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.
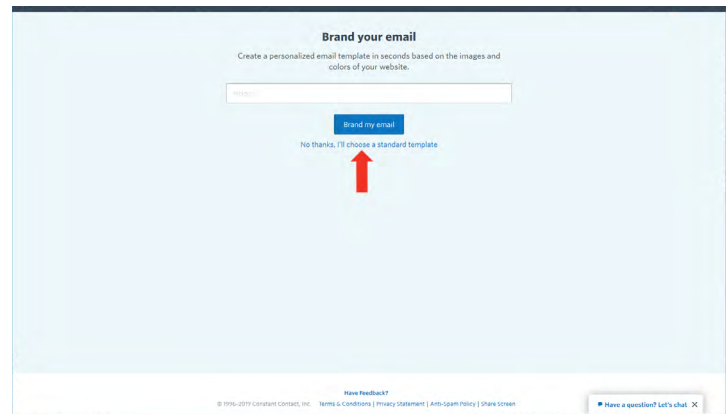

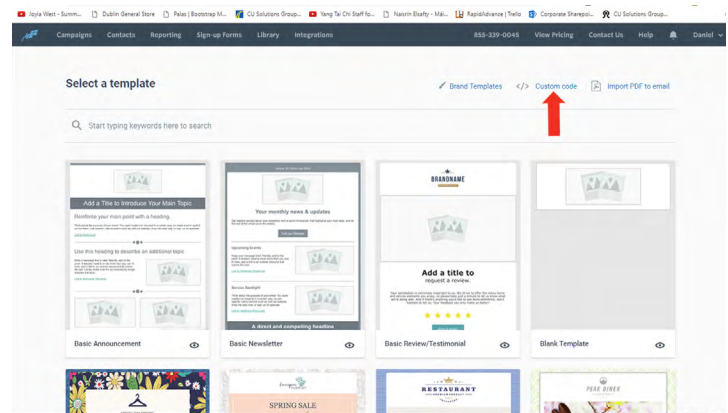Go to Constant Contact web site to log in
(https://login.constantcontact.com/login/).
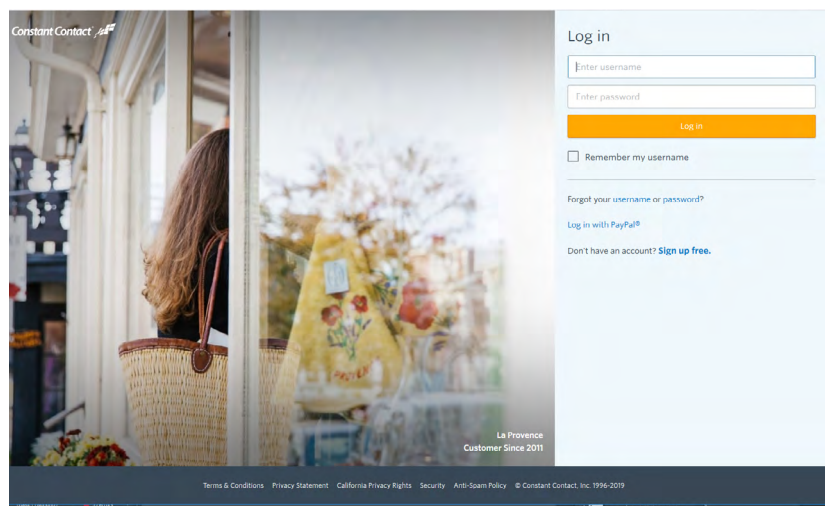
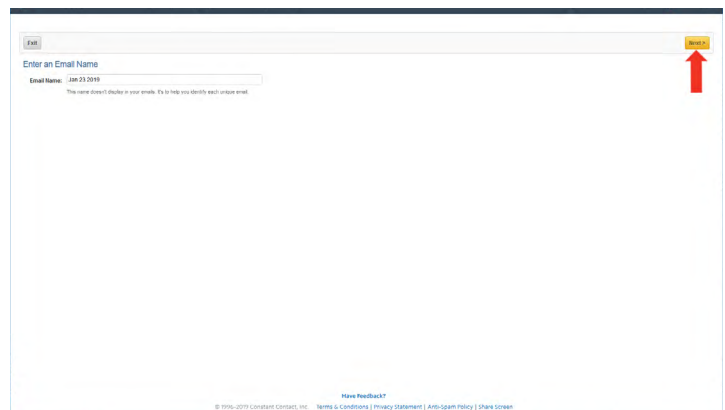
Click **Create an Email** link to get started.
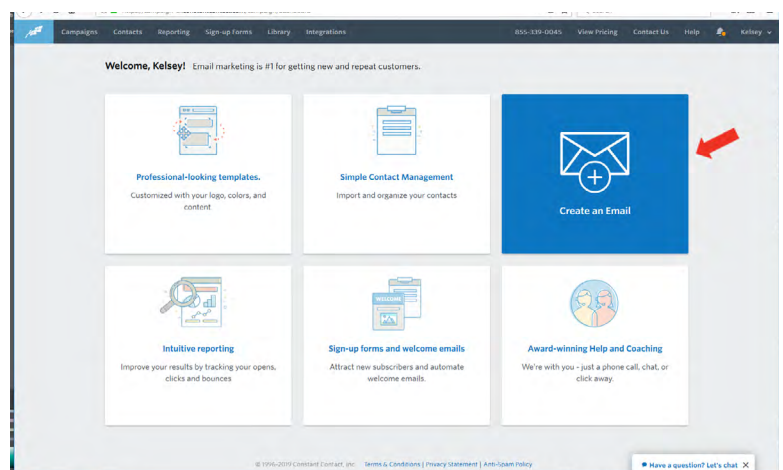
On the "**Brand Your Email" page,** click the "No thanks. I'll choose a standard template" link.
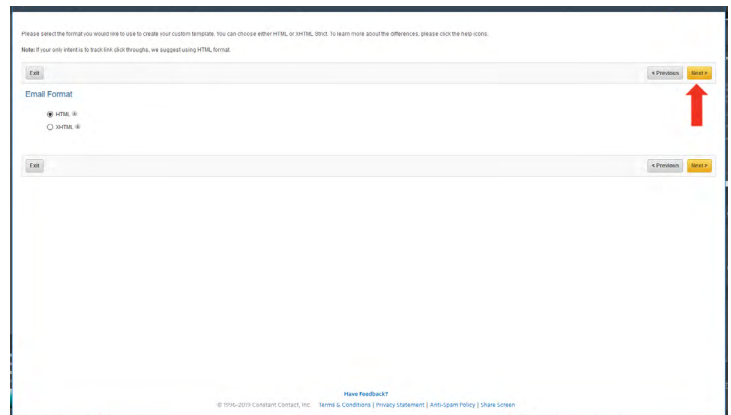

Next, click the **Custom Code link** on the Select a template page.
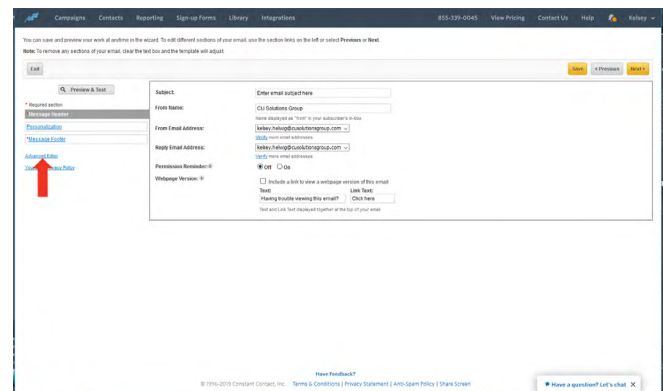

Next, enter the name of the **email** and click the **Next** button.

