 **Marketing Email Request Form**

**Email Submission**. Please submit all **completed/proofread/approved** requests to the Service Portal or email them to [itservicedesk@ascb.org](mailto:itservicedesk@ascb.org). **If using the ASCB Info Box for your email, please CC** [**ascbinfo@ascb.org**](mailto:ascbinfo@ascb.org) so that the ASCB inbox can be monitored for bounce backs.

**Email edits**. If changes/edits such as grammatical errors or additional content are needed after receiving a test email, please submit a new ticket with the highlighted changes in a word document. If formatting or functionality issues are present, simply attach a screenshot with a brief message or scan your document with the handwritten notes and attach it to your opened ticket. In order to keep everything documented in the ticketing system, **DO NOT** drop off paper copies.

**\*Enter the email address that the request needs to be sent from:** Click here to enter text.

**\*Name of individual(s) who require a test email:** Click here to enter text.

**\*Target Send Date & Time:** Click here to enter text.

**\*Subject Line:** Click here to enter text.

Preview line (optional): Click here to enter text.

**Name of Template/ Header** (Optional. However leaving this space blank will result in only receiving the footer which includes the opt outs): Click here to enter text.

*(Mail merge requests that do not involve the use of Informz/Communicate will not be accepted. Directions for completing a mail merge can be found in the Shared Drive’s “How to” folder. You are more than welcome to submit a support ticket if you require an extensive list of contact information from iMIS)*

\*\*Carefully select Target Group(s) on the back, including what year to go back thru and other conditions that apply.

|  |  |  |  |
| --- | --- | --- | --- |
| **Target Group** | **Active Paid\_Thru Dates/ States/ Cities, etc.** | **Inactive/Lapsed Paid\_Thru Dates/ States/ Cities, etc.** | **All** |
| Postdoctoral + Postdoc App 17\* | Click here to enter text. | Click here to enter text. |  |
| Regular + Reg App 17\* | Click here to enter text. | Click here to enter text. |  |
| Student + Std App 17\* | Click here to enter text. | Click here to enter text. |  |
| Undergraduate + Undergrad App 17\* | Click here to enter text. | Click here to enter text. |  |
| Emeritus | Click here to enter text. | Click here to enter text. |  |
|  |  |  |  |
| Educator + Ed App 17\* | Click here to enter text. | Click here to enter text. |  |
| Citizens | Click here to enter text. | Click here to enter text. |  |
| Colleges & Universities | Click here to enter text. | Click here to enter text. |  |
| Department Chairs | Click here to enter text. | Click here to enter text. |  |
| Chief Scientific Officers | Click here to enter text. | Click here to enter text. |  |
| Grad Offices | Click here to enter text. | Click here to enter text. |  |
| Postdoc Offices | Click here to enter text. | Click here to enter text. |  |
|  |  |  |  |
| Company | Click here to enter text. | Click here to enter text. |  |
| Exhibitor Primary Contact | Click here to enter text. | Click here to enter text. |  |
| Exhibit Staff | Click here to enter text. | Click here to enter text. |  |

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| --- | --- | --- | --- |
| Library | Click here to enter text. | Click here to enter text. |  |
| Marketing Contact | Click here to enter text. | Click here to enter text. |  |
| Agents | Click here to enter text. | Click here to enter text. |  |
| MBoC | Click here to enter text. | Click here to enter text. |  |

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| --- | --- | --- | --- | --- | --- | --- |
|  | |  | |  |  | |
| Advertising Contact | | Click here to enter text. | | Click here to enter text. |  | |
| Advertising prospect | | Click here to enter text. | | Click here to enter text. |  | |
| Assistants | | Click here to enter text. | | Click here to enter text. |  | |
| Associate | | Click here to enter text. | | Click here to enter text. |  | |
| Authors | | Click here to enter text. | | Click here to enter text. |  | |
| Inquiries | | Click here to enter text. | | Click here to enter text. |  | |
| Non-members | |  | |  |  | |
|  | |  | |  |  | |
| Caucus |  | |  | | |  |
| CLC Members |  | |  | | |  |
| Other: |  | |  | | |  |
|  | |  | |  |  | |

**\*If you need to send to a list of emails not already in iMIS, ignore the above table and just attach an excel sheet with the list of emails (remove all duplicates).**

**\**PLEASE ATTACH A WORD DOCUMENT OF THE CONTENT OF YOUR EMAIL WITH THE NECESSARY FORMATTING AND HYPERLINKS ALONG WITH YOUR REQUEST. BASECAMP CONTENT WILL NOT BE REVIEWED BUT YOU MAY CONTINUE TO USE IT AS A COLLABORATION TOOL WITH OTHERS.***