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)

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

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

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*

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

- **Add Blocks**
- **Global Colors & Fonts**
- **Advanced Features**

🔍 Preview & Test

Spam Check

Undo

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.

Click ✎ to edit

Double-click to **insert** an image

Right-click to **format** image

125 x 125 pixels

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.

Click ✎ to edit

Double-click to **insert** an image

Right-click to **format** image

100 x 100 pixels

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
Dick Barr
Job Title

Boy Scout Troop 890
Dick Barr
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:
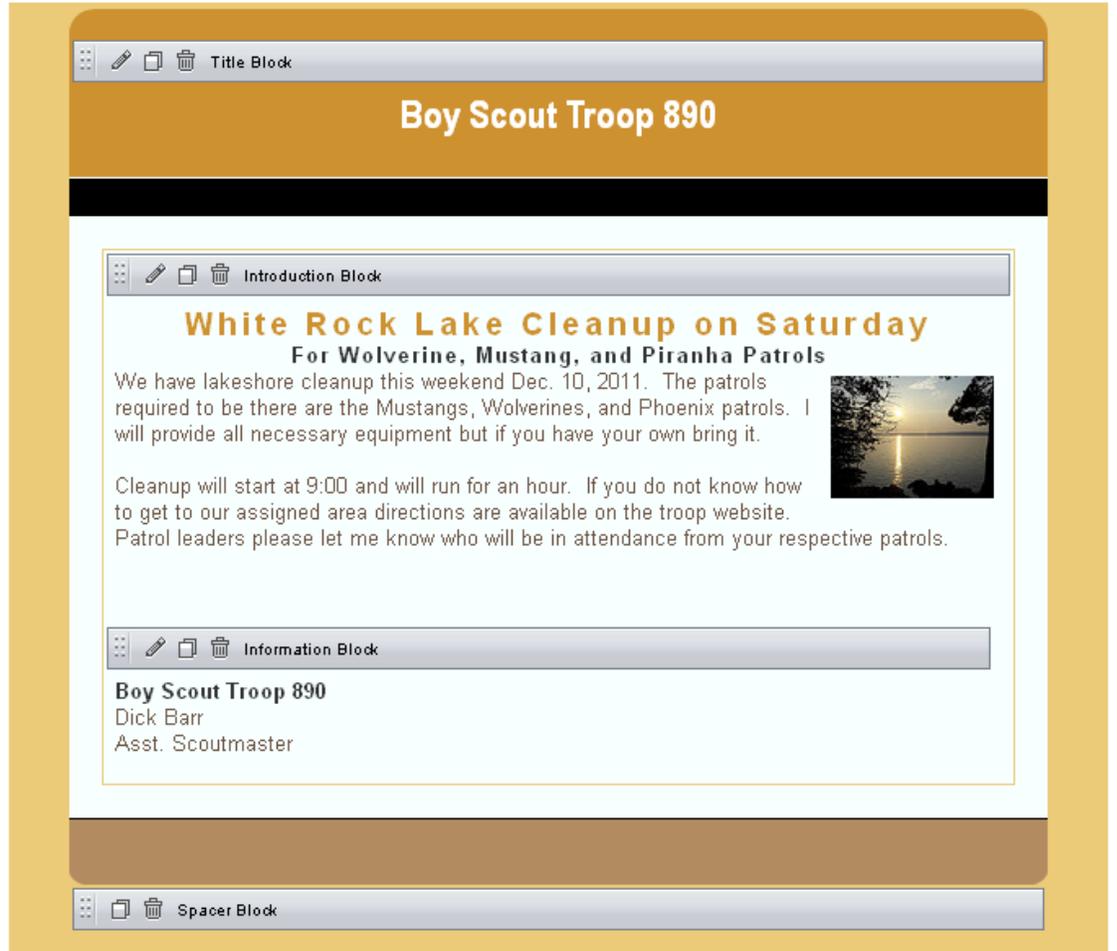
e. When satisfied with the email, press *Save*, then select *Preview and Test* to see what it will look like. You can also send yourself a test email to see what will be sent. Then *Exit Preview*.

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.