

TUTORIAL

HOW TO:

- Edit an Email Template with Constant Contact

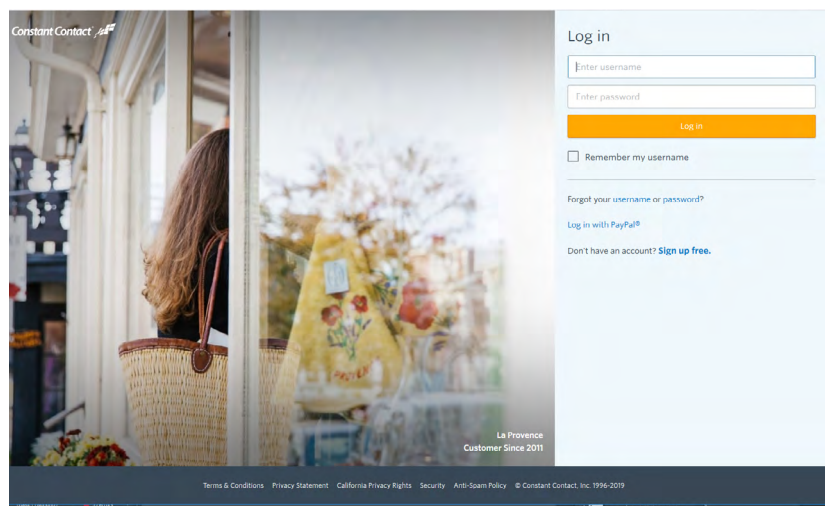


Program used for example images: Microsoft Edge web browser using a trial-version of Constant Contact

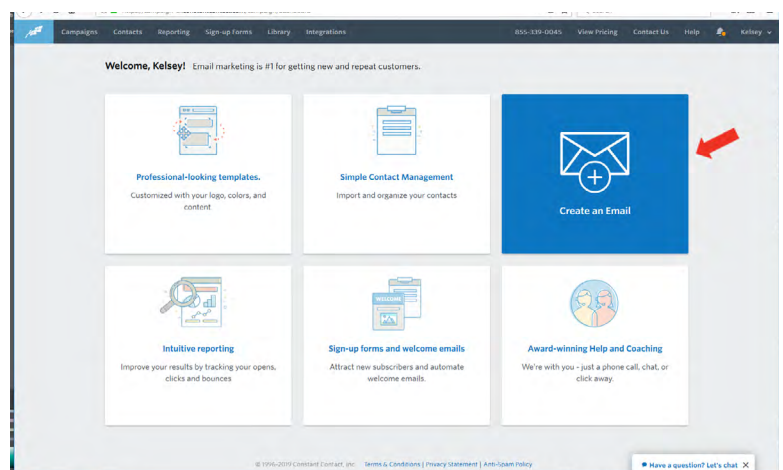
A red arrow will appear in most screenshots to point out the location of important buttons, links and other items.

If you need any assistance with your Constant Contact account or setting up an email, please call 866.289.2101. A support person will assist you with any problems you may have.

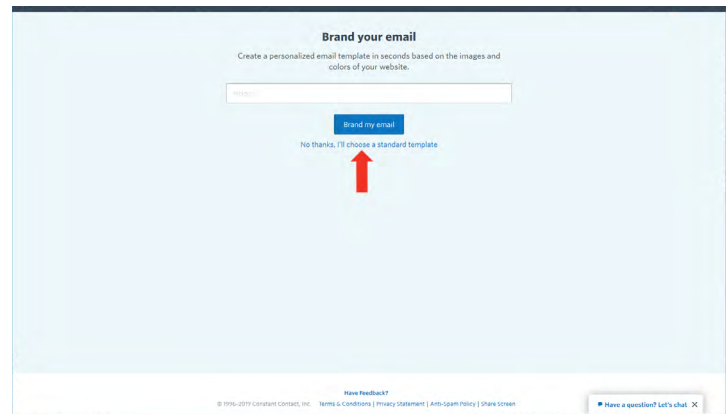
Go to Constant Contact web site to log in
(<https://login.constantcontact.com/login/>).



