

## Create & Send Messages (Designer)



**John Goodell**

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Creating and sending messages with ChurchPost 2014 is easy. Our Designer Tool will make your messages look stunning in a matter of minutes!

Click the *CREATE NEW CAMPAIGN* button on the Dashboard:


The screenshot shows the ChurchPost dashboard interface. At the top, there is a navigation bar with tabs for Dashboard, Lists, Campaigns, Contacts, Integration, and Reports. The 'Campaigns' tab is currently selected. Below the navigation bar, the main content area is divided into two sections. On the left, there is a 'Create New Campaign' button with a green plus icon, and below it, two sections: 'Campaign Drafts' and 'Recent Campaigns'. On the right, there is a 'CONTACTS' section with a large blue number '3' indicating the number of contacts.

Give your message a name for future reference (recipients will NOT see this):


### Name Your Campaign

Enter a name to help you remember what this campaign is all about. Only you will see the campaign name.

### Choose Your Campaign Type



**Regular Campaign**  
Send a regular, one-time email.




**Automated Series**  
Setup a custom sequence of emails.

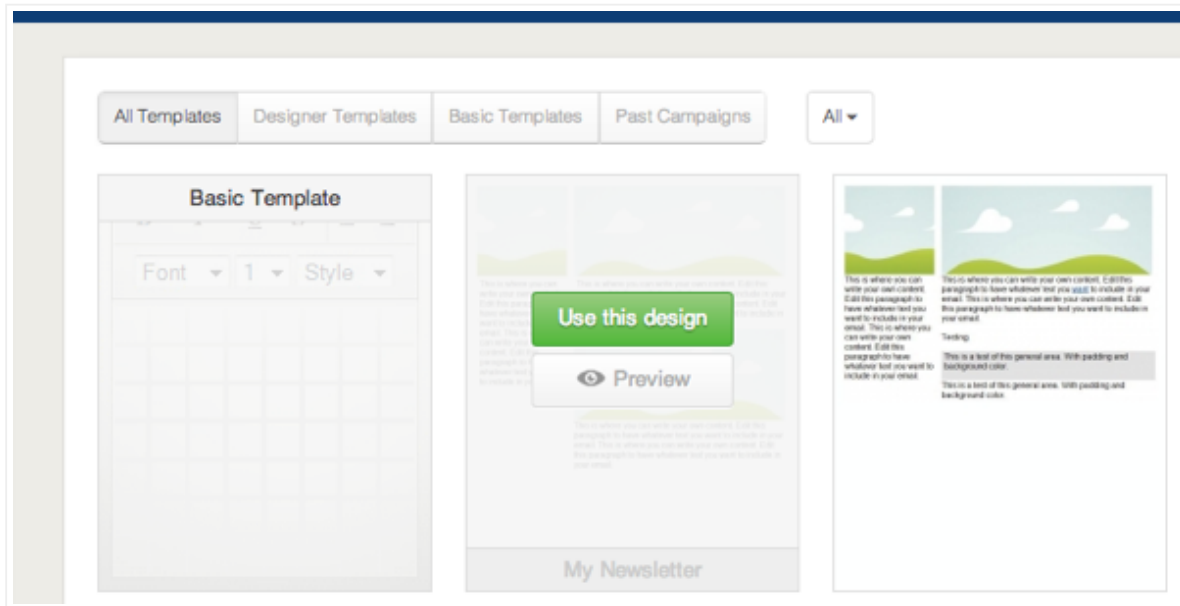
Select your recipients - if a subscriber is on more than one list, they will only receive one copy:

### Select the list(s) to send to...

Test List (3 contacts)

[< Previous](#) [Next >](#) 

Choose one of your Designer Templates (see our separate FAQ about creating templates):



Enter sender details (From Name, Email and Subject):

