Sending ACS Data to Constant Contact

After you have added your Constant Contact account to ACS and selected your e-mail recipients, you can send your ACS data to Constant Contact.

Sending your ACS data to Constant Contact creates an e-mail list in your Constant Contact account. After you do this, you can log in to Constant Contact to compose and send your e-mail.

Creating A New E-mail List

When you create a new list, all e-mail addresses from your ACS recipients list are added to the Constant Contact list. Constant Contact removes any e-mail addresses that have previously opted out of receiving e-mails from you. Unless you select Preferred E-mail Only, the list includes all e-mail addresses for the selected recipients.

1. Select your ACS e-mail recipients by performing a search, selecting a Special Mailings group, or selecting a Reservations activity. See Selecting E-mail Recipients to learn more.
2. In the Build E-mail Recipients List window, under E-mail Method, select Constant Contact.
3. Click Manage Accounts.
4. Select the Constant Contact account you want to send your ACS data to (To add a new Constant Contact account, click Add.) and click OK.
5. Enter a New List name and click OK.

Updating An E-mail List

If you have previously sent ACS data to Constant Contact, you can send it again to update the e-mail list. When you update the list, all new addresses are added to the list; existing addresses are left alone. Any other information that has changed, such as first names, is updated. Any e-mail addresses that are already in the list, but are not returned in the latest search results, are ignored: they are not removed from Constant Contact. Constant Contact also ignores any e-mail addresses that have previously opted out of receiving e-mails from you.

1. Select your ACS e-mail recipients by performing a search, selecting a Special Mailings group, or selecting a Reservations activity. See Selecting E-mail Recipients to learn more.
2. In the Build E-mail Recipients List window, under E-mail Method, select Constant Contact.
3. Click Manage Accounts.
4. Select the Constant Contact account you want to send your ACS data to and click OK.
5. In the Select Contact List, select the e-mail list and click OK.