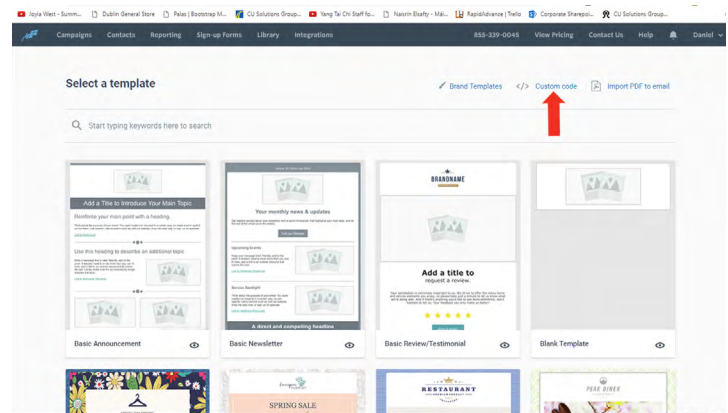
Click **Create an Email** link to get started.



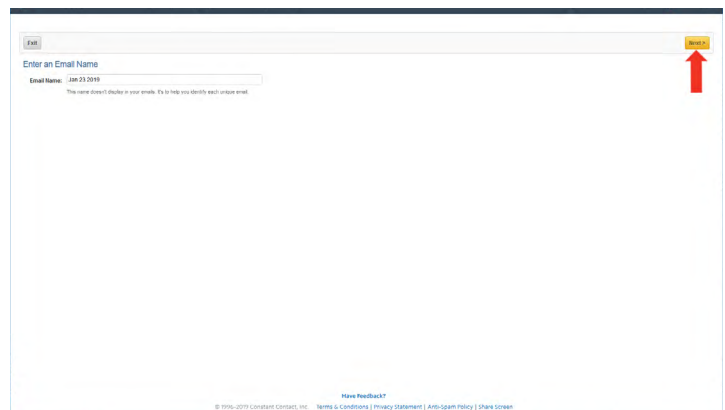
On the “**Brand Your Email**” page, click the “No thanks. I’ll choose a standard template” link.



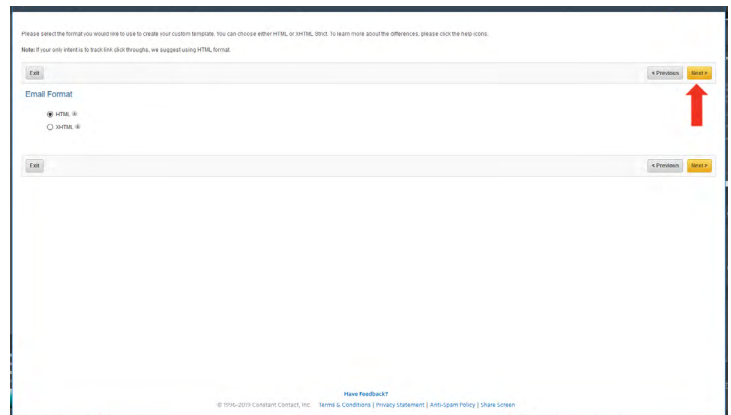
Next, click the **Custom Code** link on the Select a template page.



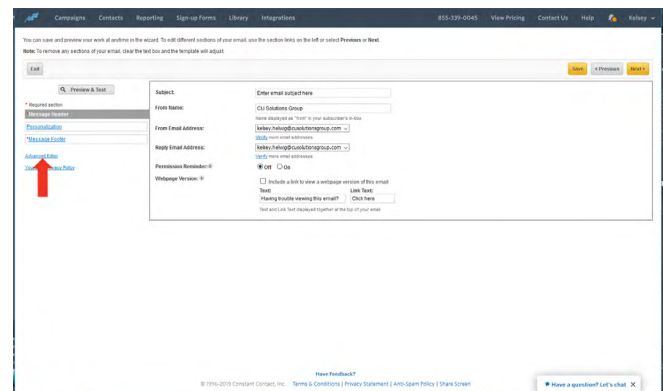
Next, enter the name of the **email** and click the **Next** button.



Choose **HTML** as the format of the email and then click the **Next** button.



