

Supporter Email Banner

User Guide

Rebuilding lives after stroke

Stroke
Association



Getting the word out there is the secret to successful fundraising! If you send a lot of emails, either through work or for personal use, then using our downloadable email signatures will help you to encourage some extra interest with minimal effort.

This brief guide provides instructions for adding our Stroke Association supporter banner to your email signature.


There are two signatures to choose from: 'join me' - for encouraging your friends and family to take part in the event with you (you can also add a HTML link to direct people to our website or an event page to sign up). The second choice: 'sponsor me', can be used with a HTML link to your own fundraising page such as JustGiving or Facebook.

To:

Cc:

Bcc:

Subject:




Link: <https://www.stroke.org.uk/get-involved>

To:

Cc:

Bcc:

Subject:



Link: Your own fundraising page

Note: If you wish to apply your supporter signature to your work emails then please talk to your employer first.

Instructions for use with Outlook 2013-19

1. Open a **new email message** on your desktop Outlook.
2. In the **Message** menu, select **Signature > Signatures**.
3. Under **Select signature to edit**, choose **New** and give your signature a name. If you already have a signature. Select the one to which you want to add our banner.
4. Go to **Edit signature** and create or paste in your signature.
If you already have one, click inline where you want to place our banner.
5. **Select the image icon** to the right-hand side of the toolbar and upload the banner.
6. Double click the image to select it and then click the link icon to add a hyperlink, and press **"OK"**.
7. Click **"OK"** to save your new banner email signature. You will now find your updated signature in your new message box.

Instructions for use with Gmail

1. Click on **settings icon**. The one which looks like a cog.
2. In general settings, scroll down until near the bottom of the page and there is a section which says **'Signature'**.
3. Click **Create New**.
4. Give your signature a name and press **Create**.
5. Click the **Link** icon.
6. In 'Text to display' type: Click here to sponsor me.
7. Insert your fundraising page's URL and press **'OK'**.
8. Click the **Insert Image** icon.
9. Insert the banner image provide. Press **'OK'**.

For other email providers there are lots of handy tips online.

Don't forget to keep sharing - around **20% of donations** come in after your fundraising event, so leaving your email signature on for a week or two after you've finished could help you smash your target!