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
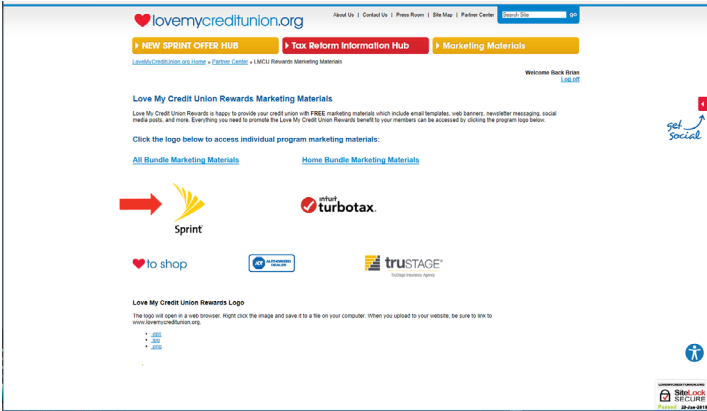
Using your id and password, log into the Love My Credit Rewards Partner Center.

Go to the Marketing Materials section by clicking the orange Marketing Materials button in the top right area of the web page.
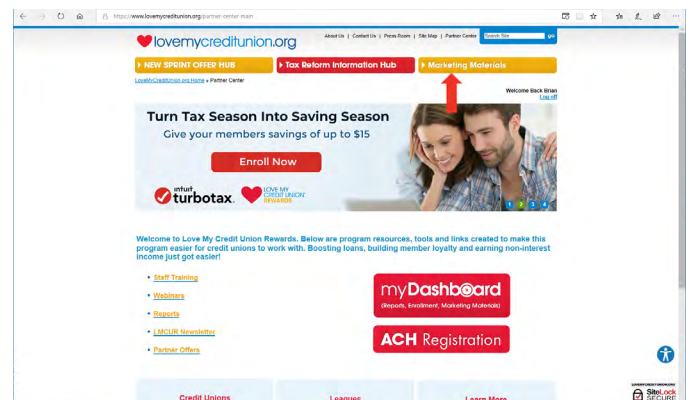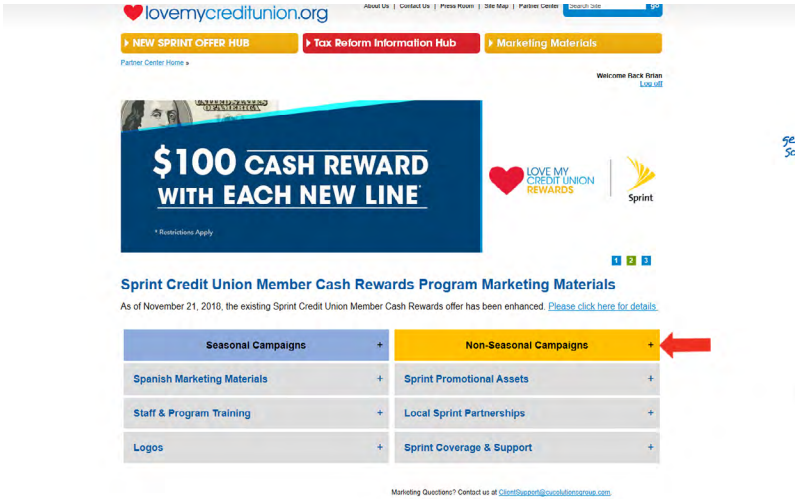
For this example, we will use a Sprint marketing email.