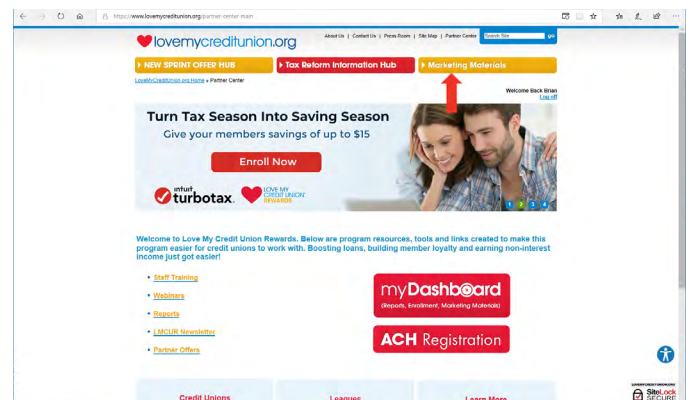
Click the Advanced Editor link on the left side of the web page.



Open new web browser window and go to:
[LoveMyCreditUnion.org/Partner-Center-Main](https://www.LoveMyCreditUnion.org/Partner-Center-Main)

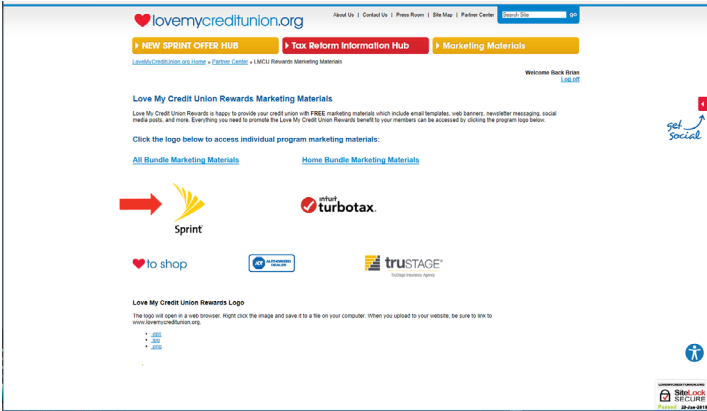
Using your id and password, log into the [Love My Credit Rewards Partner Center](#).

Go to the [Marketing Materials section](#) by clicking the orange Marketing Materials button in the top right area of the web page.

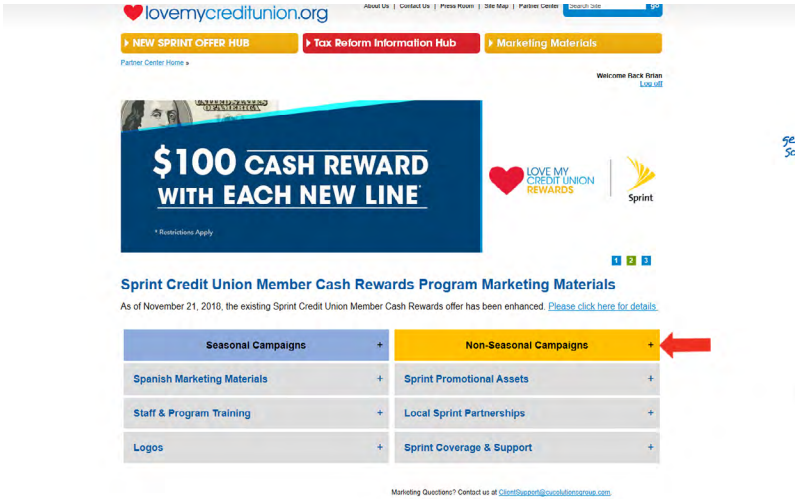


For this example, we will use a Sprint marketing email.

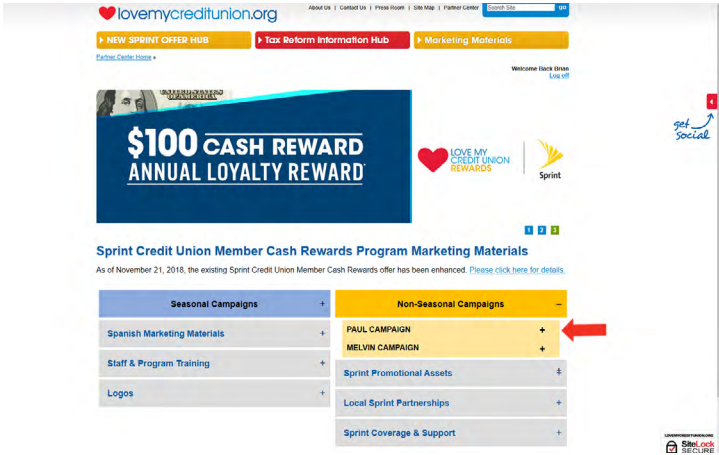
Click the **Sprint logo** to go to the Sprint marketing materials section.



