

# Resident Engagement: How-To Create an Email Template

1

Starting at the home page in the Resident Engagement platform, click the "Templates" tab.

COMMUNICATION

Resident Engagement

CAMPAIGNS

TEMPLATES

Marketing Admin Test

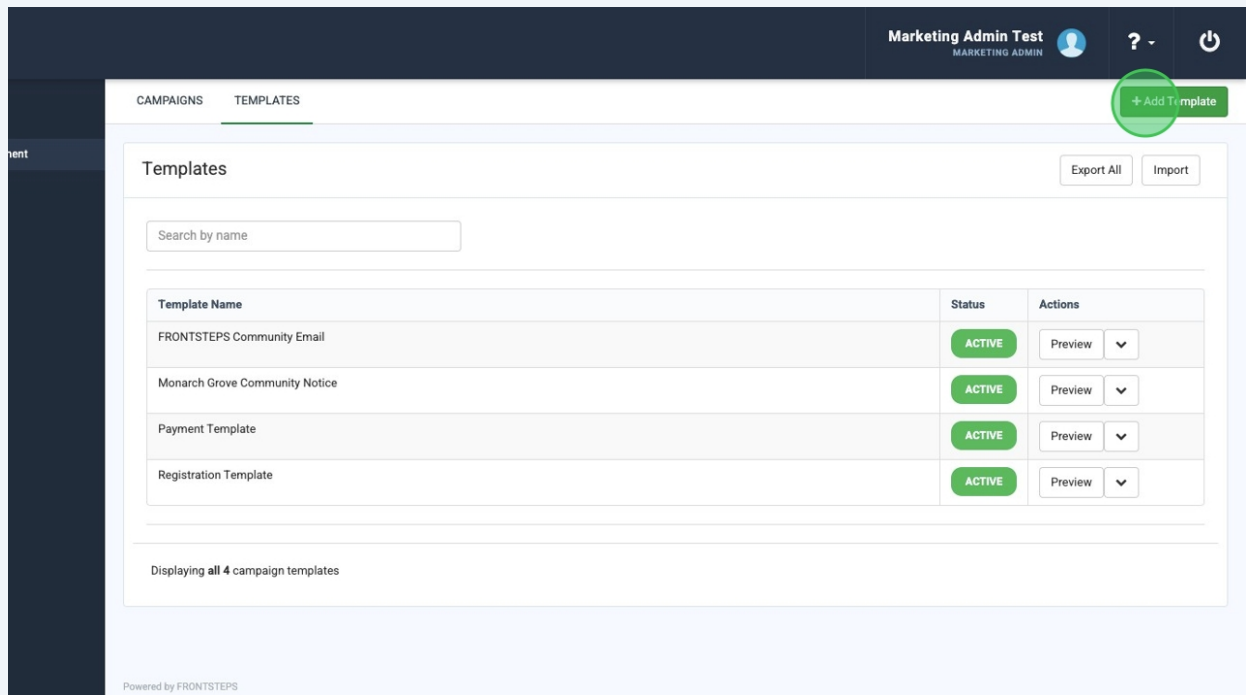
MARKETING ADMIN

Campaigns

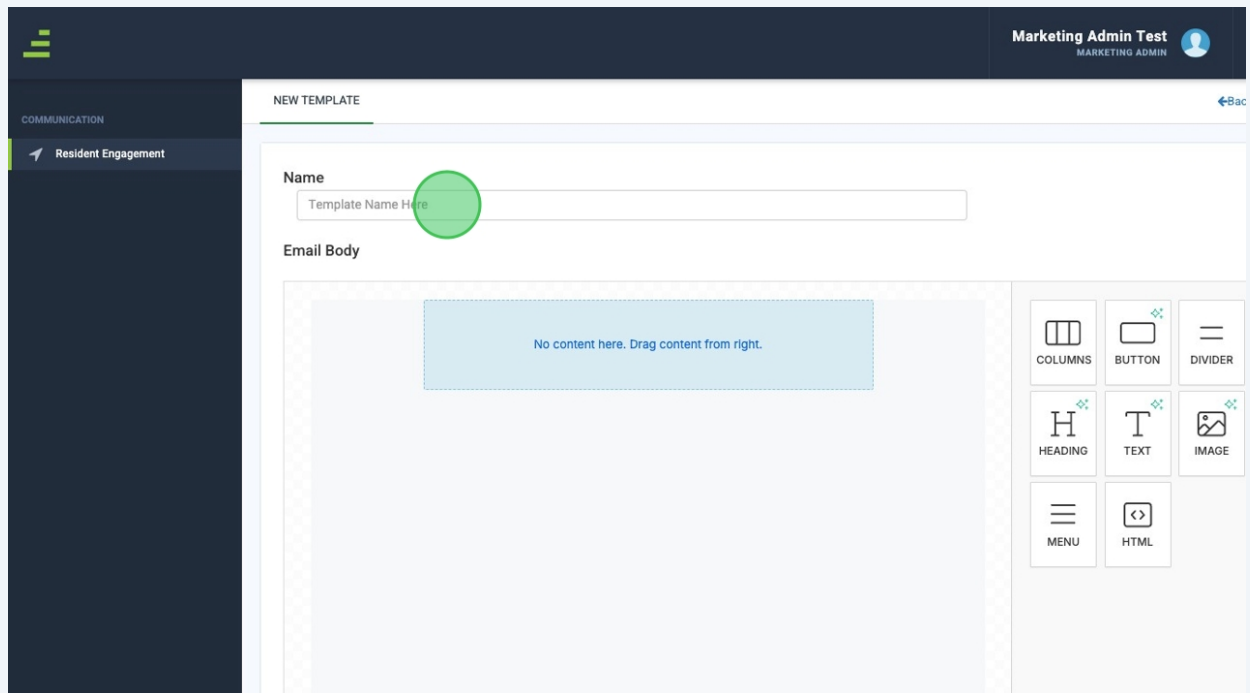
Search by name

Campaign Name	Communities	Status	Start Date	End Date	Last Run	Type	Actions
Campaign UID Test	1213 Bluebird Test	DRAFT				email	Edit
Campaign Time Scheduling Test	Oak Forest_QA	SCHEDULED	09/08/2025 - 09:51 PM	09/08/2025 - 09:52 PM	09/08/2025 - 09:52 PM	email	Edit
Campaign Time Scheduling Test 2	Oak Forest_QA, Monarch Grove	SCHEDULED	09/08/2025 - 09:52 PM			email	Edit
New Release Campaign	Monarch Grove, Oak Forest_QA	SCHEDULED	09/08/2025 - 09:53 PM			email	Edit
Scheduled Campaign Test Release 2.2.73	Monarch Grove	SCHEDULED	09/08/2025 - 07:00 AM		09/08/2025 - 10:45 PM	email	Edit
UTC -4 Test	Monarch Grove	SCHEDULED	09/08/2025 - 10:07 PM			email	Edit
UTC -4 Test 6:45	Monarch Grove	SCHEDULED	09/08/2025 - 10:37 PM		09/08/2025 - 10:45 PM	email	Edit

