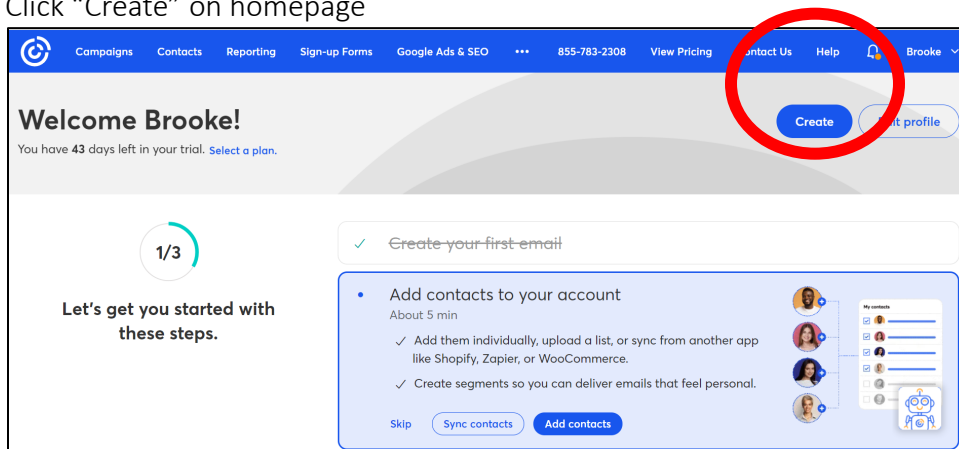
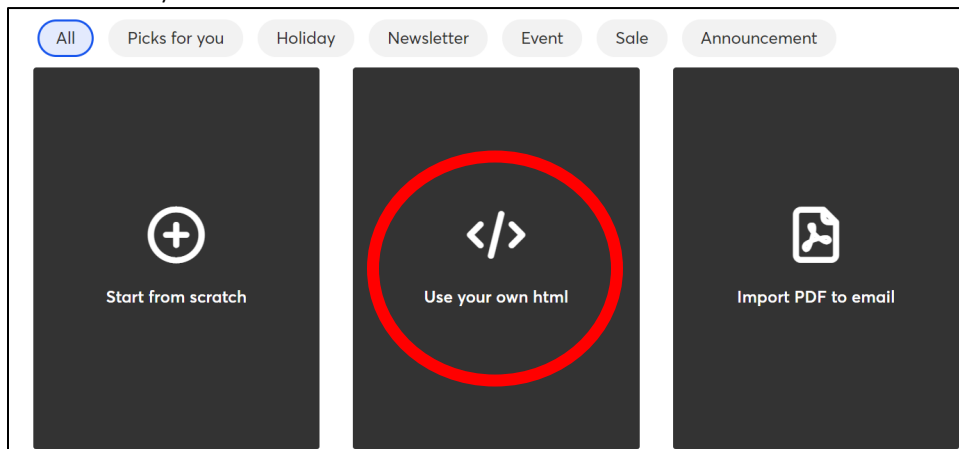


How to Send an eBlast in Constant Contact

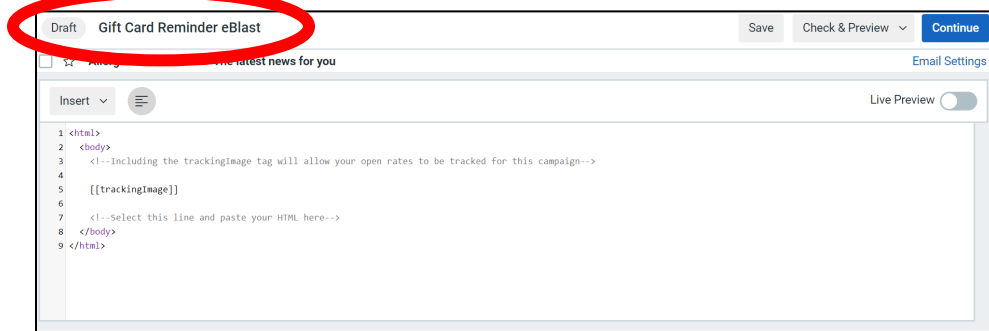
1. Download asset from BrandBox (The following files are provided for your convenience)
 - a. HTML
 - b. TXT
 - c. PDF
 - d. Subject Lines
2. Go to your web browser and open up Constant Contact (<https://www.constantcontact.com/>)
3. Log in to your account
4. Click “Create” on homepage



