# Tim Holtz Closeout E-Blasts

1. Every month, the craft and hobby Business manager will send an updated Tim Holtz Closeout list.

Graphical user interface, table

Description automatically generated

1. Save this list to **S:\Sales & Marketing\Craft & Hobby\ORDER FORMS\Closeouts** and create a new folder for the month.
2. Using the previous month’s Order Form and Details spreadsheet, update with any items that need to be removed/added and save new copies in new folder for the month. The business manager will specify the items that need to be added or removed.
3. When adding or removing items, make sure to add/remove the item/s to **BOTH** the order form and details spreadsheet. A picture containing text

   Description automatically generated

Timeline

Description automatically generated

1. Save the spreadsheets to **S:\Sales & Marketing\Craft & Hobby\ORDER FORMS\Closeouts** in their associated folder for that month.
2. Log in to Dropbox and locate the ‘TH EBLAST’ folder
3. Replace the old order form and details spreadsheet with the new ones that were created by dragging and dropping the files here.

Graphical user interface, text, application, email

Description automatically generated

1. Log in to campaign monitor.
2. Find last month’s Tim Holtz Closeout campaign and press “copy”

Graphical user interface, application

Description automatically generated

1. Campaign Monitor will create a draft of this campaign which can be edited and updated.
2. Review the campaign

* Since the Dropbox links do not change, the links can be left alone.
* Rename the Eblast to the current month the information is distributed.

1. In the “To” section, select the following recipients

Graphical user interface, text, application, email

Description automatically generated

1. Click “Prepare to send” and schedule the distribution for the 15th of that month at 9 AM.
2. Confirm Payment and schedule to send.