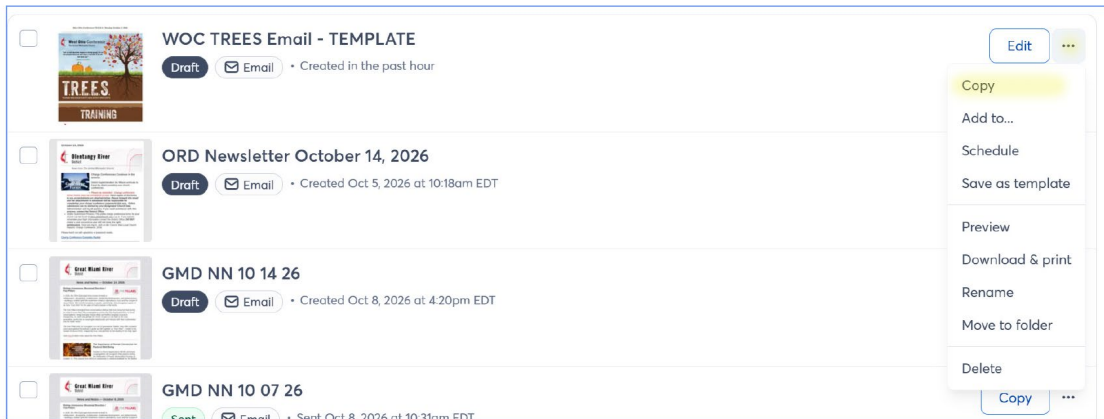


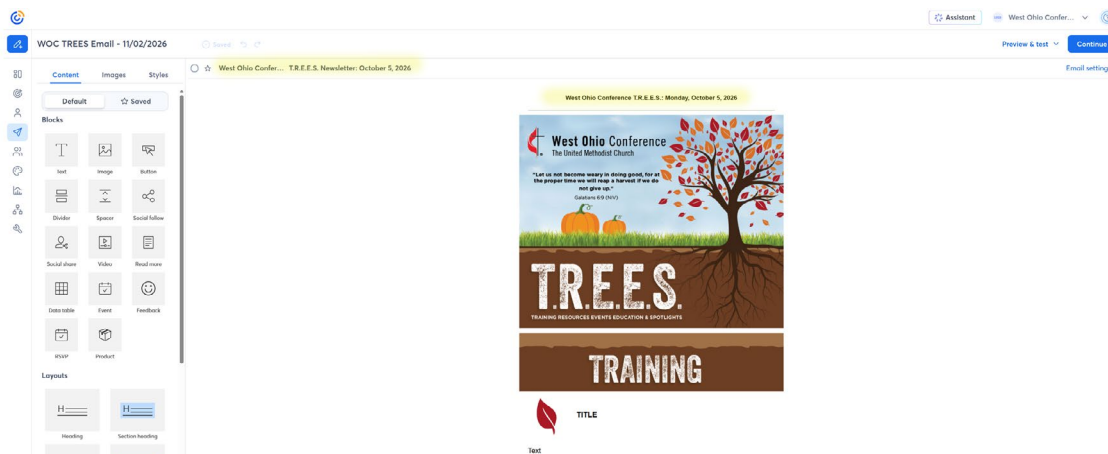


A. INITIAL SET UP IN CONSTANT CONTACT

1. Go to www.constantcontact.com and use your login credentials.
2. Click on "Campaigns" on the left hand side column.
3. Search campaigns for "WOC TREES Email - TEMPLATE"
4. Click the 3 dots by "Edit" and hit copy



5. Rename it to "WOC TREES Email - 00/00/00" (date the newsletter is going out) and hit save.
6. Click the email settings (top of the page) and rename it with the newsletter date at the end.
7. Click the Name and date above the email block and rename it with the newsletter date at the end.



