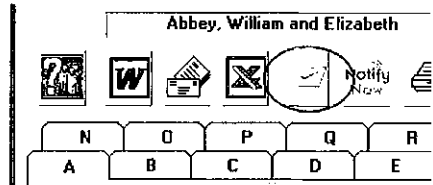# Constant Contact
Quick Reference Guide

This reference guide provides basic instructions for connecting with Constant Contact email marketing from your ParishSOFT programs. This document will help you with the following tasks:

- o Try Constant Contact from Your ParishSOFT program (or log in using your existing account)
- o Submit an email list from your ParishSOFT program to Constant Contact

Try Constant Contact from Your ParishSOFT Program

Use these steps to set up a free, 60-day trial of Constant Contact from your ParishSOFT Family Directory, Time & Talent, Religious Education, or Workgroups programs . The process from start to finish takes just a couple of minutes.

1. Click the **Export** button from your ParishSOFT program.

2. Select the link labeled: **Click here to create a Constant Contact user account**.
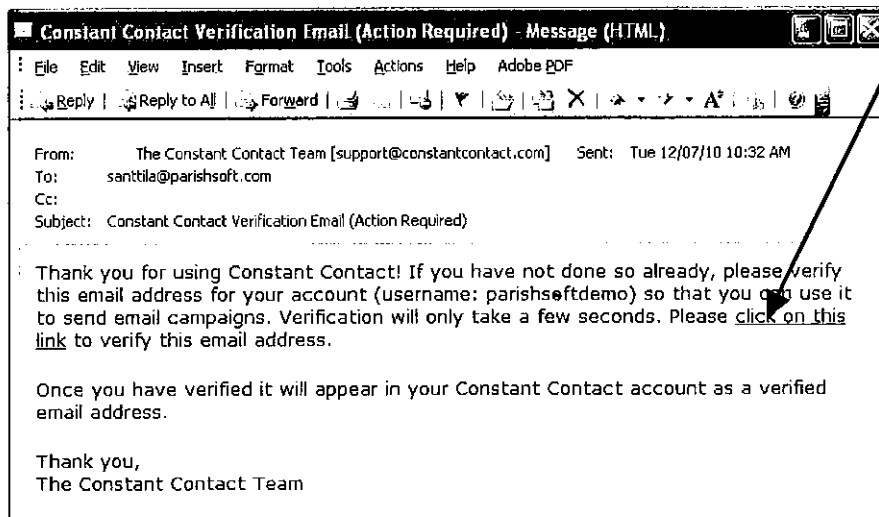
3. You will be connected to the https://parishsoft.constantcontact.com/features/signup.jsp website.

4. On the Sign up screen, select **Email Marketing,** complete the fields on the form, and click the **Start my trial** button.

5. Constant Contact will send a verification email to the address you provided in step #4. Click the link provided to verify the email address.

6. You are now ready to log in and begin using your free trial of Constant Contact.

Already Have a Constant Contact Account?

If you already have an account with Constant Contact, just click the **Export** button in ParishSOFT and log in using your regular Username and Password.
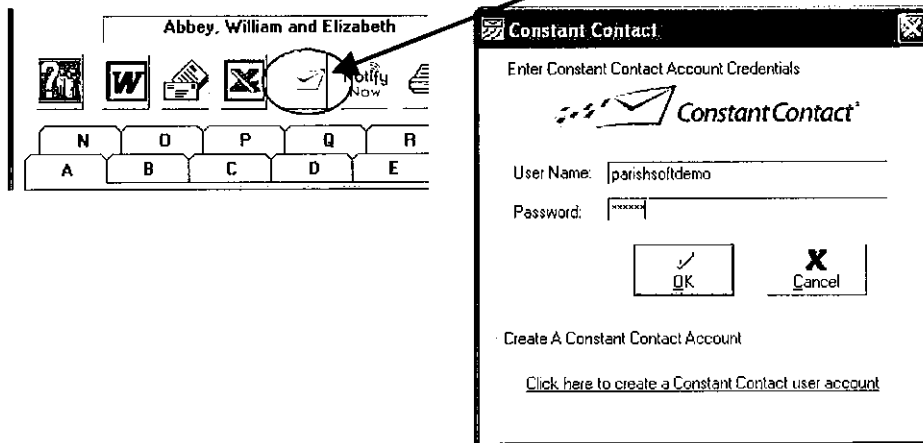
# Submit an Email List from Your ParishSOFT Program

ParishSOFT and Constant Contact have partnered to make it easy for you to maintain your email addresses and communicate effectively with your members. Your ParishSOFT data stores the most current versions of your family and member email addresses, so any time you need to email a specific group of parishioners (or all parishioners), you just select and send a fresh email list to Constant Contact. Create as many lists as you need to keep your parish communications organized and targeted to exactly the right members.