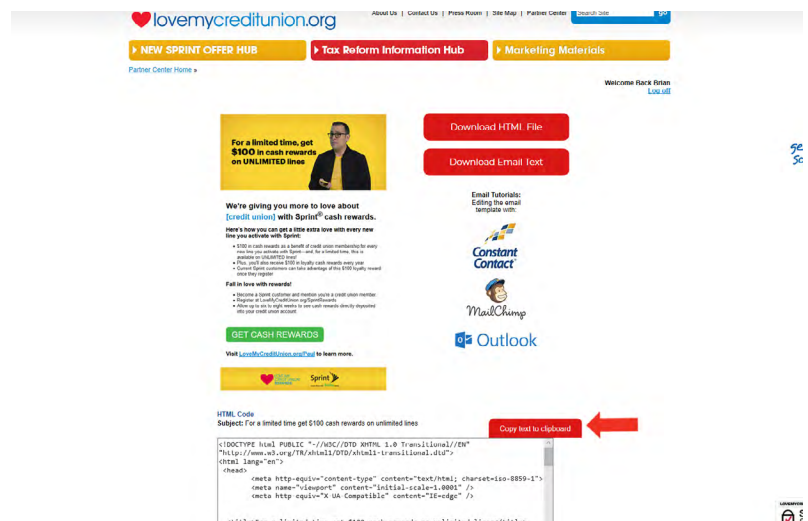
Next, click the **Non-Seasonal Campaigns** accordion.



Select the **Paul Campaign** accordion.

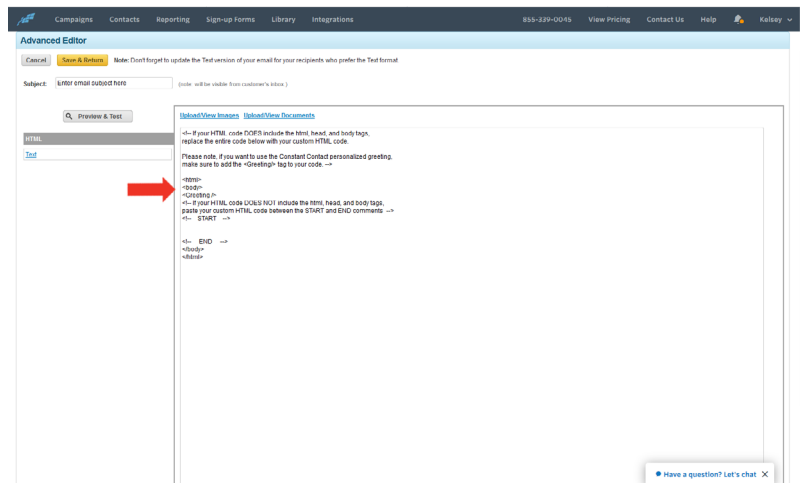


Next, click the **Copy Text to Clipboard** button to copy the HTML to your computer's clipboard.

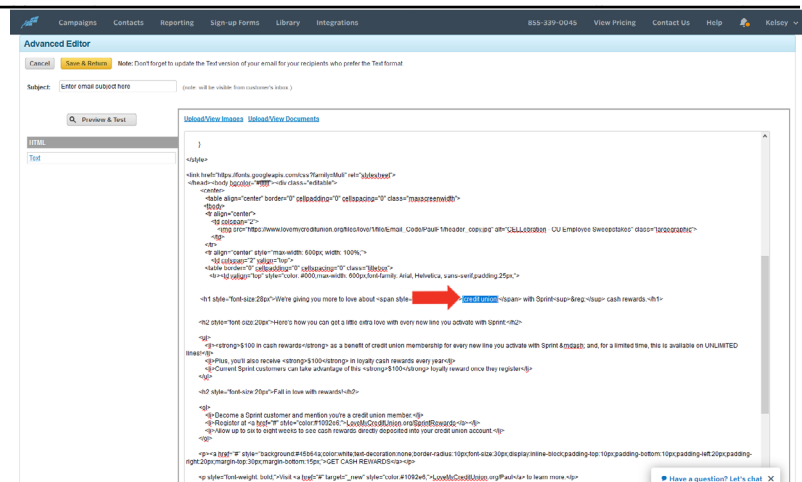
[illegible]

Next, return to the web browser window that has the Constant Contact application open.