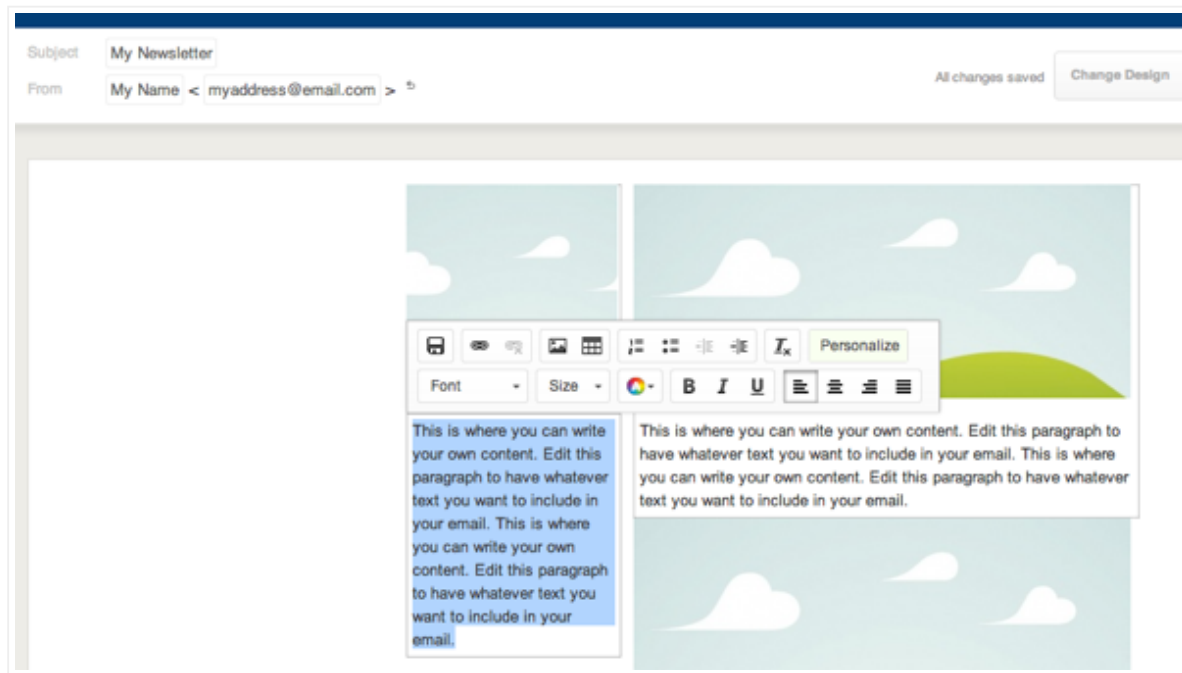
**Campaign Sender's Details**

From Name

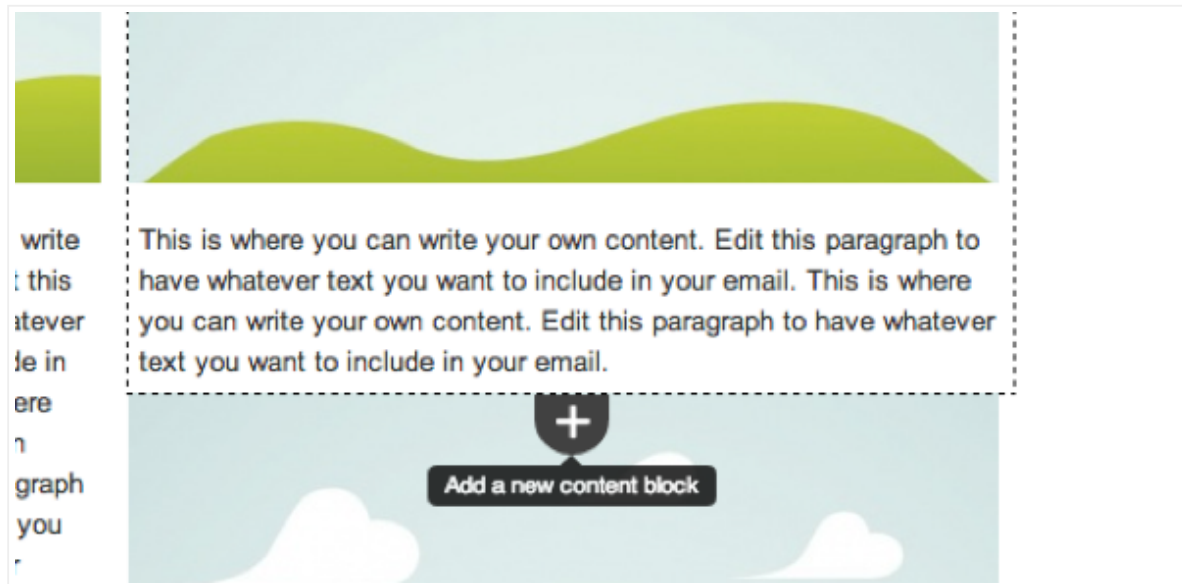
Subject

You can always change this later

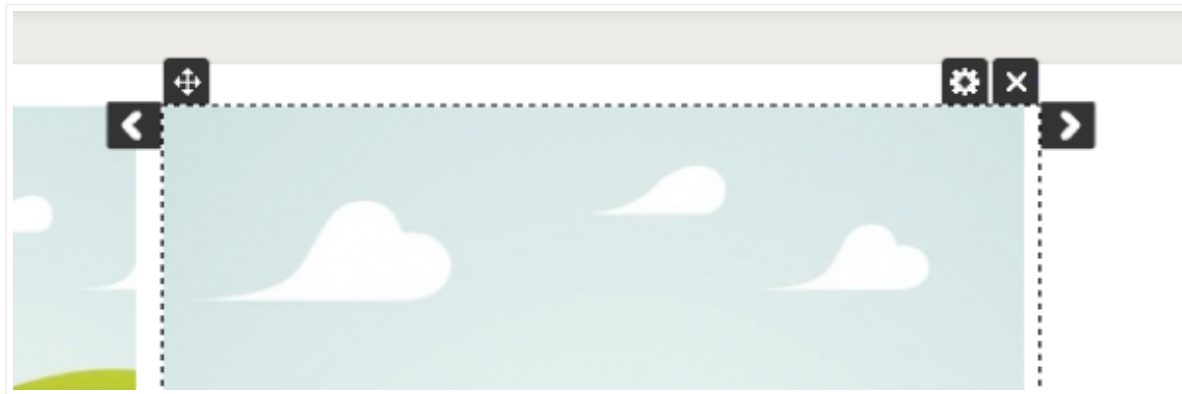
Enter your message content:



To add a new block, hover over an existing block and click the GREEN "plus":



To change the layout of a block, hover and click either the right or left arrow:

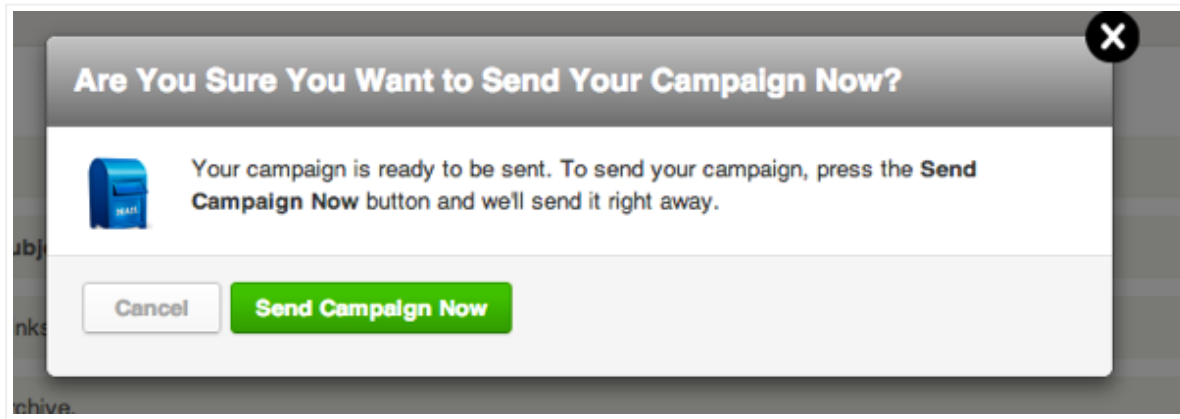


Click **NEXT**, and review the *Summary & Options* page:

**Summary & Options**

- Sending to list **test4** (A total of **2** contacts)
- The message subject will be **My Message Subject**
- Reads (opens) will be tracked. There are no links found for tracking. Replies will **NOT** be tracked.
- This campaign will be shown in your public archive.
- Your campaign scored 2.6 on our spam filter tests. (The lower the number the better your chances are of going to the inbox)
- This campaign will send immediately.**

Confirm by clicking the **GREEN** "Send Campaign Now" button:



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0 out of 0 found this helpful



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Have more questions? [Submit a request](#)

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