2 Click "Add Template" to create a new email.

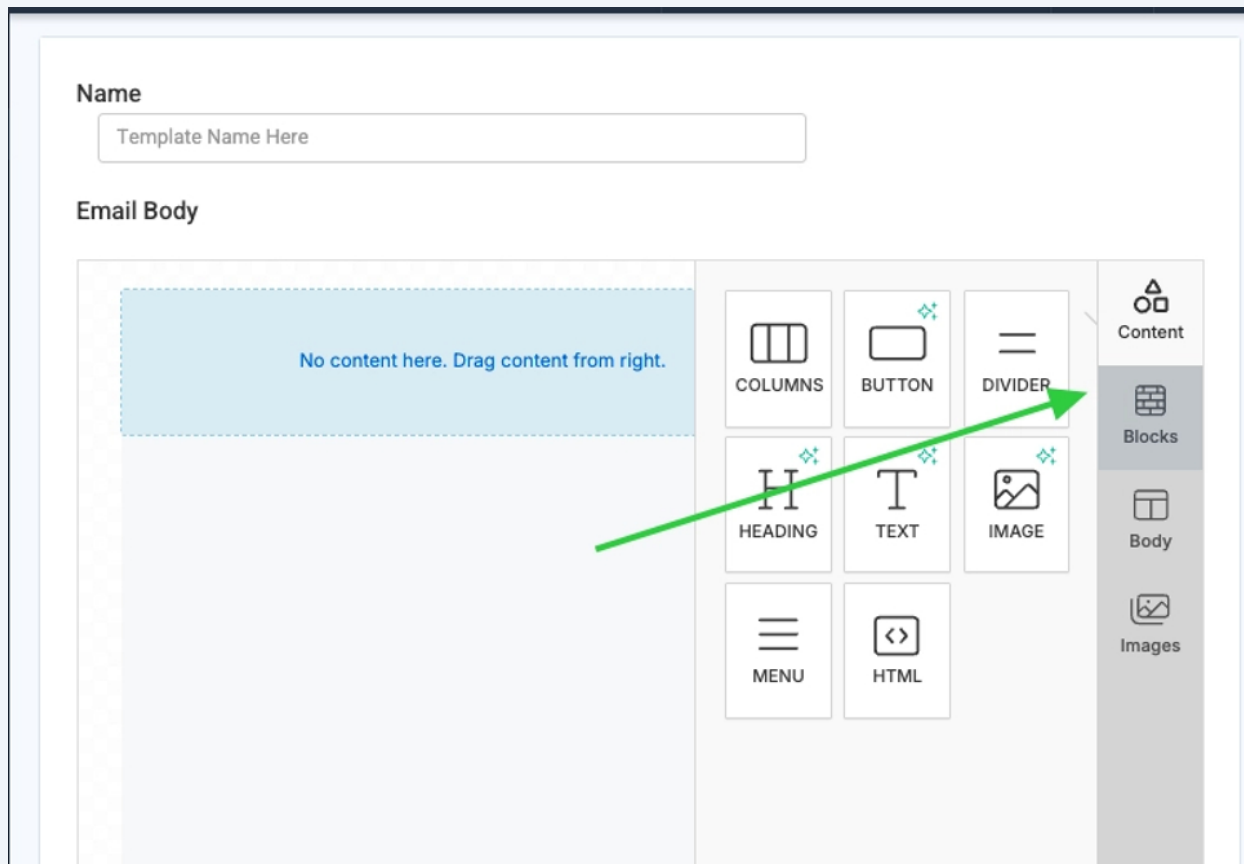


3 Click the "Name" field to title your new email template.



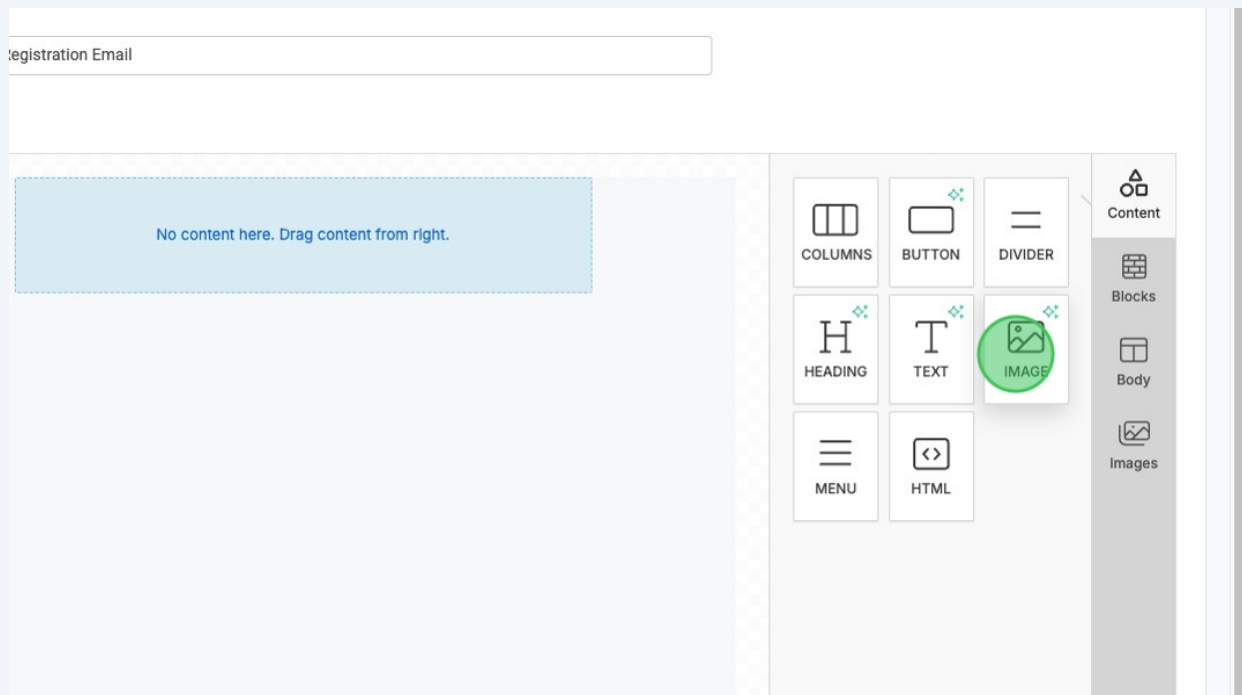
4