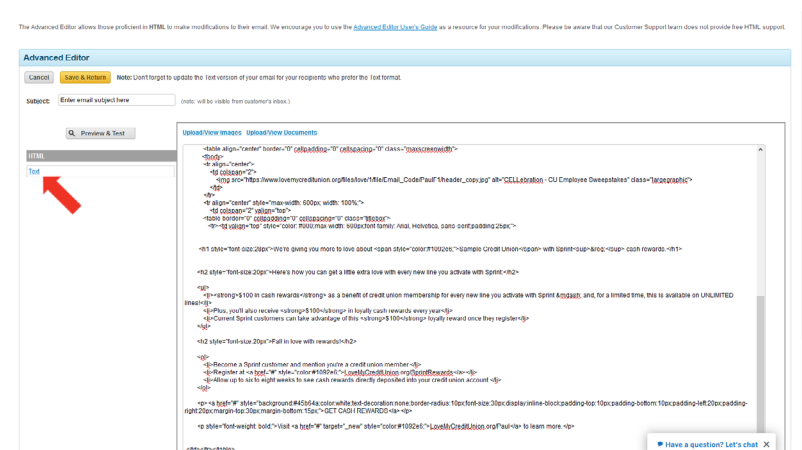
In the window that shows the HTML, highlight all of the HTML in the window with your mouse and then replace it by hitting the “CTRL” key and “V” key at the same time to paste the HTML code that you copied in the previous step.



Next, replace the “credit union” placeholder in the text with the name of your credit union. For this example, the name of the credit union is “Sample Credit Union.”

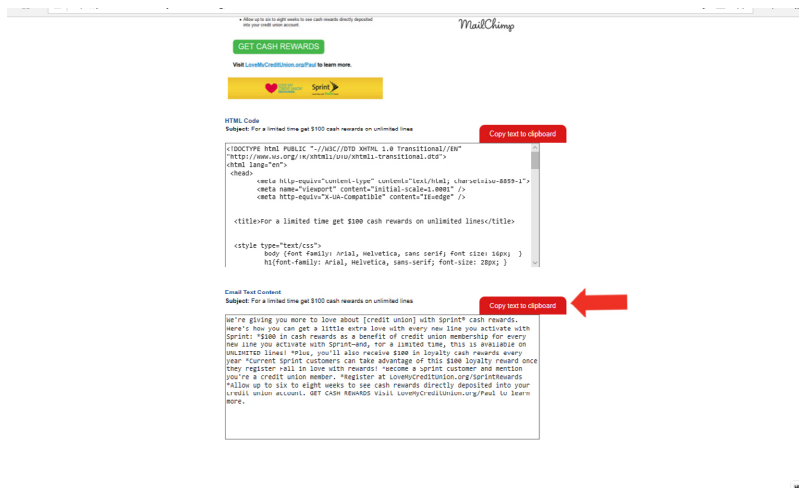


Next, click the “Text” link on the left side of the web page to edit the text version of the email.



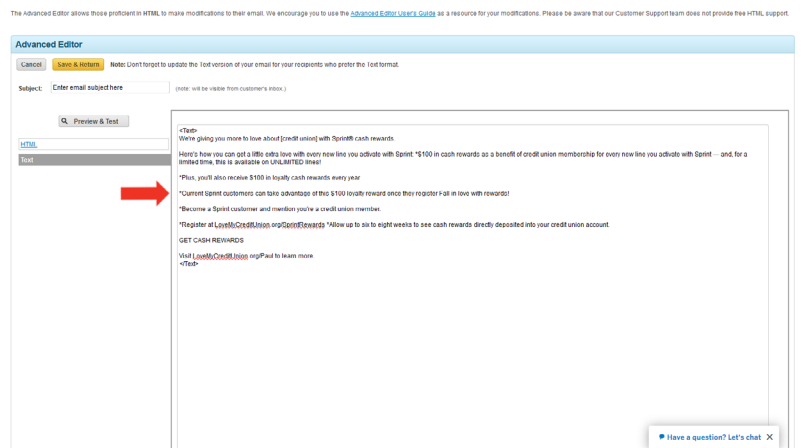
Next, return to the web browser window that had the Love My Credit Union Rewards Partner Center open. Scroll a little further down the page to show the email's text, which is below the HTML.