To send a list, follow these simple steps.

1. **Filter or select your list.** From your ParishSOFT Family Directory, Religious Education, Time & Talent, or Workgroups screen, filter your ParishSOFT data to get exactly the list you wish. In the example shown below, we've selected our workgroup containing all of the new families who registered in our parish in 2010.
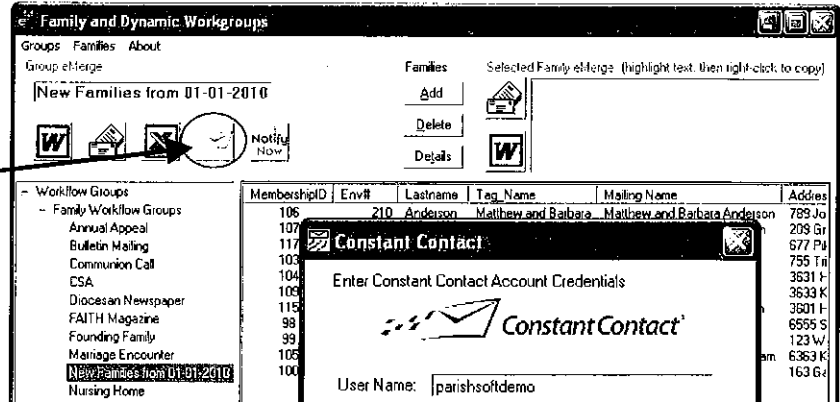
2. Click the **Export** button.

3. Log in to Constant Contact.

4. Tell Constant Contact what type of list you wish to create:

   a. Select the **Create** option and type a meaningful name for your list, such as "NewFamilies2010."