Drag and drop desired email components from the right-hand column into your email template.

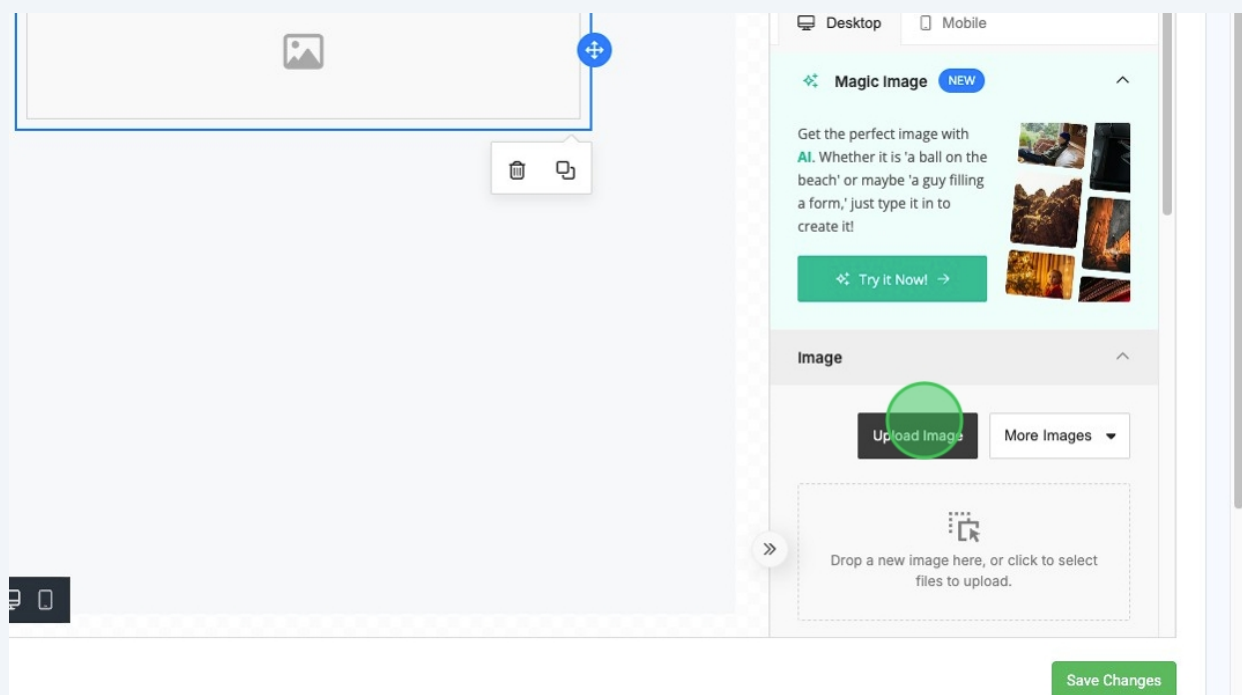


- 5 Use the "Image" icon to include logos, graphics, and images within your email.