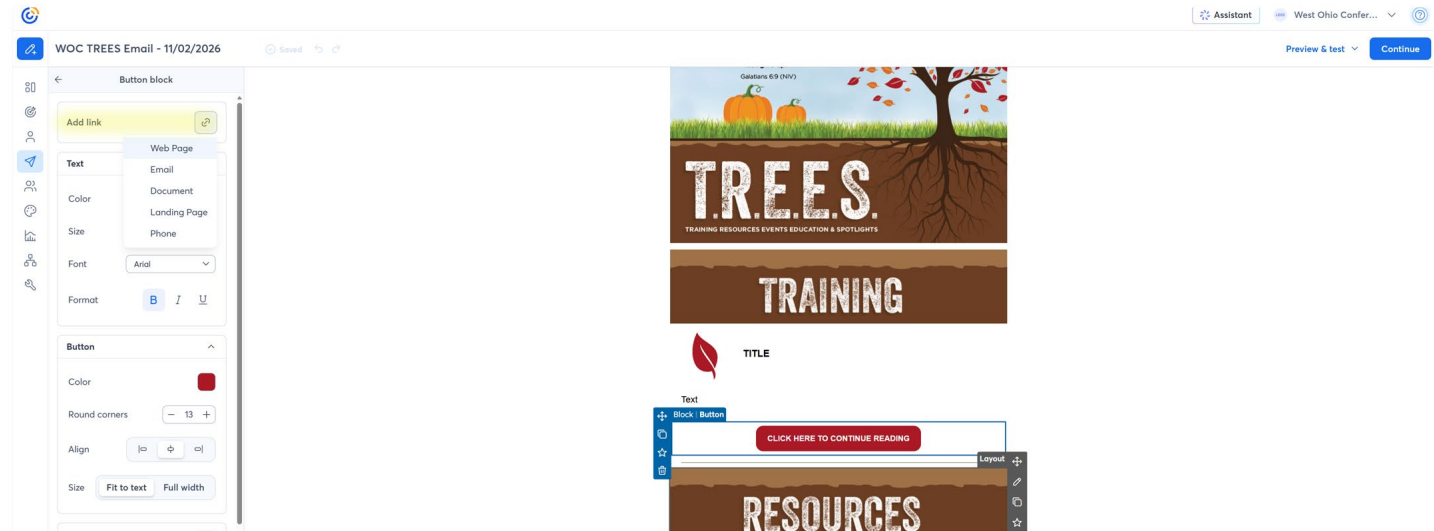
8. Scroll to the very bottom under the "Celebrations of Life" section and change the due dates to reflect the dates below:

COPY DEADLINE (BY NOON)	PUBLICATION DATE
October 29	November 2
November 12	November 16
November 26	November 30
December 10	December 14

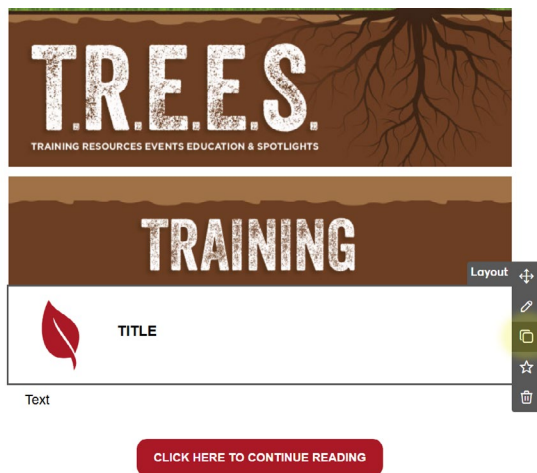


B. ADDING ARTICLES & CONTENT

1. Start to fill in the content by category. Changing the "TITLE" to the article name with the content to follow below.
2. Change the name of the button to reflect the article and be sure to link it correctly.
3. To link the button, select the content block containing the button and hit "Add link" on the left hand column, select the appropriate link type and paste it in.



4. To add more articles under a section, select the title block and hit "copy this layout." Do the same thing with the text block and the button block.