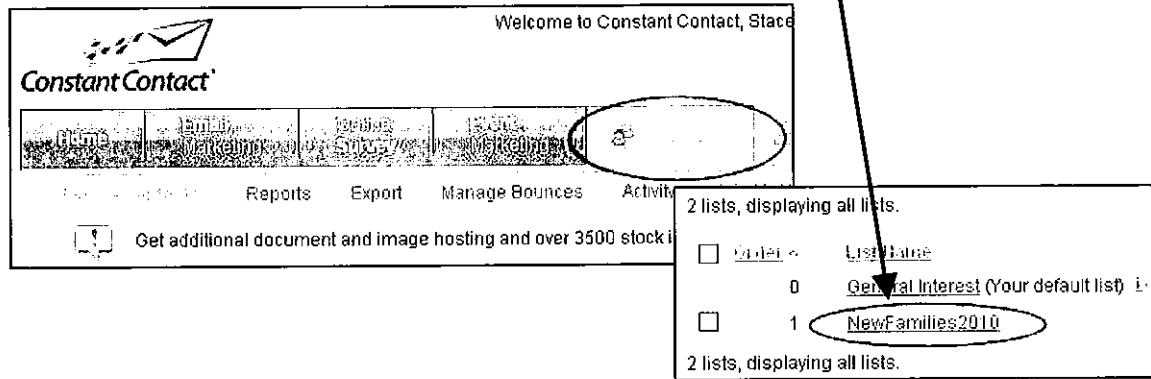   b. Set the three Contact List Mapping mapping options for First Name, Last Name, and Email.
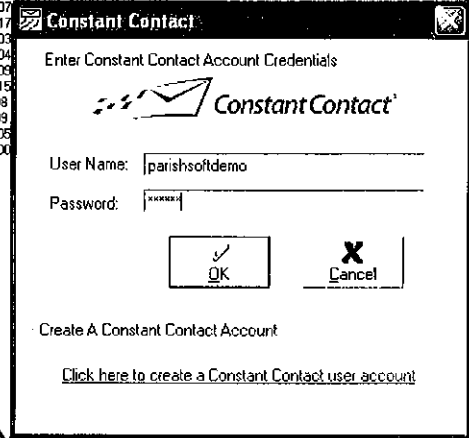
5. Click the **Submit Data** button. ParishSOFT will notify you when the list processing is complete. Click **OK** to exit the "completed" screen.
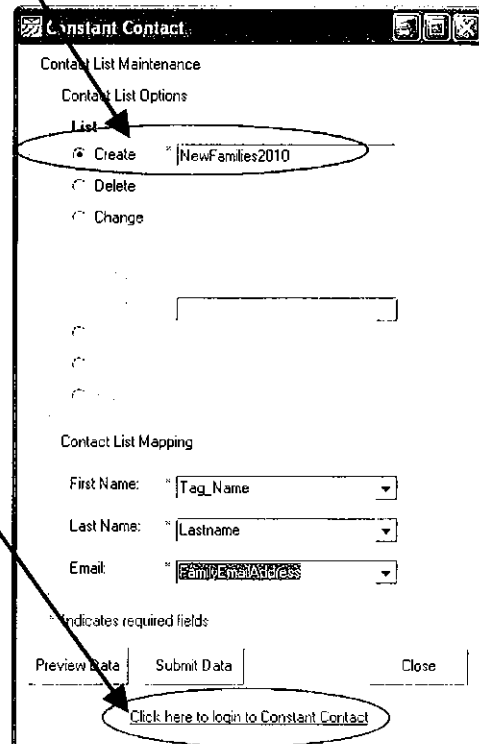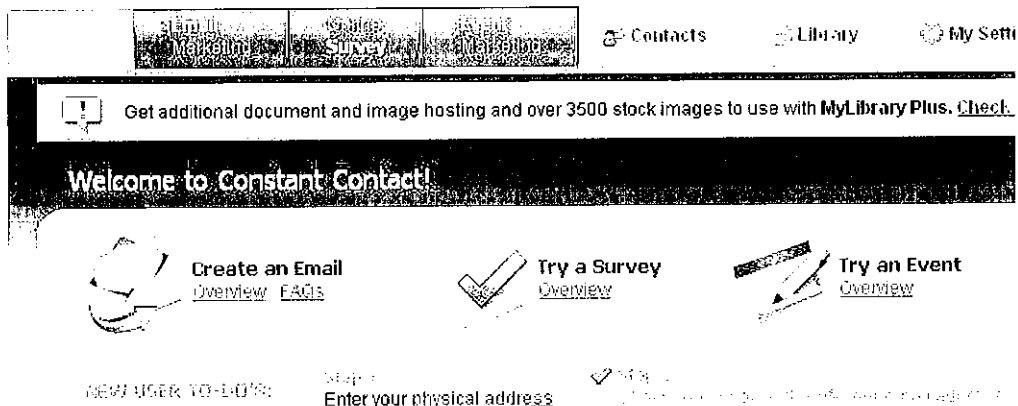
6. Select the link called **Click here to login to Constant Contact** and log in to Constant Contact's website (you'll use the same username and password from step #3).

7. Click the **Contacts** tab, and scroll down to your see your newly uploaded email list.

				Welcome to Constant Contact, Stace	

Reports   Export   Manage Bounces   Activity

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2 lists, displaying all lists.

☐	0	General Interest (Your default list)
☐	1	NewFamilies2010

2 lists, displaying all lists.

Using Constant Contact

If you're new to Constant Contact, click on the **Home** tab and complete the **NEW USER TO-DO's**. You can then use the templates and tools in the system to create an email and send it to one or more contact lists. You may also add, update, or delete contact lists at any time.

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Welcome to Constant Contact!

Create an Email
Overview FAQs

Try a Survey
Overview

Try an Event
Overview

NEW USER TO-DO'S:
Enter your physical address

Learn More

Constant Contact is as easy to use as Microsoft® Word®, but if you need help or would like to attend their webinars or training courses, please look for the many educational opportunities available on their website (click the Contact Support link in the lower-left corner of their Home page).
Constant Contact Support: 866-876-8464 Mon. – Thurs., 9 a.m. to 11 p.m. EST; Fridays until 9 p.m. EST

ParishSOFT support is available to help you with any questions regarding creating lists from your ParishSOFT database and preparing them for submission to Constant Contact.

ParishSOFT User Guide: http://www.parishsoft.com/support/Documentation/psConstantContact.pdf
ParishSOFT Support Email: support@parishsoft.com
ParishSOFT Support Phone: 866-930-4774 Mon. – Fri., 9 a.m. to 7 p.m. EST