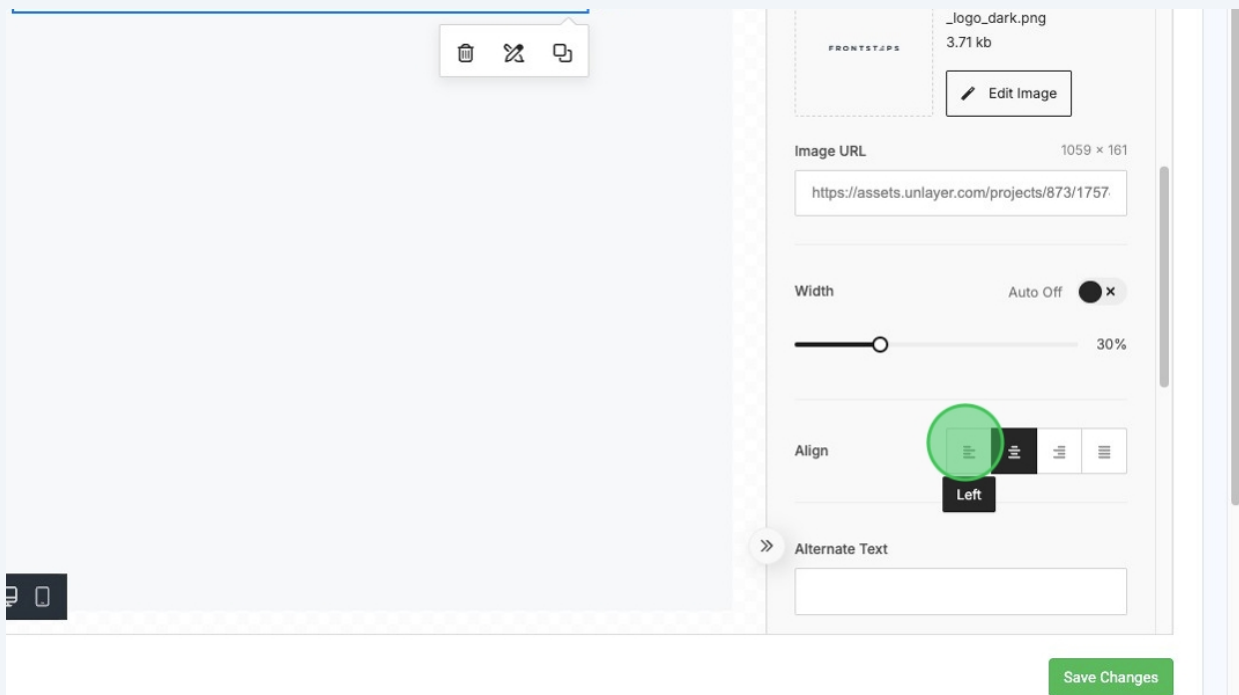
**Note:** Images must be a .PNG file.



