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How to create and send Newsletter & Bulletins on Constant Contact:

1. Go to www.constantcontact.com.
2. Log in using the universal FAWCO user-id and password (available from 1st VP).
3. Select your template by looking at the same level and to the right of “My Emails”, you will see “View All”, click here. Then under “Display” you will see “Sort By”, select “Status A-Z”. There you will see the list of Templates beginning with “2014.” **These are the most current and up-to-date templates, please use these.**
4. Select the template for your newsletter or bulletin – DO NOT just copy the last newsletter/bulletin that was sent. Each time this is done, information can become corrupt and newsletter/bulletin may not display properly. Make a copy of the template and save as “title of bulletin – date” and proceed to edit the bulletin. DO NOT save over the original template. If yours is a new newsletter/bulletin that has not been published in the past, create a template by selecting “Create” on the menu bar. **If you need assistance, contact the 1st VP.**
5. Create your newsletter/bulletin. **If you need more assistance on the specifics of how to this, schedule a tutorial with your responsible FAWCO Board member, Liaison or 1st VP.** Here is a [link](#) to an instructional video from Constant Contact that will help answer some of your questions.
6. Send test emails to yourself to check all links and make sure you are happy with the displays once you have created your newsletter/bulletin.
7. Test emails **must be sent** to president@fawco.org, vp-communications@fawco.org and your responsible FAWCO Board member or Liaison as a final step before scheduling your newsletter/bulletin. Indicate when you would like to send out the bulletin, they will get back to you with edits or approval for the newsletter/bulletin to be sent out. The lead time for this should be a **minimum of 5 days** to assure that the newsletter is reviewed by one of the above persons before it is sent out.
7. Schedule your email by selecting the right list(s). As a reminder:

The Newsletters and Special Interest Bulletins are sent to club presidents, FAWCO Reps and each subscription list associated with that newsletter. There NEVER should be a mailing to ALL registrants.



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8. Schedule the date and time for the newsletter/bulletin to be sent at a later date or click “now” to send immediately.
9. ALWAYS select “Archive email” after sending.
10. Send an email to Web Update Manager (webupdate@fawco.org) to inform her that there is a new bulletin to be posted on the website and where it should go.
11. Once the newsletter/bulletin has been sent, go to the top bar and click on “Email” then click on “Reports” in the bar under that. Scroll down until you see your bulletin. Click on it and you will find all of the statistics there about the number sent, bounces, spam reports, opt-outs, opens, clicks, and forwards.

Click [here](#) to view the list of Constant Contact tutorials for more information.