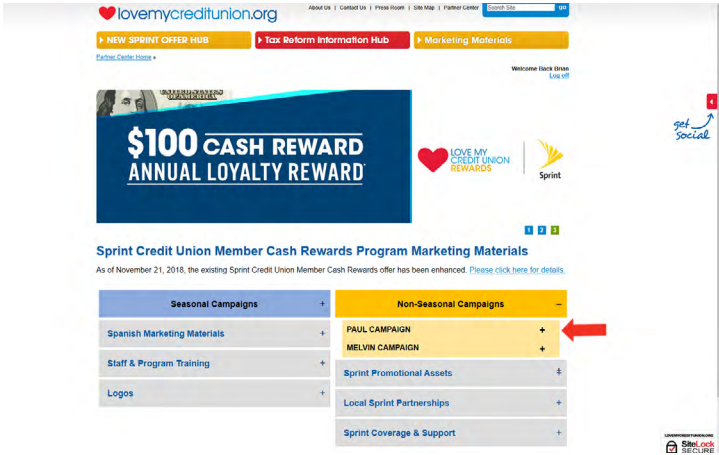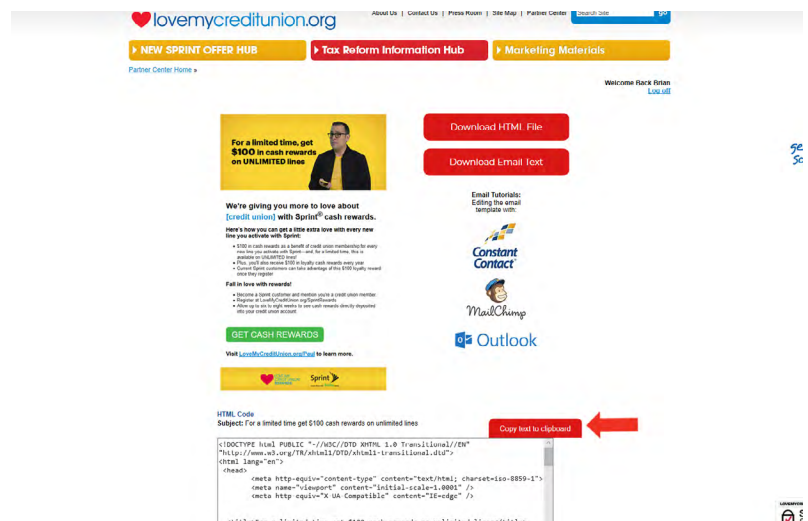Click the **Sprint logo** to go to the Sprint marketing materials section.

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

Select the **Paul Campaign accordian**.

For this email tutorial, **select the Paul email by clicking the link.**

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

When a confirmation window appears to confirm your copying of the HTML, click the **OK button**.

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

In the window that shows the HTML, high-light 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.
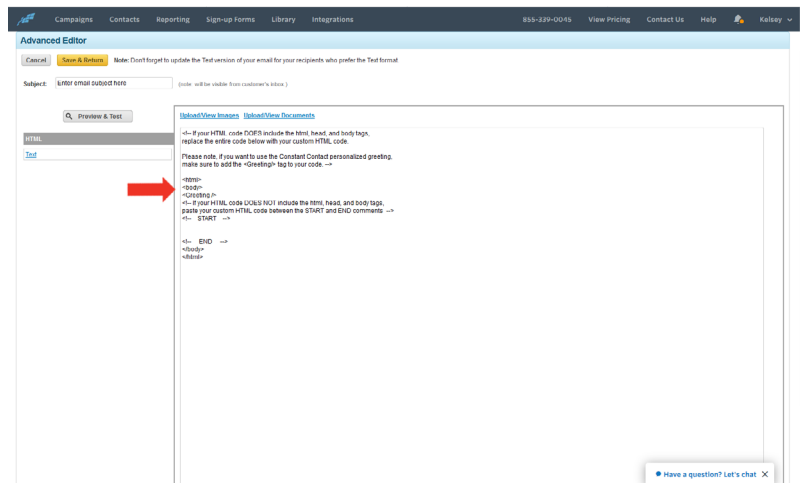
Next, replace the "credit union" placeholder in the text with the name of your credit union. For this example, the name of the credit union is "Sample Credit Union."
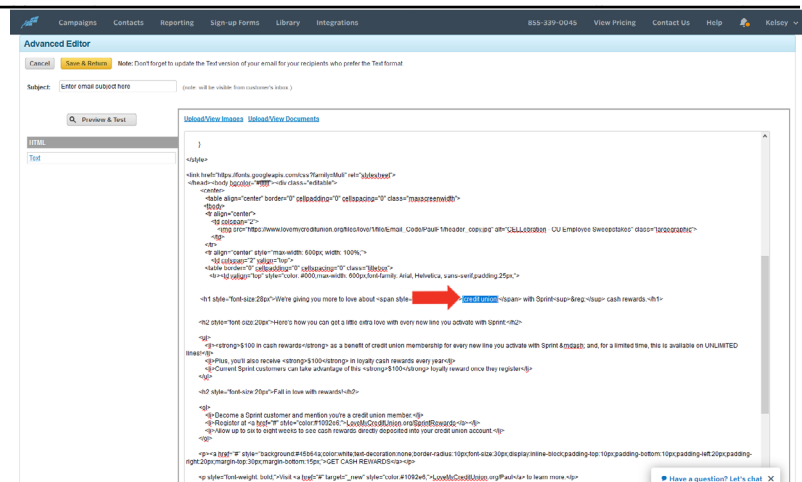

