



### Evite - Standard Instructions for Constant Contact

- 1.) Login at constantcontact.com
- 2.) ID/Email: americorps@pjihelps.org  
Password: 7e4f515d2b4696446b02a97cdad16b
- 3.) Use Top Ribbon Menu (royal blue Menu at top of page) and use Tab>Marketing Campaigns>All Campaigns>ShareFair Template
- 4.) You will now be in the Template 'Editing' screen
- 5.) You should edit **ONLY**:
  - a. The orange/brown box to provide a heading for the event and to change the description of the event.
  - b. The lower left gray box with the 'Event Details'.
- 6.) Save your changes using the 'Save' button in the upper right-hand corner of the page
- 7.) Email yourself a 'Test Email' to check the aesthetics and layout of the template
  - a. Use the 'Preview & Test' button in the upper right-hand corner of the page
  - b. In the dropdown menu, select 'Send Test'
  - c. In the 'Send a Test Email' box, delete the [lee@pjihelps.org](mailto:lee@pjihelps.org) email and enter your email address
  - d. Hit the 'Send Now' button
- 8.) Verify the test email appears as you desire
- 9.) Return to Constant Contact:
  - a. Hit the blue 'Continue' button
  - b. Select Recipients – choose from the email lists by checking the box next to the name of the email list
  - c. Change the Subject Line of the Email
  - d. Hit the blue 'Send Now' button to distribute email