Click the lower red button that says **Copy Text to Clipboard** to copy the email's text to your computer's clipboard.

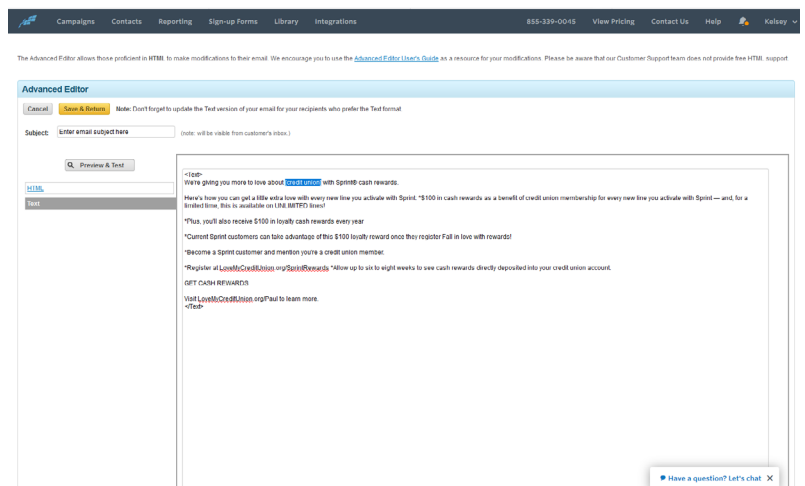


Next, return to the web browser window that has the Constant Contact application open.

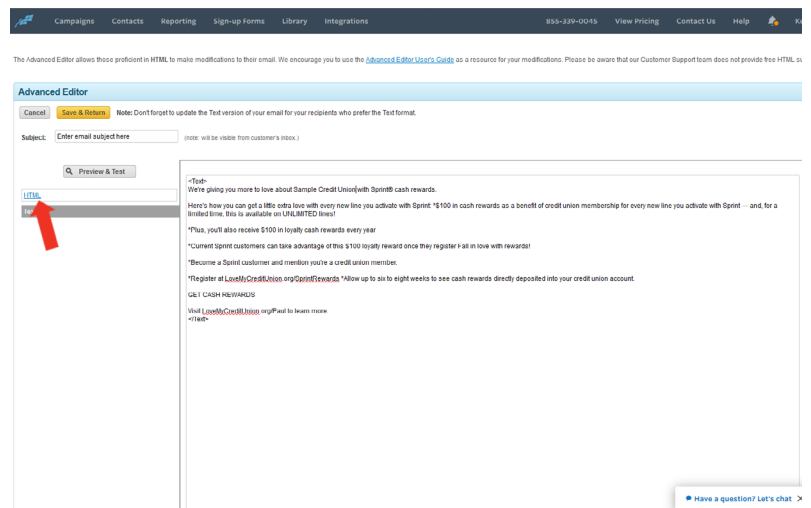
Paste the text that was copied in the previous step in between the <Text> and </Text> tags in the window. Then format the text to be how you want it to look.



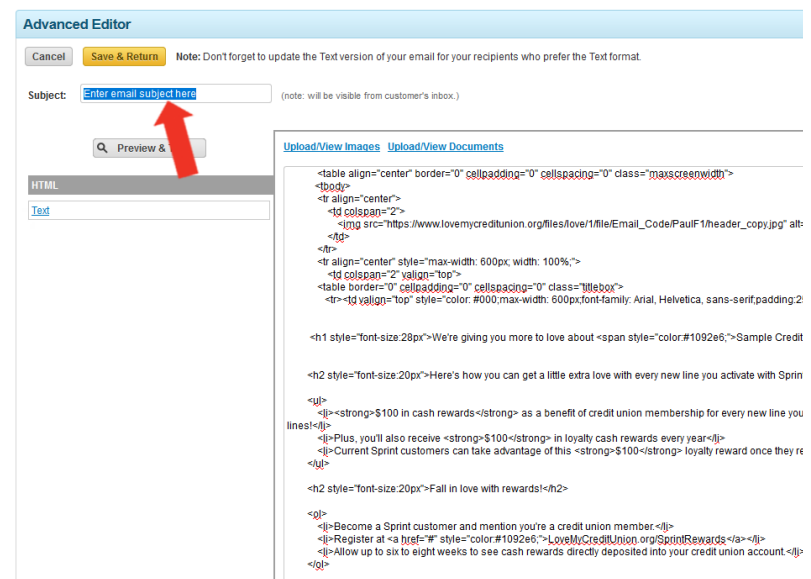
Next, replace the "credit union" placeholder in the text with the name of your credit union. For this example, Sample Credit Union is the name of the credit union.



