

How to Send a Troop-Wide Email from Constant Contact

1. Browse to: <http://www.constantcontact.com>
2. Login with provided user name and password (everyone uses the same login)
3. Click on *Create an Email* (you can watch the Overview video or read FAQs first)

The screenshot shows the Constant Contact dashboard. At the top, there's a navigation bar with links for 'My Account', 'Pricing', 'Community', 'MarketPlace', 'Help', and 'Log Out'. Below that, a secondary navigation bar includes 'Home', 'Email Marketing', 'Online Survey', and 'Event Marketing'. On the right side of this bar are 'Contacts', 'Library', and 'My Settings'. The user name 'troop890roster' is displayed. The main content area features three yellow buttons: 'Create an Email' (with 'Overview | FAQs' link), 'Try a Survey' (with 'Overview' link), and 'Try an Event' (with 'Overview' link). Below these is the 'Recent Work' section, which includes a 'My Emails' table. The table has columns for 'Edit', 'Copy', 'Name', 'Date', 'Status', and 'Opens'. The 'Message Center' on the right shows '620 ACTIVE CONTACTS' and links for 'Add and update contacts' and 'Grow my contact list'. It also displays two messages in the 'Message Center' section.

Edit	Copy	Name	Date	Status	Opens
		Dec 09 2011	12/9/2011	Draft	--
		Christmas Light Hike - Dec 10, 2011	12/9/2011	Sent	57
		Copy of BoRs Assistance 12/12/2011	12/9/2011	Sent	70

4. Enter an Email name (optional, for your reference only), press *Next*

Emails : Create

Enter an Email Name

Email Name:

This name doesn't display in your emails. It's to help you identify each unique email.

5. Select a template to use, press *Next*. (Under type *Press Announcements*, the Contemporary template looks Scout-like, but you can pick anything.)

Emails : Template Selection

Exit
< Previous **Next** >

Email Templates

Start with a template, then edit! Change colors, images and more.

Want a custom template?
Let us create it!

You are browsing Press Announcements ✕

Template Selector

Industry
All Industries

Type
Press Announcements

Layout

Color

Reset

Contemporary

Select

Classic

Clean

Professional

6. On the Email Message Settings page,
 - a. Change the email subject line, if you wish
 - b. Select your email address from the two drop-down lists
 - c. Press *Next*

Emails : Message Settings

Set your message header and settings here. Choose a From Name that your contacts will recognize, and note that contacts are more likely to open an email with a carefully crafted Subject line.

Exit
< Previous **Save** **Next** >

Email Message Settings

*Required fields

***Subject:**
Appears as your email subject line.

***From Name:**
Name shown as "from" in your contact's in-box.

***From Email Address:**
[Verify more email addresses](#)

***Reply Email Address:**
[Verify more email addresses](#)

Permission Reminder: On Off

Webpage Version: Include a link to view a webpage version of this email

Text: **Link Text:**

Text and Link Text displayed together at the top of your email

7. Edit the Email template to create your announcement. It might start like this:

Edit Email: Dec 09 2011

Customize your email by editing the template below. Click the pencil  to change a content block. Click and drag the title bars  to rearrange blocks.

Having trouble viewing this email? [Click here](#)

Preview & Test

Spam Check

Undo

[Add Blocks](#)

[Global Colors & Fonts](#)

[Advanced Features](#)

Company Logo Block

Title Block

Boy Scout Troop 890

Subtitle Block

Press Release For Immediate Release

Introduction Block

Boy Scout Troop 890 Announces

Press Subheading

City, State - Month Day, Year - Provide answers to who, what, where, when, why and how. Many reporters do not read beyond the first paragraph, so be sure to convey key information upfront.

Provide real, usable information. Avoid a slick sales pitch. Reporters are only interested in the facts.

Section Block

Section Subheading

Always consider your audience. Who is the primary target of this press release - reporters, investors, partners or customers? Make sure that your words are pertinent to your audience.

Stress the benefits. Avoid subjective language like "the greatest" or "the best". Add a "Read more" link to your text that links to additional information on your website.

Company Info Block

About Boy Scout Troop 890

Cover your company basics here - legal name, location, years in business, etc. Also include a

brief description of your products or services.

About Company 2
 If another company is included in your release, ask them to provide their company description. If you must create one, use the guidelines above and ask them approve the final version.

Information Block Information Block

Boy Scout Troop 890 **Boy Scout Troop 890**
 Dick Barr Dick Barr
 Job Title Job Title

Fine Print Block

Include information on trademarks here in fine print.

Spacer Block

Coupon Block

Save 25% If you are using a special coupon or promo code, include it here. Or, indicate if the coupon must be printed and presented in person. Is the coupon transferable? If so, encourage recipients to share the offer with friends and family to maximize the viral effect of the coupon. Add a "Register Now" link to your website with more information.

