



If you have previously hosted a Friends of the Poor® Walk on the walk website, then you can invite previous year's walkers to this year's event. Instructions are below.

1. Log in with your access code
2. Go to "reports" section
3. Change year to 2019
4. Export data into Excel
5. Copy and paste email addresses into "Bcc" line
6. Send invitation to join this year's event

### Step 1: Log in With Your Access Code

- The access code is sent in an automated email to the coordinator(s) when registering event.
- Copy this access code, and paste it into the "Sign In" box in the "Coordinators" section of the website.

**COORDINATORS**

ESTABLISH A WALK EVENT

Choose your state

SIGN IN

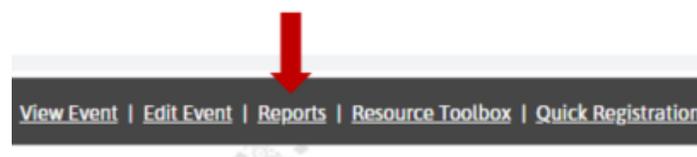
Event access code

[Forgot your access code? Click here to send email](#)

[Coordinator Resources Toolbox](#)

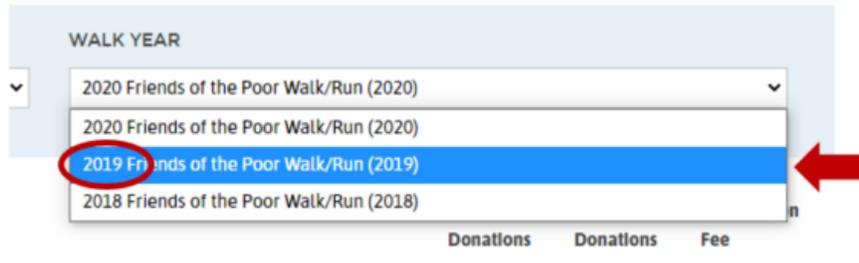
### Step 2: Go to the "Reports" Section

Once logged in, a black bar will appear at the top of the screen, with links in white font on the right side of the bar. You will want to click the "Reports" link.



### Step 3: Change Year on Report to 2019

On the right side of the screen, under 'Walk Year,' use the dropdown menu to change the year to "2019 Friends of the Poor Walk/Run (2019)."



### Step 4: Export Data Into Excel

At the bottom of the 2019 walker report, in the left corner, click the button that says "Download Report."



### Step 5: Copy and Paste Email Addresses into "Bcc" Line

Copy the email addresses out of the downloaded report. Then go into your email provider (gmail, yahoo, outlook, etc.) and create a new email. In the "To" line, insert your own email address. Then, in the "Bcc" line, paste the email addresses you pulled from the downloaded report.

### Step 6: Send Invitation to Join This Year's Event

Type in your message to previous walkers, inviting them to come back and participate again. Don't forget to include a direct link to your walk event's page where they can register. Include a call to action, and send out the email when you are done.