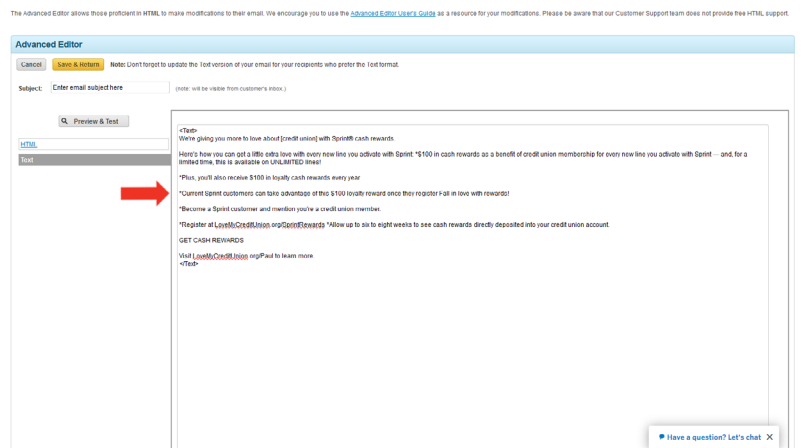Next, click the "Text" link on the left side of the web page to edit the text version of the email.
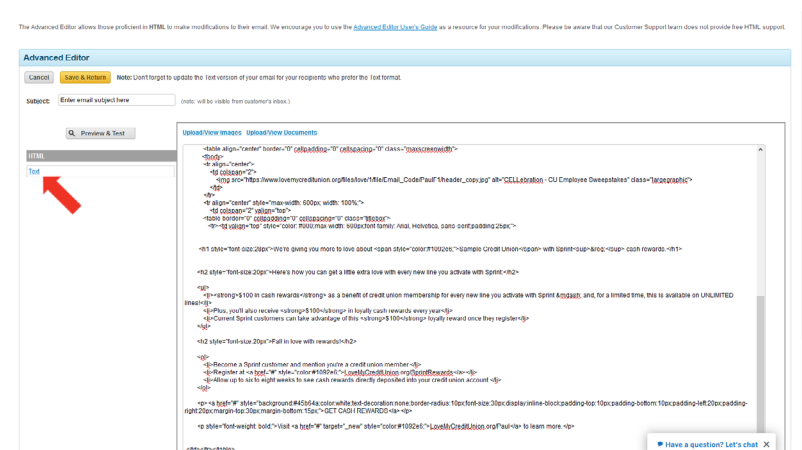
Next, return to the web browser window that had the Love My Credit Union Rewards Partner Center open. Scroll a little futher down the page to show the email's text, which is below the HTML.

