

Do you have everything in place?

We'll walk you through everything you need to have in place before the shutdown of the old editor.



Review your active automations.



Check to see if they contain any emails created in the old editor (gray icon).



Check to see if they are active (if they are not active, move on to the next one).



If they are active, check the email to see if it is still relevant (if the email is no longer relevant, deactivate or delete it).



If the email is still relevant, create a new email in the new editor.



Check to make sure you have recreated the email in its entirety. It is important to ensure that it has been recreated correctly.



Try sending a preview to yourself using a member's information via "Preview as a Member."



Make sure that member has the information corresponding to the email address displayed on their profile.



Make sure that all data is included and displayed correctly in the preview.



Activate the new email address and deactivate the old one. Remember that no members should be in the queue.