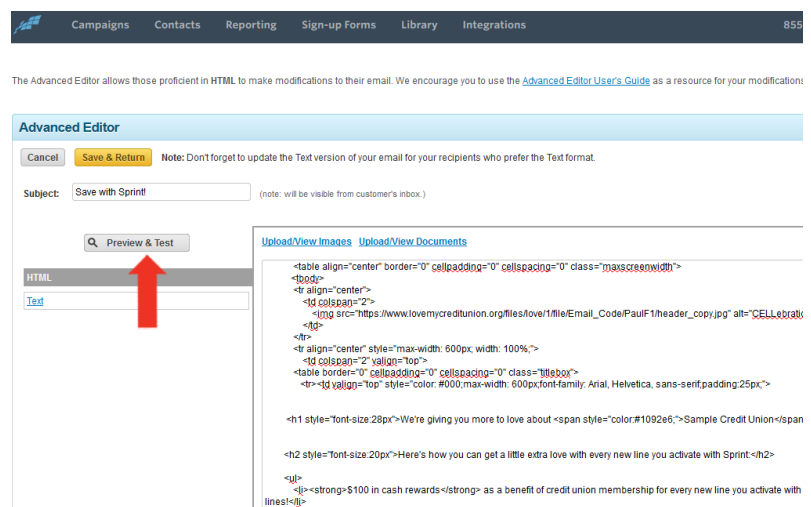
Next, return to the HTML editor by clicking the HTML link on the left side of the web page.



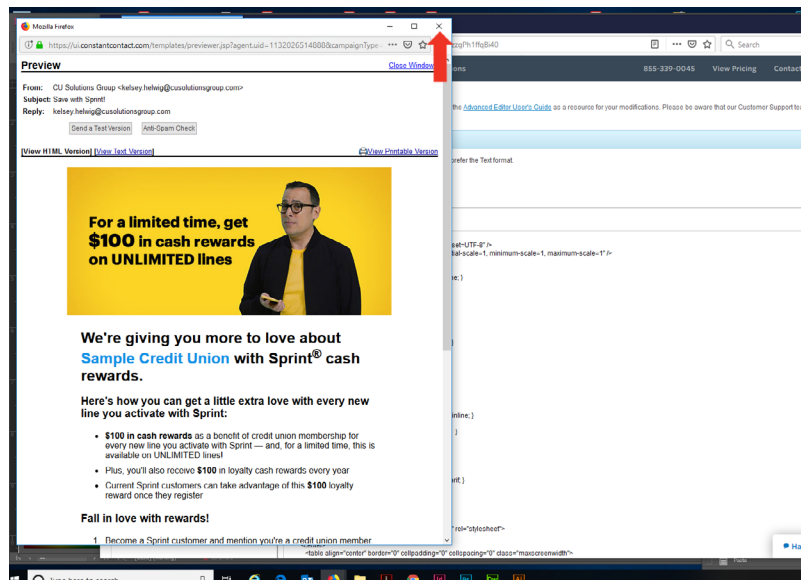
Change the Subject line for the email by typing in the "Subject:" box on the left side of the web page. For this example, the subject of the email is "Save with Sprint."



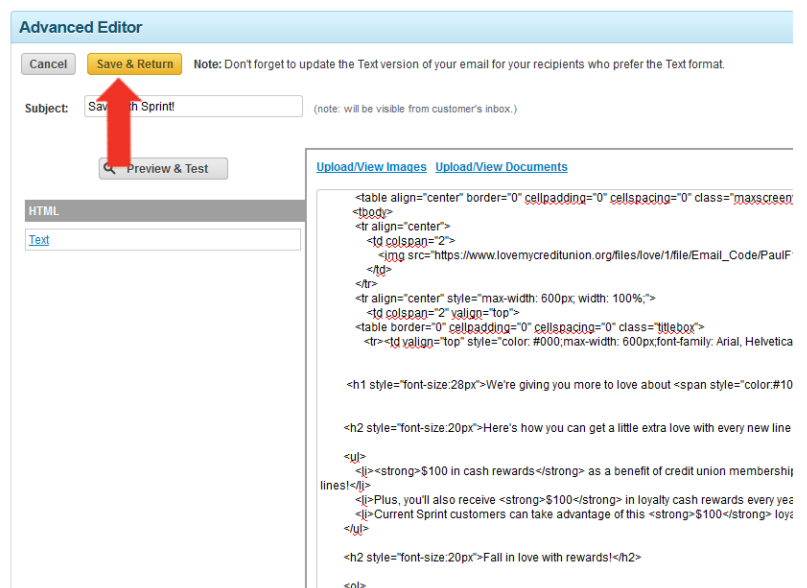
Next, preview what the email will look like by clicking the "Preview & Test" button.