5. Select “Email” on pop-up screen
6. Select “Use your own html”

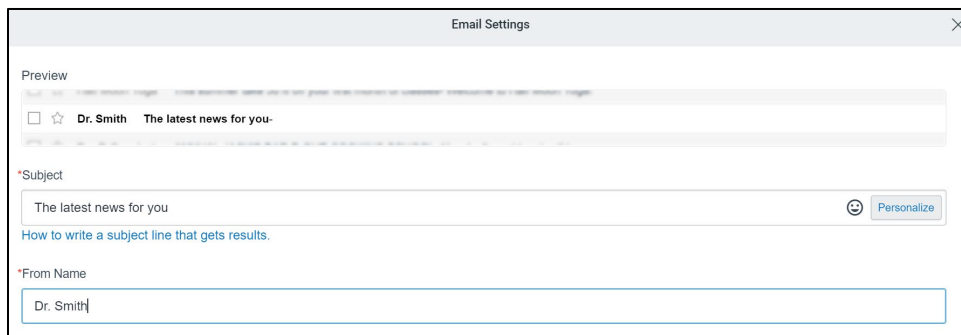
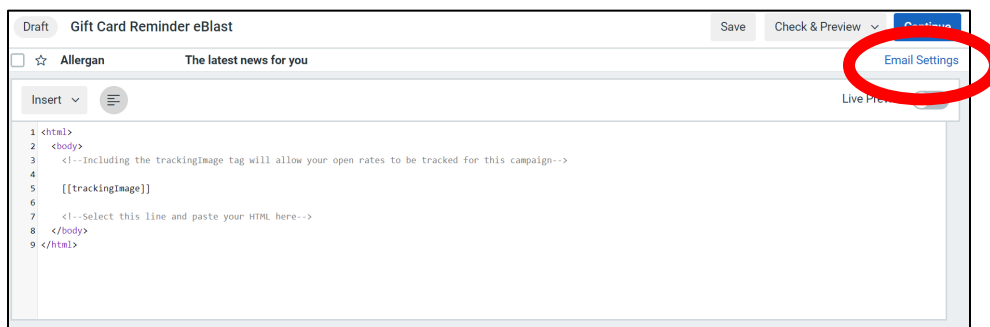


7. Update the “Campaign Name”



8. Click “Email Settings” and enter the Subject Line, From Name, and From Address and click Save

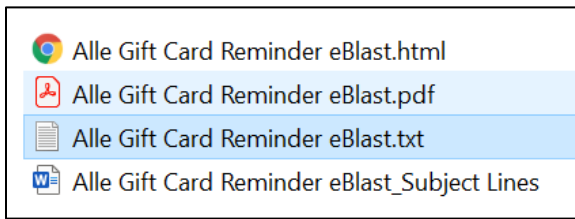
- a. Subject Lines are available in the download folder from BrandBox



9. Highlight current html copy and click delete




10. Open up the assets downloaded from BrandBox and locate the “txt” file



11. Open the txt file and copy all text

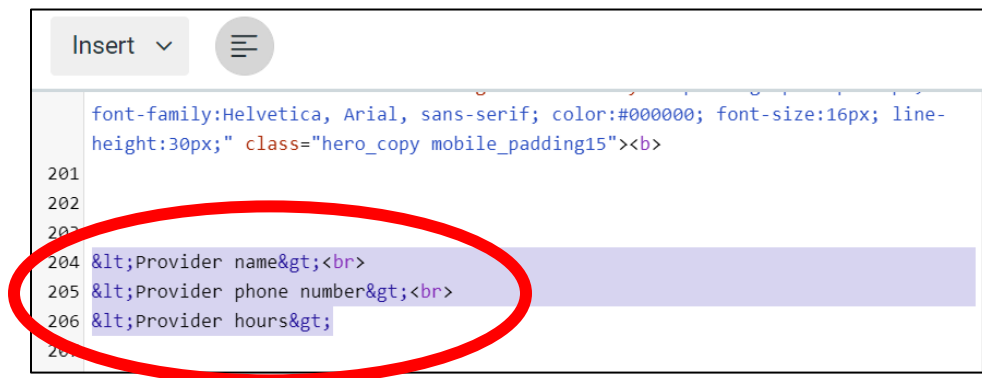
A screenshot of a Notepad window titled 'Alle Gift Card Reminder eBlast.txt - Notepad'. The window contains HTML and CSS code. The HTML part includes a DOCTYPE declaration, an html tag with lang="en", a head section with meta tags for content type, viewport, X-UA-Compatible, and format-detection, and a title tag. The CSS part is a style block with two rules: one for 'u + #body a' and another for '#MessageViewBody a'. The first rule sets color, text-decoration, font-size, font-family, font-weight, and line-height to inherit !important. The second rule sets color, font-size, font-family, and font-weight to inherit !important. The status bar at the bottom right shows 'Ln 1, Col 1'.