Offer Expires: Enter Expiration Date here

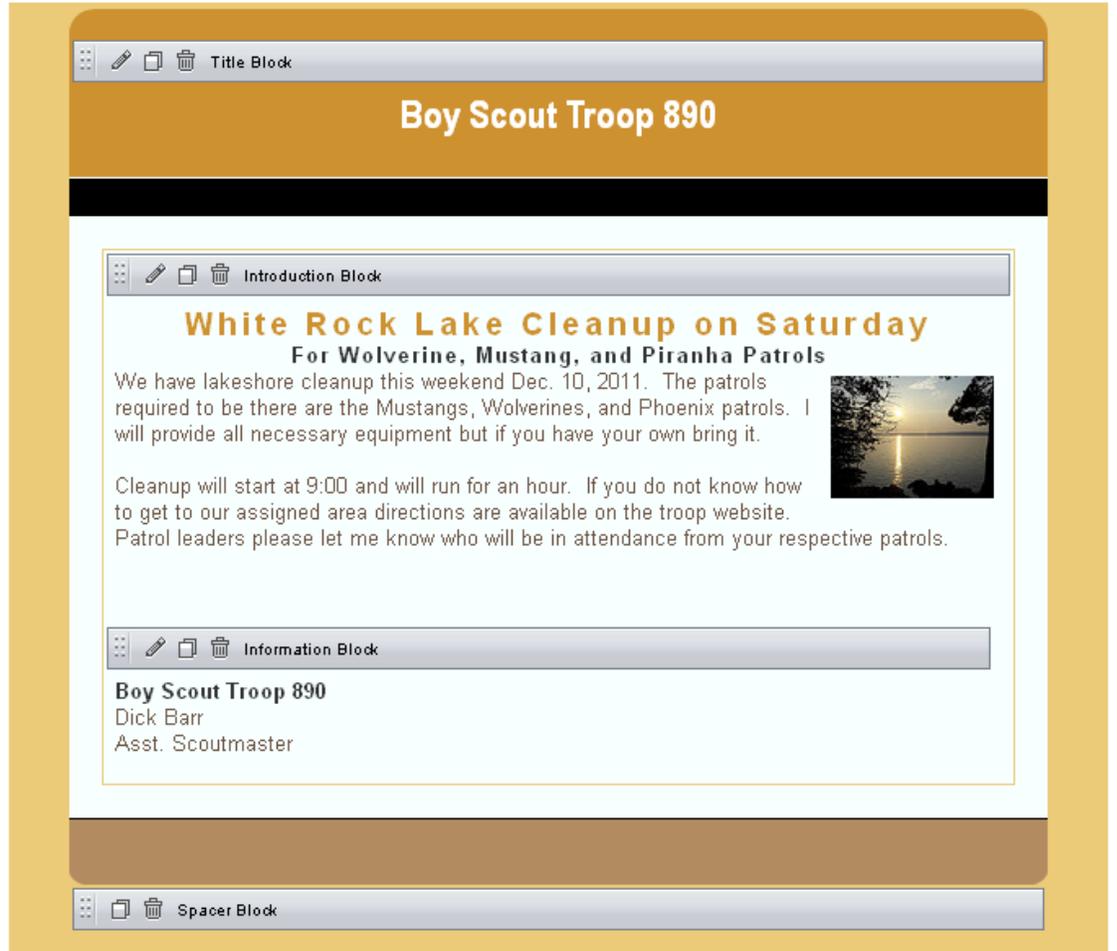
[Forward email](#)



- a. Delete sections that you do not want by clicking on their trashcan icon 
- b. Click to edit any text that you want to change (title, subheading, body text), press *Save* when finished or *Cancel* to discard changes.
- c. To insert an image, double-click on an image block, then do one of these:
 - i. Select one of the five images in My Library and press *Insert*. (We are limited to five under our agreement.)
 - ii. Use an image with an Internet address (URL), such as found via Google Image search, select the *Image URL* tab, enter the URL, press *Preview*, then press *Insert*.
 - iii. Replace one of our five My Library images, click on the image to delete, press the trashcan icon, then press *Upload New*

- d. Here is an example announcement after editing, with many of the blocks removed, text updated, and Internet image inserted:

Having trouble viewing this email? [Click here](#)



- e. When satisfied with the email, press *Save*, then select *Preview and Test* to see what it will look like. You can also send yourself a test email to see what will be sent. Then *Exit Preview*.
- f. If you are ready to send to the troop, press *Save and Continue*.
8. On the List Selection page, choose the email list to use and press *Next*. Example lists:
- a. General Interest – the entire troop
 - b. 2010-2011 ASMs – all assistant scoutmasters
9. On the Delivery Date page, select *Send Now* and press *Finish*. Your email will be sent to all members of your chosen list.
10. Finally, press *Log Out* at the top right of the page.