You can quickly send a message to a supporter via the Flipcause Dashboard. There are 2 ways to send a message to your supporters depending on if you are using our CRM or not.

**Send a Message to a supporter without CRM:**

- Go to Reports then use the search bar to search by name, email or ID.

- Find your transaction in the **Transactions** section of the report.

- Click on Details to the right of the transaction. Select **Send Message** at the top of the **View Transaction Details** window. Enter the email address (if different), subject, and the message you want to send your supporter. Then click **Send Message**!
Note: Messages sent from the Transaction Details overlay will log as a Note in the Transaction Details and nowhere else.

Send a Message to a supporter through a Contact Profile

- Go to Contacts and search the supporter you would like to send a message to then click View Profile
- From the Contact Record click the option Send Message
An overlay will pop up where you can select an Email Address and add a Subject Line and message body. Click Send Message when you are done.

The message sent will be logged in the **Communication Notes** section in the Contact's profile.