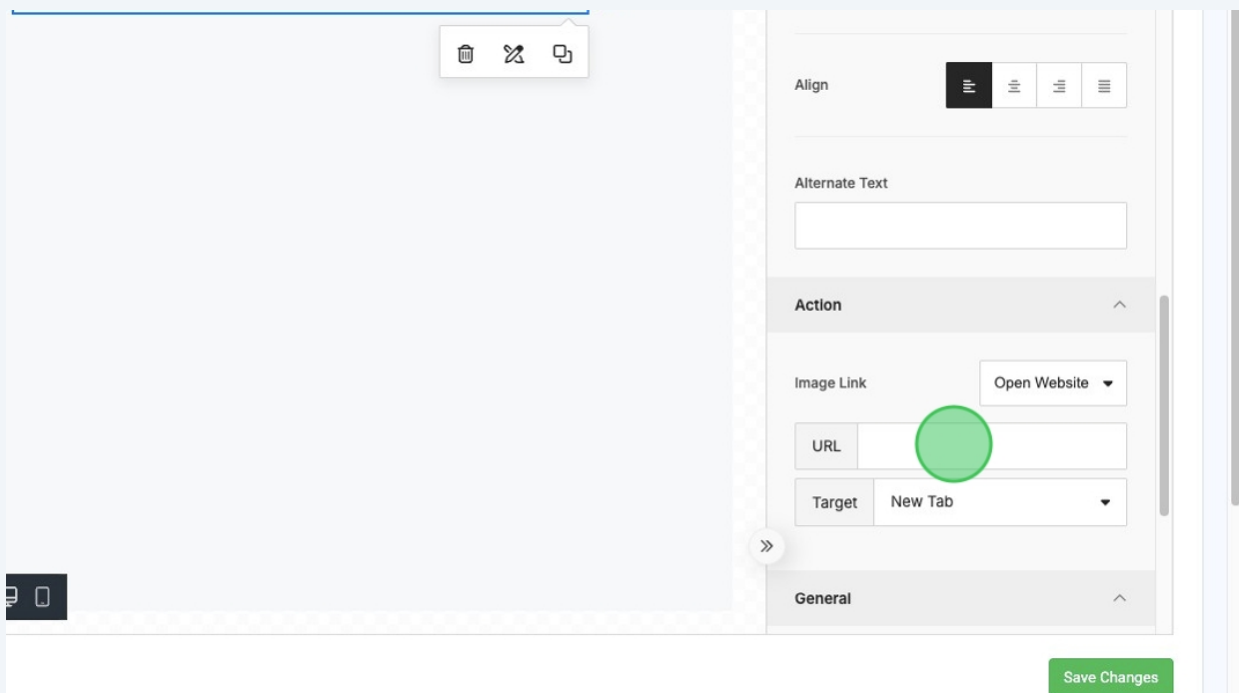
- 6 Click "Upload Image" to select an image from your device.



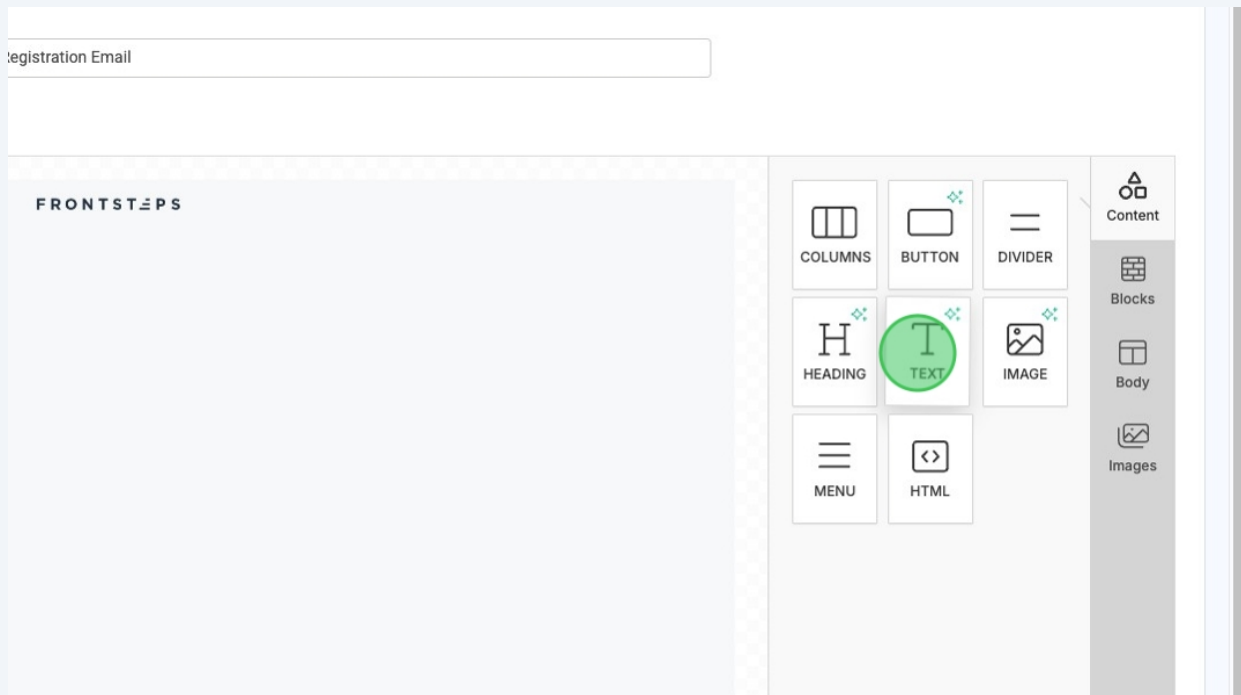
7 Use the right-hand column to change the image size and alignment.