12. Go back to Constant Contact and paste the text into the html editor



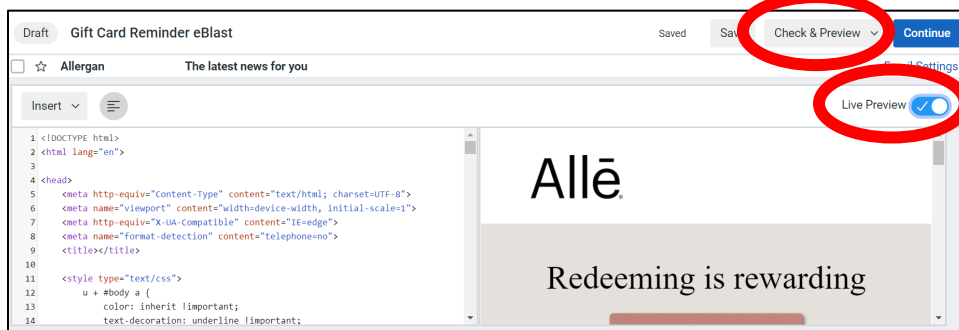
```
1 <!DOCTYPE html>
2 <html lang="en">
3
4 <head>
5   <meta http-equiv="Content-Type" content="text/html; charset=UTF-8">
6   <meta name="viewport" content="width=device-width, initial-scale=1">
7   <meta http-equiv="X-UA-Compatible" content="IE=edge">
8   <meta name="format-detection" content="telephone=no">
9   <title></title>
```

13. Update your contact information in the text

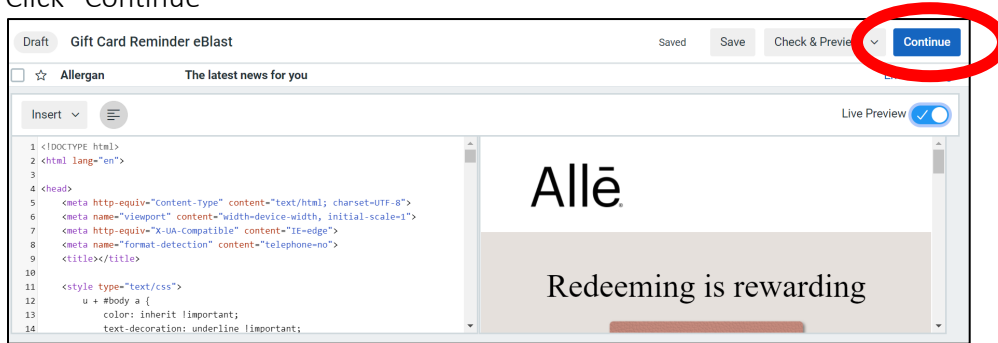


```
font-family:Helvetica, Arial, sans-serif; color:#000000; font-size:16px; line-
height:30px;" class="hero_copy mobile_padding15"><b>
201
202
203
204 &lt;Provider name&gt;<br>
205 &lt;Provider phone number&gt;<br>
206 &lt;Provider hours&gt;
```

14. To see a preview of the email, click the “Live Preview” OR “Check & Preview” button

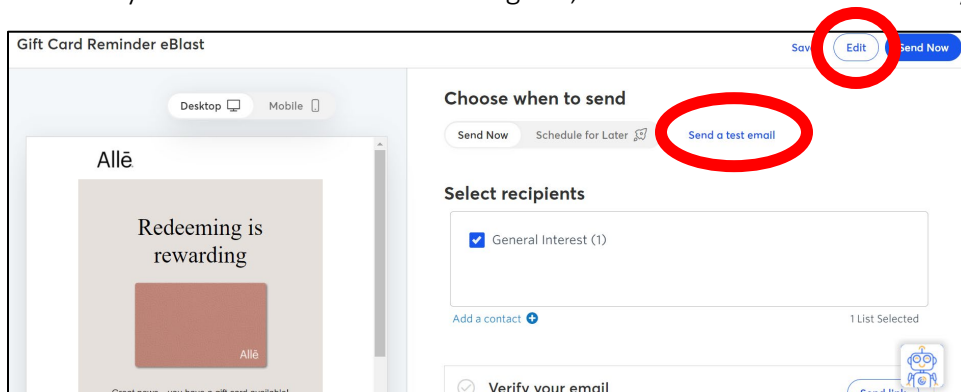


15. Click “Continue”



16. Send yourself a test email to ensure everything looks good

- a. If your test email looks good, proceed to next step
- b. If your test email does not look good, click “Edit” to make necessary edits



17. Select your Contact List and click “Send Now”

