

Creating your Newsletter from one of the templates

1. Go To "Contact Management"
2. Click "Campaigns"



3. Click "Letters"



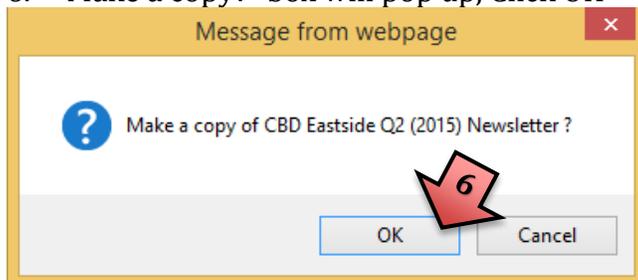
4. Find "CBD XXXXXX Q2 (2015) Newsletter" template you want to use

5. Click on "Copy" icon to create your working copy

Name	Owner	Create Date	Active Campaigns	
Buying a Home - Letter 1	All Offices	05/22/2009 12:37 pm	5	
Buying a Home - Letter 2	All Offices	05/22/2009 12:39 pm	3	
Buying a Home - Letter 3	All Offices	05/22/2009 12:42 pm	4	
Buying a Home - Letter 4	All Offices	05/22/2009 12:45 pm	4	
Buying a Home - Letter 5	All Offices	05/22/2009 12:51 pm	3	
Buying a Home - Letter 6	All Offices	05/22/2009 01:16 pm	3	
Buying a Home - Letter 7	All Offices	06/09/2009 09:13 am	3	
Buying a Home - Letter 8	All Offices	06/09/2009 09:22 am	3	
CBD Eastside Q2 (2015) Newsletter	All Offices	03/30/2015 02:22 pm	3	
CBD Everett Q2 (2015) Newsletter	All Offices	01/30/2015 05:33 pm	3	
CBD King County Q2 (2015) Newsletter	All Offices	03/30/2015 02:20 pm	2	
CBD Kitsap County Q2 (2015) Newsletter	All Offices	03/30/2015 02:45 pm	1	
CBD Pierce County Q2 (2015) Newsletter	All Offices	03/30/2015 02:38 pm	2	
CBD Puget Sound Q2 (2015) Newsletter	All Offices	04/01/2015 07:53 pm	2	
CBD Seattle Q2 (2015) Newsletter	All Offices	03/30/2015 02:36 pm	2	

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6. "Make a copy?" box will pop up, Click OK



7. Change letter name to something you will remember that identifies it as yours
8. Edit the Email Subject if you wish
9. Click Next

Letters - Template Settings

Letter Name: 7

Email Subject: 8

Who can use this letter: Letter for Amber Bills

9

- 10. The next screen is for the header, just click Right Arrow 4 times
- 11. Then Click Next

Letters - Header Options

Header Preview The size of the header image for this template is 600 x 200 pixels



DANFORTH
Redefining Full Service

In this step of the Letter we will be creating the header image.
Please click the arrow to the right to begin creating your header!

10

11

- 12. This screen allows you to edit your message at the top of the newsletter

Please enter the content for this email letter below:

Font Font size **B** *I* U [List Icons] [Link Icon] [Image Icon] [Table Icon] [HTML Icon]

Hi [FirstName],

The Puget Sound area has so much to offer, including an extremely hot real estate market and great summertime activities. Please read below and click on "View Latest Trends" to see the current real estate market statistics. Below that, you will find six great activities for you, your friends and family to enjoy.

[AgentPhoto]
[AgentName]
[AgentCellPhone]
[AgentEmail] At Coldwell Banker Danforth, we are always focused on giving back to our community; please take a moment and read up on what our team did during the last quarter to improve our communities.

If you ever have real estate related questions, please feel free to contact me!

Thank you,
[AgentFirstName]

12



13. Click in right half of text box and ONLY edit the text highlighted below

14. Then click Next

Please enter the content for this email letter below:

Hi [FirstName],

The Puget Sound area has so much to offer, including an extremely hot real estate market and great summertime activities. Please read below and click on "View Latest Trends" to see the current real estate market statistics. Below that, you will find six great activities for you, your friends and family to enjoy.

At Coldwell Banker Danforth, we are always focused on giving back to our community; please take a moment and read up on what our team did during the last quarter to improve our communities.

If you ever have real estate related questions, please feel free to contact me!

Thank you,
[AgentFirstName]

< Back Next > Cancel

15. The next screen is for the footer, just scroll to the bottom

16. Then Click next

Drip Marketing Letters Wizard - Footer Options

Letters - Footer Options

Display in footer

Display in footer

Display in footer

Select the alignment of the footer below:

Email Sent By:
[AgentName]
[CompanyName]
[OfficeAddress], [OfficeCity], [OfficeState], [OfficeZipCode]
[OfficePhone]
All trademarks are the property of their respective owners.