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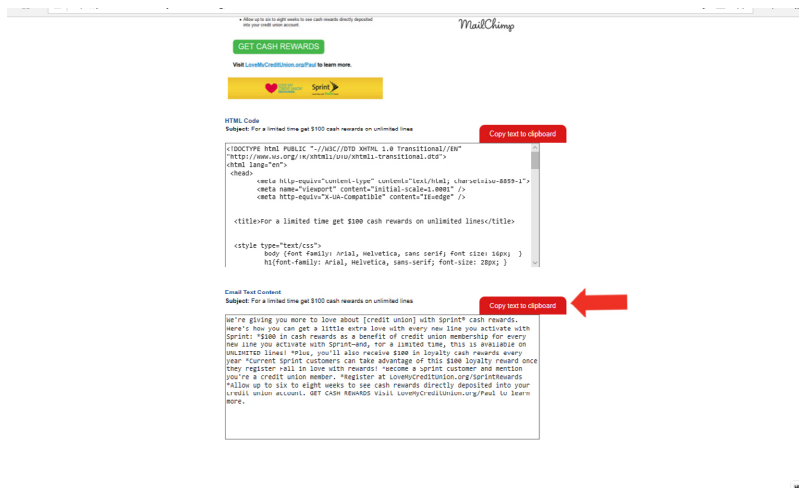

Next, return to the web browser window that has the Constant Contact application open.