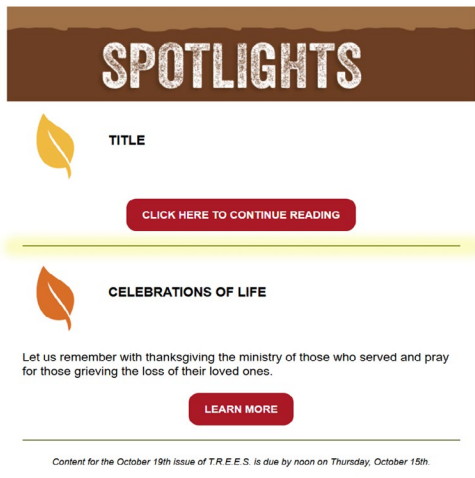




5. You can drag the articles around to reorder them by select the cross arrow icon.

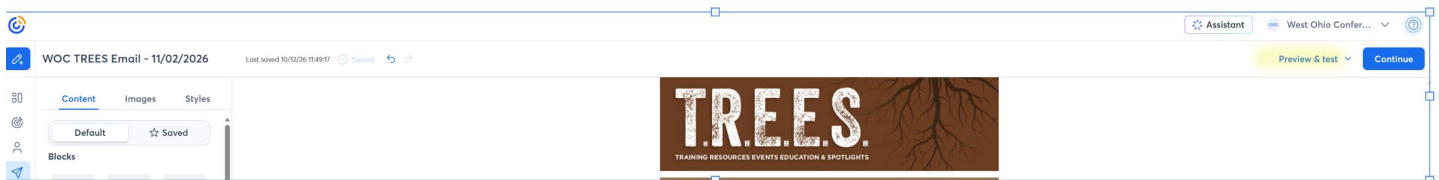


6. Be sure to copy the line to separate out the articles under each category.



C. TESTING THE EMAIL

1. To test the links, click on "Preview & test"



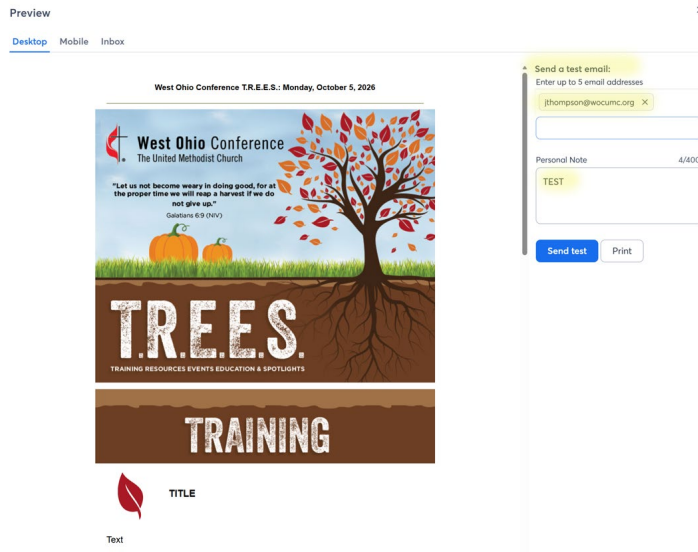
2. Scroll through all of the buttons and links throughout the pop up preview window and make sure everything is linked correctly.

3. Click out of the pop up and go back to "Preview & test" and hit "Check for errors." Go through the checklist and make sure everything is working properly.



4. Once you have double checked it yourself, you can send a test email out to yourself and/or your team for review.

- To do this, click on “Preview & test” and then select “send a test.” Enter the emails you would like to send a test to as well as make sure you label the personal note with “TEST.” Hit “Send test” after this is done.

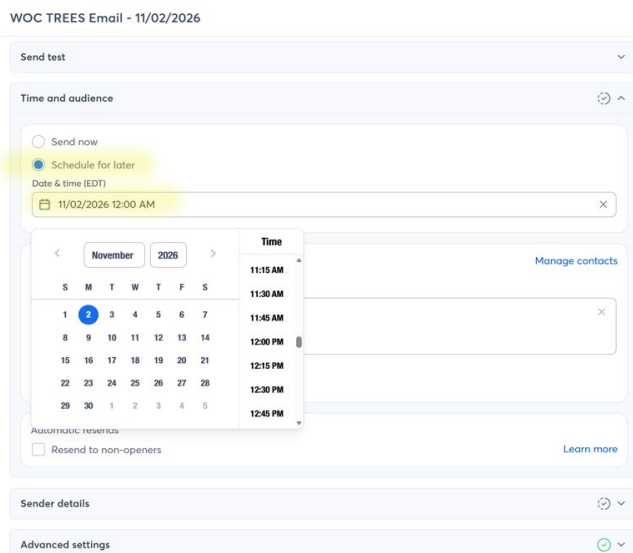


5. Check your or have your team check their inbox for the test email to review it for errors.

D. SENDING THE EMAIL OUT

1. Click the “Continue” button in the upper right corner to set up the send out date and time.

- To do this, either hit send now if you are ready or schedule it for a specific date and time to automatically go out.





2. Click the “Continue” button in the upper right corner to set up the send out date and time.
 - To do this, either hit send now if you are ready or schedule it for a specific date and time to automatically go out.
3. Select the Audience and search for “T.R.E.E.S. Newsletter.” This should have around 6,341 contacts in it.

WOC TREES Email - 11/02/2026

Send test

Time and audience

☐ Send now

☒ Schedule for later

Date & time (EDT)

11/02/2026 12:00 AM

Audience

List

T.R.E.E.S. Newsletter X

T.R.

Select all

☒ T.R.E.E.S. Newsletter 6341

Automatic resends

☐ Resend to non-openers

Manage contacts

Learn more

Sender details

Advanced settings

4. Go to the “Schedule” button in the upper right hand corner and hit it. This will give you a confirmation page with all of the details on it.

WOC TREES Email - 11/02/2026

Scheduled Nov 2nd, 2026 at 12:00 AM EST

Unschedule

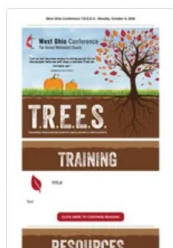
Copy



Your email is scheduled to go out on November 2nd 2026 at 12:00 am EST.



Details Reporting



Preview

Subject	T.R.E.E.S. Newsletter: October 5, 2026
From name	West Ohio Conference
Scheduled	To be sent on November 2nd 2026 at 12:00 am EST
From Address	westohio@wocumc.org
Reply to address	westohio@wocumc.org
Lists	T.R.E.E.S. Newsletter
Email link	https://conta.cc/3Ur2UDb

***Note: If you need to make an edit, you can always unschedule it and go back in to make any changes.**