1. Go to Mailchimp.com
2. Login: faithnewz@faithjanesville.org Heavenlybears-7
3. Click on "Create" in the upper left hand corner.
4. Click on "Email" in the upper left hand corner and select "regular"
5. Name the email the date it is being sent out. (February 3, 2023) and click "begin"
6. In the "To" section click on "audience" and select "Faith Community Church" and then click save.
7. In the "Subject" section click on "Add Subject" and type in "FaithNewz: and then the headings of the content. For example "FaithNewz: Men's Retreat, GPS and DR Trip." And then click save.
8. In the "Content" section click on "Design Email" and then click on "Select Classic Builder".
9. Under "Select a Template" click on "Saved Templates" and choose the one that reads "FaithNewz 3.2021"
10. Select "text box" and drag it right under the words "Faith Newz" in the template.
11. Copy the text you want to send out for Faith Newz in the text box.
12. Click on "save and close" (bottom left)
13. Click on "continue" (upper right)
14. Click on "Schedule" in the upper right hand corner and set the date you want it to go out.
15. Finally click on "schedule campaign" and it will be all set to go out.