Distribution Powered by [Lone Wolf Real Estate Technologies](#).
[Unsubscribe](#)

[AgentName] Email Sent By:
[CompanyName] [AgentPhoto]
[OfficeAddress], [OfficeCity], [OfficeState], [OfficeZipCode]
[OfficePhone]

All trademarks are the property of their respective owners
Distribution Powered by [Lone Wolf Real Estate Technologies](#).
[Unsubscribe](#)

< Back Next > Cancel

17. Click Preview to preview your letter in a separate browser Tab (Close button is at the very bottom of the preview)

18. Click Save when you are done



19. You will be returned to the list of letters where you will find your letter listed alphabetically

Drip Marketing Letters

[Add Entry](#)

Name ▲	Owner	Create Date	Active Campaigns	
Buying a Home - Letter 1	All Offices	05/22/2009 12:37 pm	5	
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Buying a Home - Letter 8	All Offices	06/09/2009 09:22 am	3	
CBD Eastside Q2 (2015) Newsletter	All Offices	03/30/2015 02:22 pm	3	
CBD Eastside Q2 (2015) Newsletter My Copy	Broker/Staff - Bills, Amber	04/09/2015 10:17 am	0	
CBD Everett Q2 (2015) Newsletter	All Offices	01/30/2015 05:33 pm	3	
CBD King County Q2 (2015) Newsletter	All Offices	03/30/2015 02:20 pm	2	
CBD Kitsap County Q2 (2015) Newsletter	All Offices	03/30/2015 02:45 pm	1	
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CBD Puget Sound Q2 (2015) Newsletter	All Offices	04/01/2015 07:53 pm	2	

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You have now completed your Newsletter. Continue on to create the campaign to send your Newsletter

Creating your Campaign to send your Newsletter

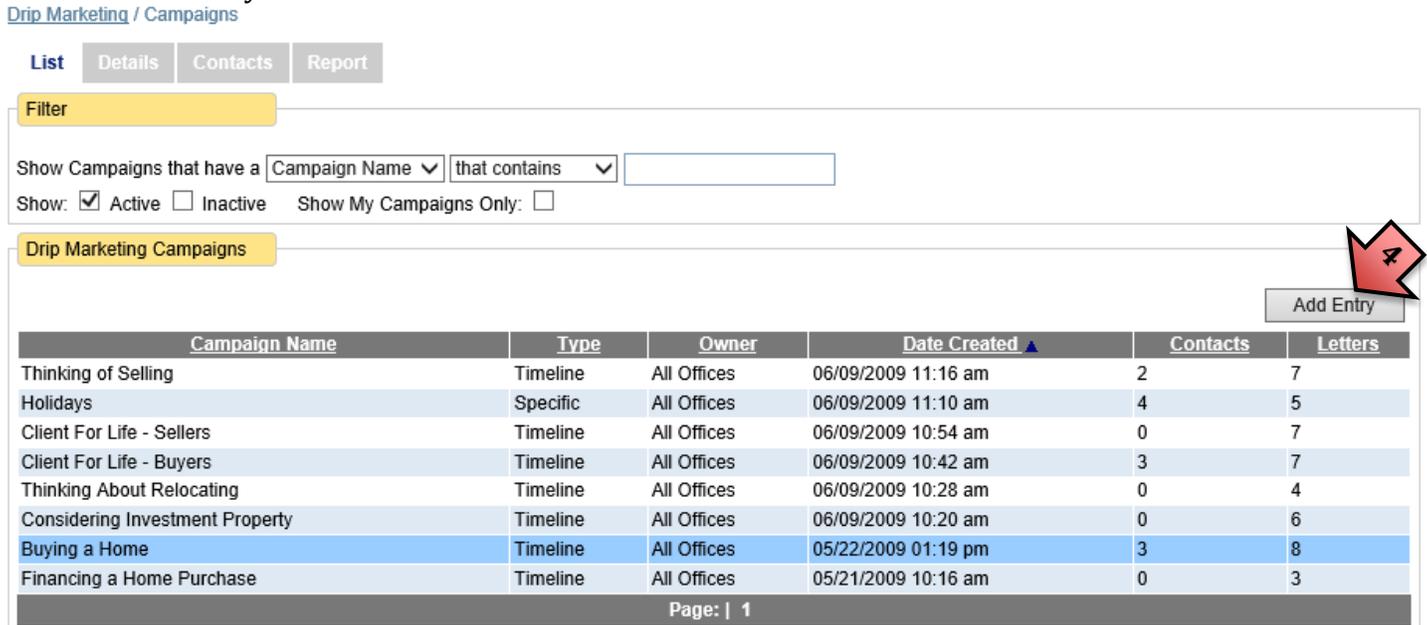
1. Go To "Contact Management"
2. Click "Campaigns"



3. Click "Campaigns"



4. Click Add Entry



5. Choose Specific Dates
6. Click Continue



7. Give your Campaign a name
8. Select the letter you just created from the drop down
9. Select the date to send (Emails are sent at 1am so next day is earliest date)
10. Click Add Letter
11. Click Save – Screen just flashes – you are on same screen after saving
12. Click on Contacts

Campaign - New Specific Dates

List Details Contacts Report

Campaign Letters

Campaign Name:

Who can use this campaign: Amber Bills

Letter	Settings	Action
-- SELECT ONE --	Date to send letter: MM/DD/YYYY	

Add Letter

Save Cancel

13. Click Add Contact
14. Click on each contact to add while holding down the CTRL button
15. To add all selected contacts Click on > arrow
16. When done adding contacts Click Save

Campaign - QTRLY Newsletter

List Details Contacts Report

Contacts

Name	Trigger

Add Contact Remove All

Automatic Triggers

Type	Specific

Edit Triggers
Processed every 10 minutes

Campaigns - Add Contacts

Contacts

Contacts

Begin Typing Name

Dagleish, Steven and Susan

Sebesta, Nicholas

Webb, Sean and Brianna

Selected Contacts

>

<

Save Cancel

17. You are done and your campaign is scheduled for delivery!!