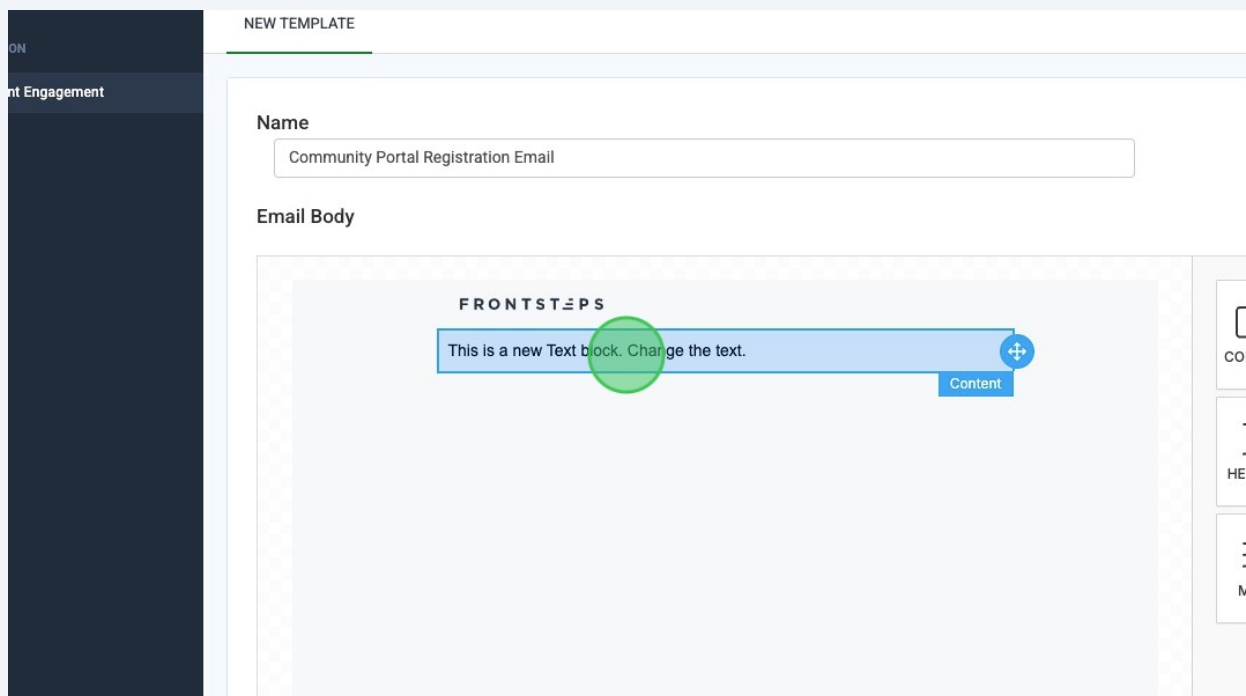
8 Click the "URL" field to add an image link.



9 Use the "Text" icon to include a message in your email.



10 Click "Content" to type your message.



## 11 Use the text settings to format your message exactly the way you want.

Email Body

**FRONTSTEPS**

Life is hectic, and there's no sign of it slowing down anytime soon. Take control by signing up for your online community portal and unlock the tools that make managing your home easier than ever.

**Why use your community portal?\***

- **Stay in control** – Schedule one-time or recurring assessment payments securely online.
- **Stay connected** – Receive announcements, connect with neighbors, and participate in community discussions.
- **Stay organized** – Reserve amenities, view community events, and manage visitors and package deliveries.
- **Stay informed** – Access important documents, message community association managers, and track requests or work orders.

