people in your address books who have not made a donation, using Option One or Option Two.

**We're here to help you!**

**Contact Us:**

**info@scotiabankproam.com**

**1-877-972-2622**

**Together We Can "Stick it to Alzheimer's!"**



Alzheimer Society  
ALBERTA AND  
NORTHWEST TERRITORIES