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.
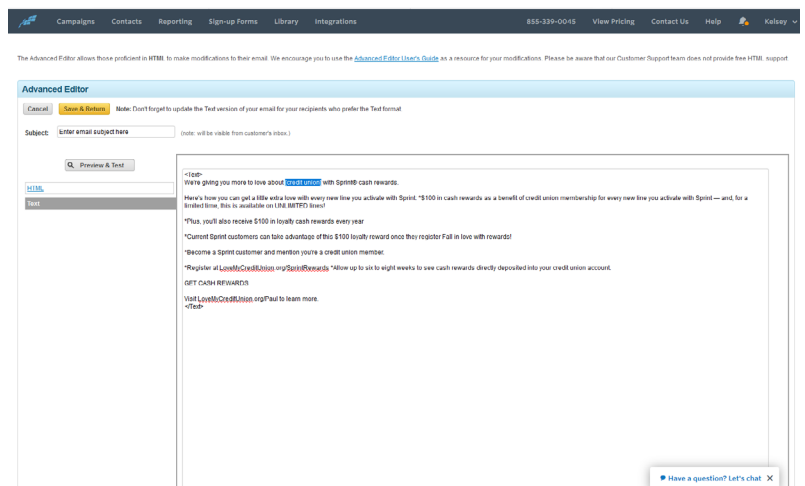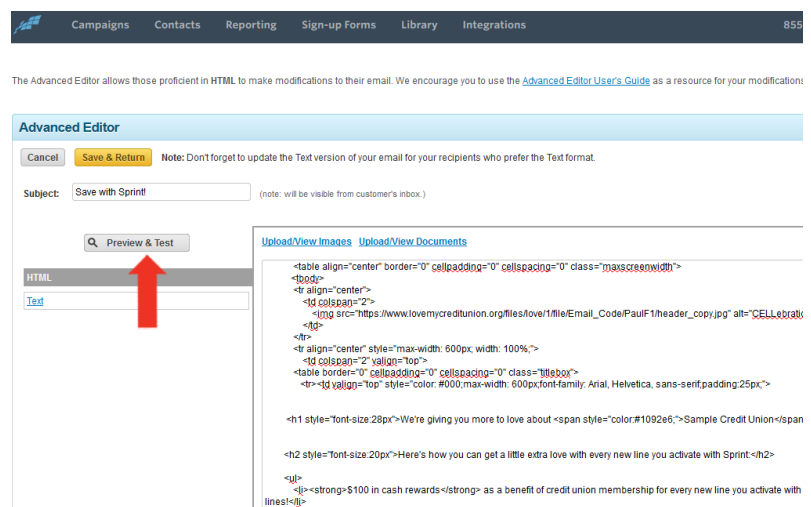
Next, return to the HTML editor by clicking the HTML link on the left side of the web page.
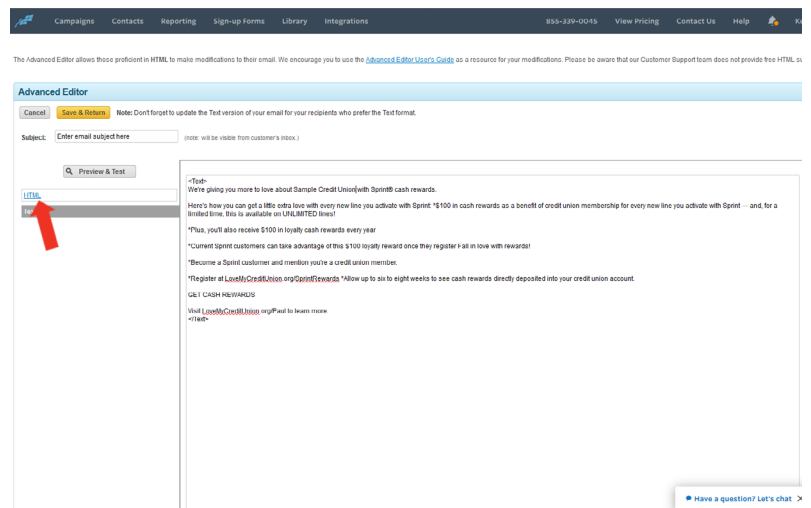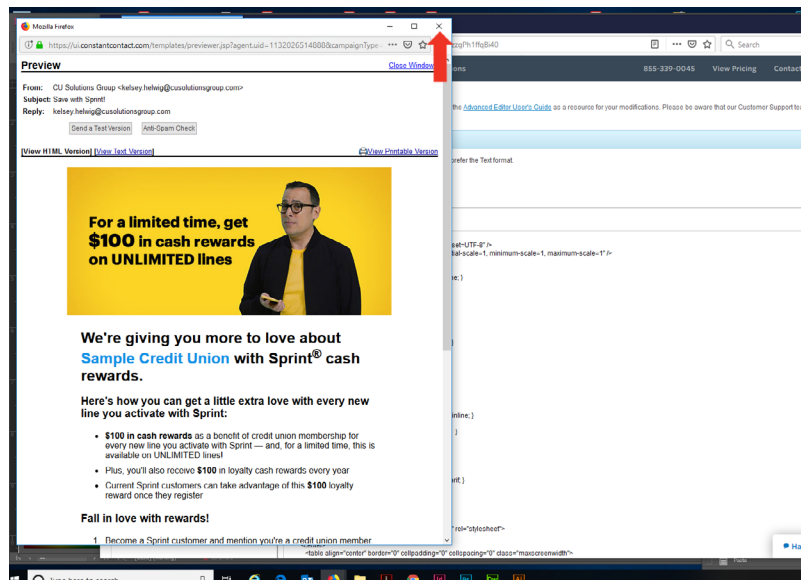