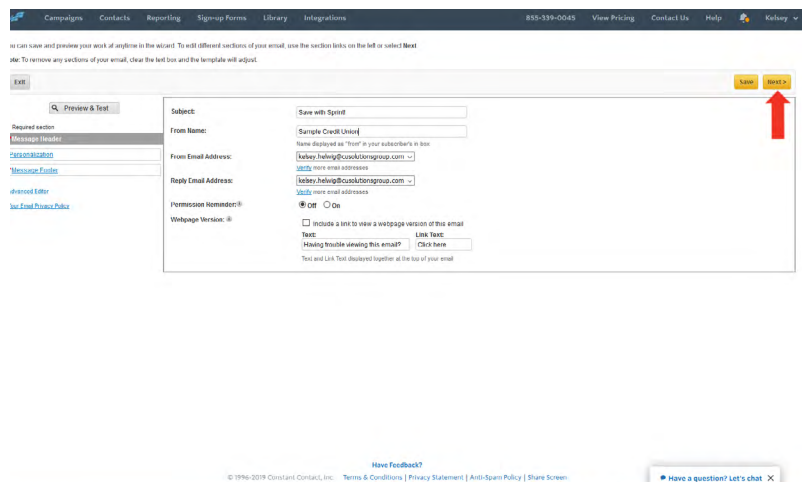
After you have previewed the email, **click the X in the top right corner of the preview window to close the window.**



Next, click the **“Save & Return”** button to proceed to the next step.



Review From and Reply information for the email to make sure that it's correct. Click the **“Next”** button to proceed to the next step.



For the personalization part of the email, clear the default information by clicking the **Clear Text** button.

The screenshot shows the Constant Contact email editor interface. At the top, there's a navigation bar with links like Campaigns, Contacts, Reporting, Sign-up Forms, Library, and Integrations. Below this, a message preview area shows a greeting: "Dear [First name] on Greeting!". On the left sidebar, under the "Required section" heading, the "Message Header" section is highlighted. A red arrow points to the "Clear Text" button located below the "Preview & Test" button in this section. At the bottom right, there are buttons for "Save", "< Previous", and "Next >".

Click the **“Next”** button.

This screenshot shows the same Constant Contact email editor, but now the "Message Footer" section is highlighted in the left sidebar. The main editing area is empty. A red arrow points to the "Next >" button in the top right corner of the editor. The footer of the page includes copyright information for 1996-2019 Constant Contact, Inc. and a "Have a question? Let's chat" button.

Review the information that will appear in the message footer and make any necessary corrections. Next, click the **“Save & Next”** button to proceed.

The screenshot shows the Constant Contact email editor with the "Message Footer" section expanded. It contains several form fields for organizational information: "Organization Name" (OU Solutions Group), "Address 1" (38095 W. Seven Mile Road, Suite 200), "Address 2", "Address 3", "City" (Livonia), "State" (MI), "Zip/Postal Code" (48150-7687), and "Country" (United States). There are also checkboxes for "Forward email" and "Subscribe me". A red arrow points to the "Save & Next >" button in the top right corner. The footer of the page includes copyright information and a "Have a question? Let's chat" button.

To finish sending the email, you will need to select an email list and then schedule when your email will be sent.

Send your email to one list or several lists at once. Contacts who are included in more than one list receive only one email.

Exit

< Previous

Next >

Lists

Send to Lists or [add new contacts](#)

Lists

Add Contacts

Press Enter after each email address.

Email List:

Name this set of contacts.

Save

Exit

< Previous

Next >

Have Feedback?

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[Have a question? Let's chat.](#) X