**Ready to see for yourself?**

CONTENT

Desktop Mobile

**Text**

Color

Text Align

Line Height

Letter Spacing

Links

Inherit Body Styles

Delete Discard Changes Save Changes

## 12 Next, add a button to your email by dragging the "Button" icon into your template.

Registration Email

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**Ready to see for yourself?**

COLUMNS BUTTON DIVIDER

HEADING TEXT IMAGE

MENU HTML

Content

Blocks

Body

Images

## 13 Label your button by clicking the button and typing a new title.

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Arial 14px B I U Merge Tags

Button Text

Smart Button

Get AI based suggestions for your buttons in any tone you want.

Action

Action Type

URL

Target New

Button Options

## 14 Click the "URL" field on the right-hand side to add a button link.

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Arial 14px B I U Merge Tags

GET REGISTERED

Smart Buttons NEW

Get AI based suggestions for your buttons in any tone you want.

Claim Your Coupon

Learn More

Try it Now! →

Action

Action Type Open Website

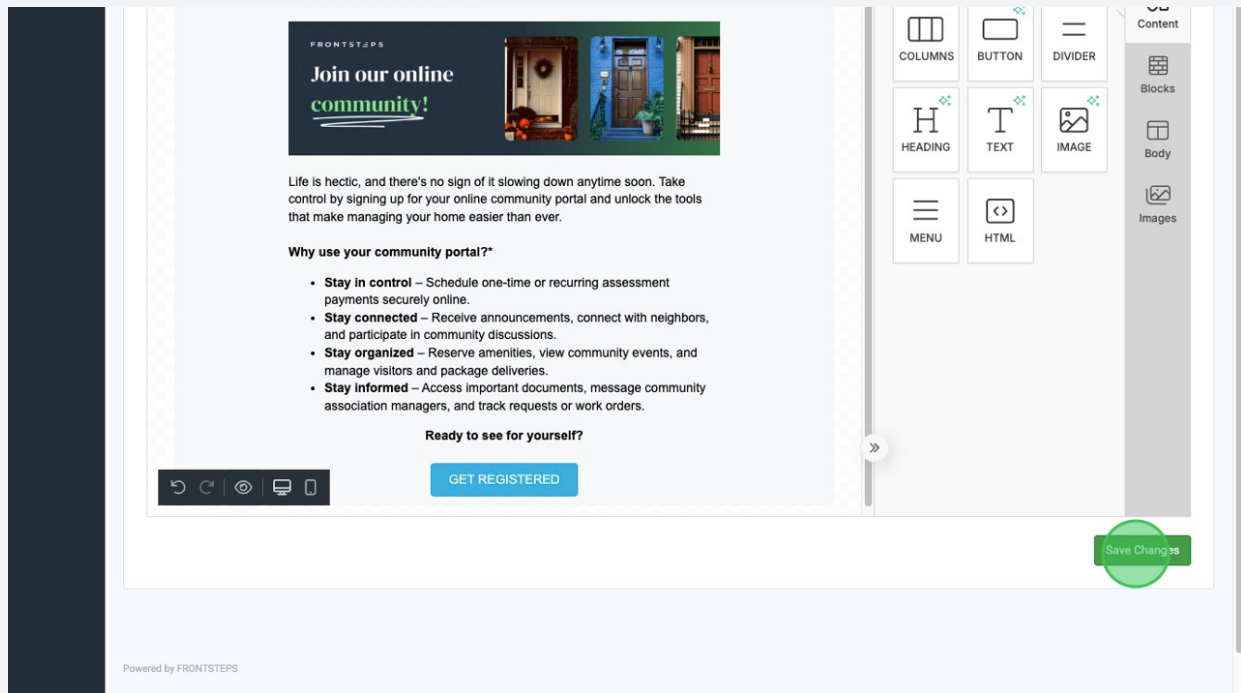
URL

Target New Tab

Button Options

Save Changes

## 15 When you are finished with your email template, click "Save Changes".



## 16 Click the "Preview" button to view a sample of your email template.

