

## IPPA Division Constant Contact Campaign Creator

Log into the email account for your respective Division.

Locate the email from Constant Contact, welcoming your Division to become a Campaign Creator, and click on the invitation link.

Set up a password (it is recommended to use the same password as your Division email account) and select a form of multi-factor authentication. Please use a form of authentication that will be accessible by anyone who needs it or allow the person who will be doing the email creations to have the MFA access.

Once you login, you will be able to view current and previous campaigns, as well as create your own. By clicking on "Create" you will be able to choose to create an email that can be sent out to your Division members. PLEASE NOTE: other types of campaigns are not available for use, please only choose "Email" when creating your campaign.

From there, you can create an email from scratch, or use a template that has been saved in the system. If you have questions on designing a campaign, please click on the Help button (the circle with the question mark in the middle) for various tutorials available from Constant Contact. Please only edit your own emails, and if you need to delete a campaign, please contact [info@ippanetwork.org](mailto:info@ippanetwork.org) to have it deleted.

Once your campaign is ready to be sent out, please contact [info@ippanetwork.org](mailto:info@ippanetwork.org) and they will send out your message to your Division members.