Change the Subject line for the email by typing in the "Subject:" box on the left side of the web page. For this example, the subject of the email is "Save with Sprint."
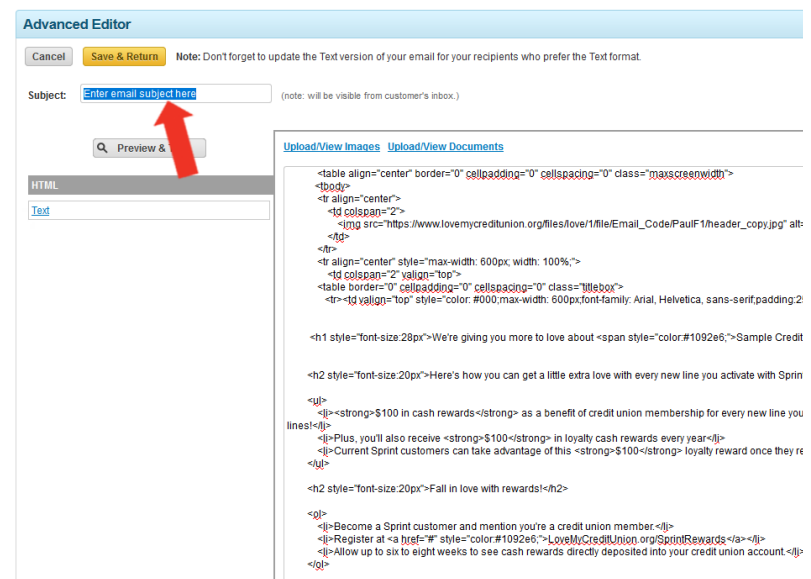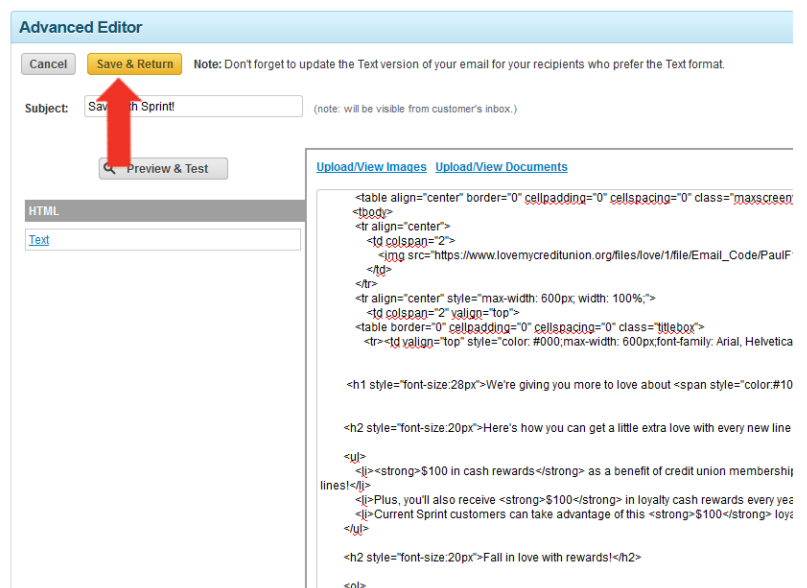
Next, preview what the email will look like by clicking the **"Preview & Test"** button.

