

Email Newsletter Change Guide

Understanding What You Can and Can't Update in Your Monthly Newsletter

We use an automated template system to build your monthly email newsletters. This system pulls in your details—such as your name, logo, headshot, contact info, and social links—into a pre-designed newsletter layout that includes articles, images, and sections like recipes and free guides.

There are two types of changes you can make to your newsletter:

- **Automatic Changes** that are saved and appear in every future newsletter.
- **Manual Changes** that are one-time edits and must be redone each month.

To help you understand the difference, here's a quick breakdown:

Automatic Changes (Saved to All Future Newsletters)

These details are stored in your profile and will update across all future newsletters automatically when changed:

- Your Name
- Company Name
- Newsletter Title
- Logo
- Headshot
- Mailing Address
- Phone Number

- Email Address
- Website URL
- Social Media Links (Facebook & X [formerly Twitter])
- License Number
- Recurring Personal Message

Where to Update:

Log into the membership portal and go to **My Account** → **Update Your Profile**.
If you're a **Growth client**, our team can make these changes for you.

 **Note:** Updates take effect in the **next** month's newsletter—changes do not apply retroactively.

Example: If you update your phone number, it will automatically appear in all relevant areas like the header and free guide box in future newsletters. ***These changes will be made to both your print and email newsletter templates.***

 **Style Limitations:** While you can update content, you *cannot* change the font type, font size, or design style through automatic updates.

Manual Changes (Must Be Updated Each Month)

These items must be manually updated in each monthly newsletter. They are not saved or carried over automatically:

- Article Titles
- Article Text/Content
- Article Images
- Free Guide Section

- Quick Quiz Box
- Recipe Section
- Font Type or Size
- Background Colors (except for the “Let’s Connect” section)

Important:

Manual changes made in Mailchimp or to the HTML file apply **only** to that month’s newsletter. They do *not* affect future editions and will need to be redone monthly.

Customized Header Option

Do you have a custom header and want it inserted in every newsletter each month? We can help.

- **We do it for you:** For **\$29/month**, we’ll insert your customized header into each newsletter manually.
- **DIY option:** You can also add your custom header each month yourself by editing your newsletter each month.

Banner Size Requirement: 705 pixels wide × 150 pixels high