

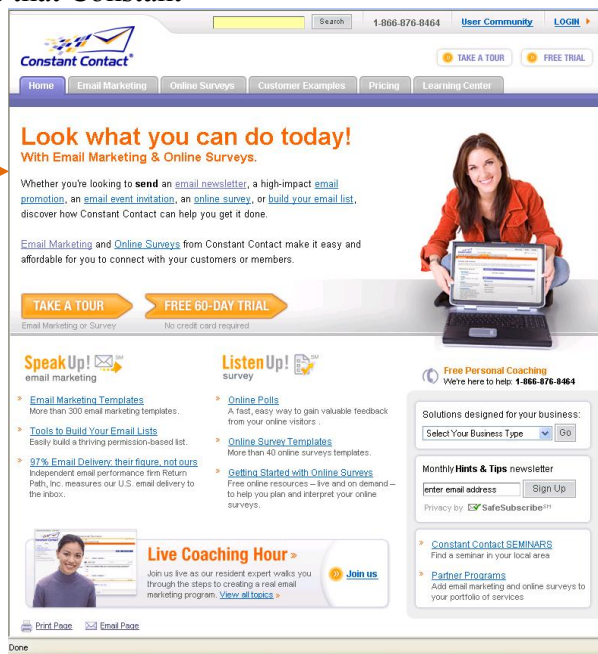
Tutorial 22: Using Constant Contact

Constant Contact is an email marketing service which allows customers to send professional-quality email newsletters, email promotions and online surveys. This tutorial tells how you can integrate PranaStudio with Constant Contact.

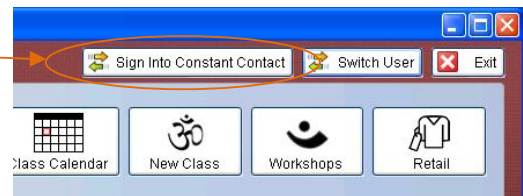
Step 1: Learning About Constant Contact

If you are not already using Constant Contact, a “Learn About Constant Contact” button will show up in the Switchboard. Clicking on this button will connect you to the Constant Contact website. This website outlines all the services that Constant Contact has to offer and how to sign up.

Today the Constant Contact website looks like this.

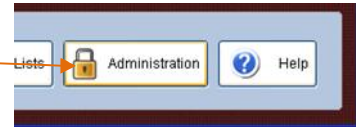


If you have already integrated PranaStudio and Constant Contact, the Switchboard provides a link to “Sign into Constant Contact.” The next step will show you how to set up this integration.



Step 2: Integrating with Constant Contact

In the Switchboard, click on “Administration.”



Choose the *Settings* tab.

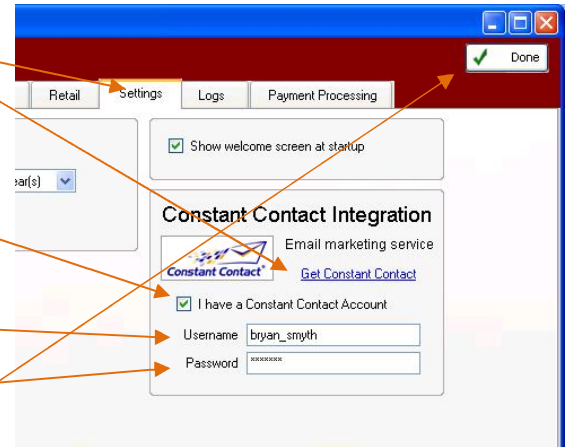
“Get Constant Contact” takes you to the sign-up form on the Constant Contact website. Use this to sign-up for this email marketing service.

Click “I have a Constant Contact Account” if you have already signed up. Then ...

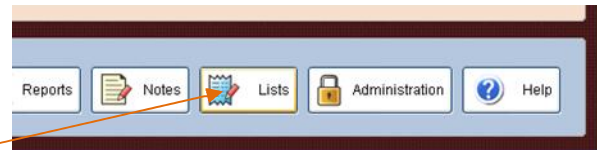
Enter your Constant Contact *Username*

Enter your Constant Contact *Password*

Click “Done” to complete the integration.



Step 3: Working with a .csv File

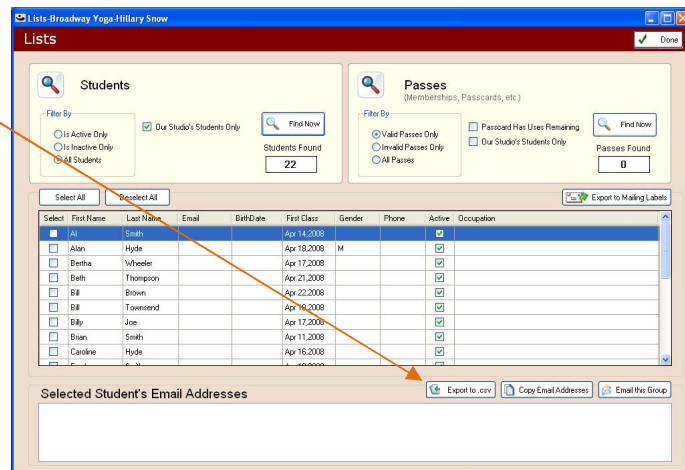


From the Switchboard, clicking on “Lists” enables you to create email lists which you can “Export to .csv”¹

Constant Contact can import these .csv files and use them for emailing.

From the Switchboard, click “Sign into Constant Contact.”

Refer to the *Contacts* tab on the Constant Contact website to Add/Import .csv files.



¹ See Tutorial 15, Step 3: Using Lists for Mailing Labels, Files and Email