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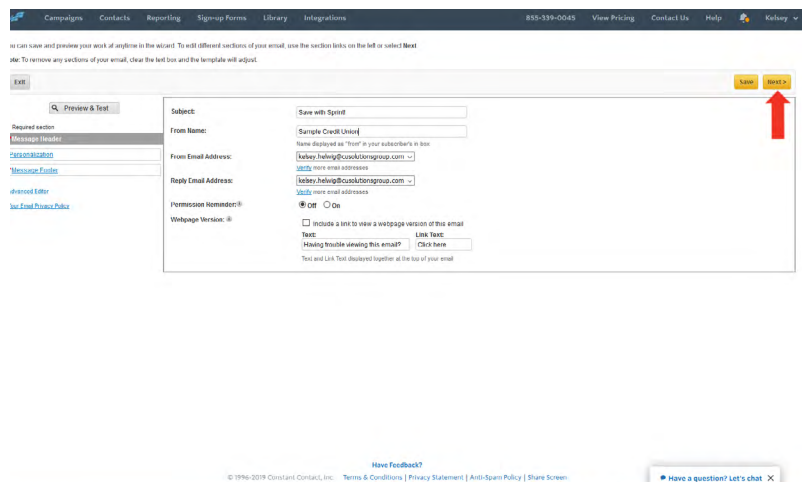
For the personalization part of the email, clear the default information by clicking the **Clear Text button**.

Click the **"Next" button**.

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

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