

Sending an e-Card Through the Vand-e-Card System

Click on the Vand-e-Card link on the Recognition Central website or the link provided below.

[Vand-e-Card \(click here\)](#)



The User ID is
ecard6273
The Password is
322706


For questions regarding Vand-e-Card, please contact Susie.Lyons@vanderbilt.edu.

Browse the categories on the left-hand side of the screen. See previews of the selected category on the right-hand side of the screen.


eCard Categories

- ▼ **Happy Birthday**
 - Happy Birthday - Blue
 - Happy Birthday - Cake
 - Happy Birthday - Streamer
 - Birthday - Candles
 - Birthday - Virtual Candles
 - Birthday - Dodgeball
- ▼ **Happy Anniversary**
 - Happy Anniversary - Silver
 - Happy Anniversary - Stars
 - Happy Anniversary - Water
 - Happy Anniversary - Eagle
 - Happy Anniversary - Mount
 - Happy Anniversary - Blue
 - Happy Anniversary - Ribbon
 - Happy Anniversary - Tulips
- ▼ **Certificate (With Logo)**
 - Clouds
 - Certificate - Blue
 - Certificate Daisy
 - Certificate - Red
 - Certificate Sunrise
- ▼ **Sympathy**
 - With Sympathy
- ▼ **Thank You**
 - Thank You Flower
 - Thank You - Green
 - Thank You Sunrise
 - Retirement
 - :-)
 - Thank You - Green
 - TY
 - Volunteers
- ▼ **Congratulations**
 - Confetti
 - Congrats Star - Orange
 - Congrats - Red
 - New Baby - Congratulations
 - New Baby - Booties


Thank You




[Thank You Flower](#)




[Thank You - Green](#)




[Thank You Sunrise](#)




[Retirement](#)




[:-\)](#)



[Thank You - Green](#)




[TY](#)



[Volunteers](#)

Preview: Thank You - Green [HOME PAGE](#) [SIGN OFF](#)

Thank You - Green



To: To Name
From: From Name
 Reason

[Personalize](#) [Cancel](#)

For 1 or 2 recipients:

The system will allow you to send to one recipient and one carbon copy. Complete the required information. The e-Card can be sent immediately or you may schedule for delayed delivery.

For 3 or more recipients:

Since the system will allow only one recipient and one carbon copy, you can send the e-Card to your Vanderbilt email account and forward to multiple recipients using the Vanderbilt directory. When completing the “Personal Message” section, you may identify your team members within the message.

Thank You - Green HOME PAGE SIGN OFF

Create an eCard

(1) Select eCard Category/Featured eCard (2) Enter eCard Data (3) Print/Email eCards

Recipient's name:
John Doe

Recipient's e-mail address:
To: John.Doe@Vanderbilt.edu CC: Manager.Doe@Vanderbilt.edu

Personal Message:
John,
You have been an asset to our team.
Manager Doe SpellCheck

Sender's name:
Manager Doe

Sender's e-mail:
Manager.Doe@Vanderbilt.edu

Date to send eCard: 11/20/2013

Preview Cancel

You can preview the e-Card by clicking the preview button. From the preview screen you can send via email, export to PDF/Print or cancel the e-Card.

