Section and Branch Transition Plan

Headquarters recommends you communicate the following:

* Inform members about the switch through a Constant Contact Email
* Ask members to whitelist the IP address
* Inform members about ASCE Collaborate Communities where the events will be posted
* Ask members to manage their email preferences

As you transition from Constant Contact to Informz to communicate with your members a week before you start sending from Informz. Here is an email template we recommend. We also recommend you post in your ASCE Collaborate and Section/Branch website. If you plan on uploading lists we recommend you make the download lists before the end of July 2023.

Email Template:

The platform you’ve been receiving Section and Branch communication from is switching to a new platform that integrates with ASCE Collaborate.

Here’s what this means to you:

* Emails will come from (insert your “from name”) and (insert domain name)
* New email preference center. You can update your notifications settings here: <https://info.asce.org/section-branch-email-preferences>
* Different IP address. To ensure you still receive communication, we recommend you whitelist 205.201.40.61 and 205.201.40.49
* Emails may look different

Please let us know if you have any questions or concerns.