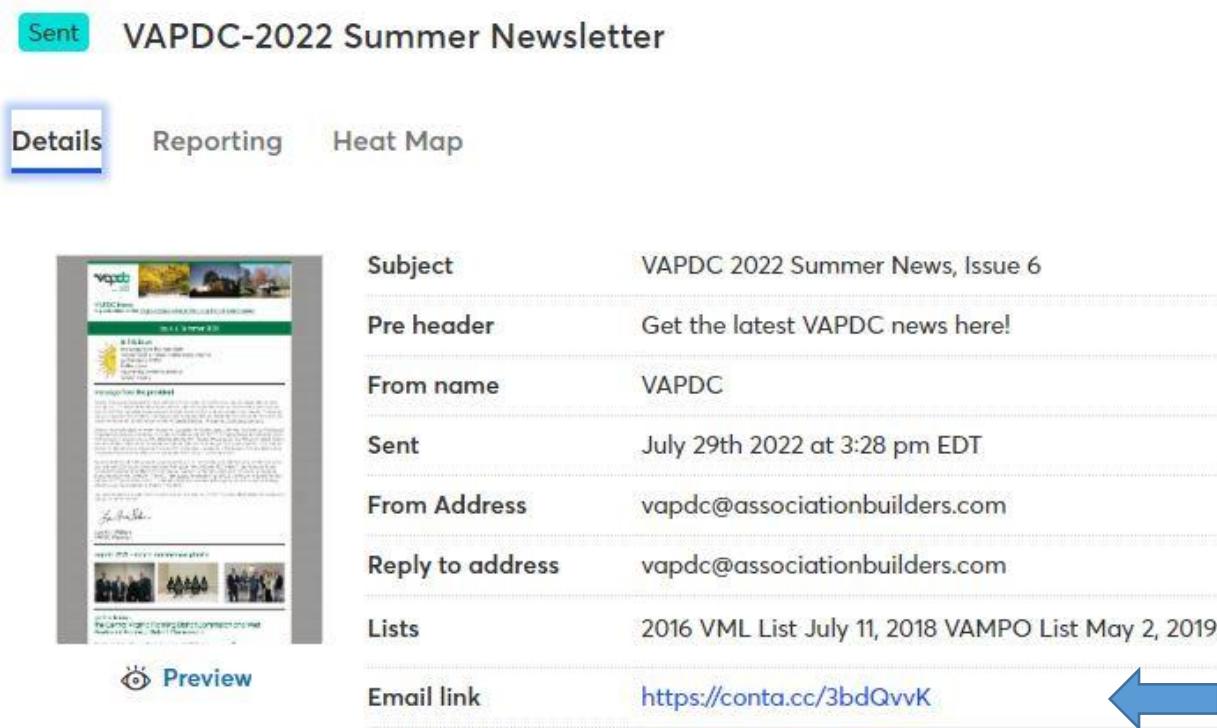


HOW TO INCLUDE JOB LISTINGS AND PROMOTIONAL EMAILS ON THE VAPDC WEBSITE (Constant Contact Emails)

When creating promotional emails in Constant Contact please send the Email Link or include “View As Webpage” option in your emails so they can be easily posted to the VAPDC website. Without one of these options, the email has to be turned into a PDF before posting and some of the graphics and formatting are lost.

Email Link Option: After you have created your newsletter or informational flyer, click on that campaign and go to the details page in Constant Contact. Under this tab, you will find the link for your document (see arrow below). Simply copy this link and send it to me.



The screenshot shows the 'Details' tab selected for a campaign titled 'VAPDC-2022 Summer Newsletter'. The campaign has a subject line 'VAPDC 2022 Summer News, Issue 6', a pre-header 'Get the latest VAPDC news here!', and is from 'VAPDC'. It was sent on July 29th 2022 at 3:28 pm EDT from the address 'vapdc@associationbuilders.com' to 'vapdc@associationbuilders.com'. The lists used are '2016 VML List July 11, 2018 VAMPO List May 2, 2019'. The 'Email link' is provided as a blue href: <https://conta.cc/3bdQvvK>. A blue arrow points to the right from the 'Email link' text.

 Preview	https://conta.cc/3bdQvvK
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View as a Webpage Option: Here are the steps to include the “View As Webpage” in your emails:

1. Create a text box on the top or bottom of your email.
2. Click on the text box to bring up the “Text” menu options
3. Click on the “Insert” option from the “Text” menu
4. Choose “View As Webpage”
5. That’s it!
6. You can edit the font color, size, etc. to match the rest of your email promotion.

Here's the VAPDC newsletter scheduled to go out:

<https://campaignlp.constantcontact.com/em/1102142213466/fa706d23-2585-4a45-90fd-2af0d13fdea6>

Note at the top of this email is “View As Webpage”. When you click on “View As Webpage” it shows you the promotional email in a browser, creating a URL that can be easily copied into other emails and/or posted on websites.

For Job Listings: Please turn your job listing into a PDF before sending it to me.

Include:

- Title of the job
- PDC or RC submitting the job
- Dates to list the job
- Any important links

To send me a job listing, a promotional email or for questions, please contact me at
linda@associationbuilders.com

Thank you,
Linda Brunick