**EMAIL SET-UP**

**\*\*Required. Incomplete forms will be returned. Please submit to** [**cansupport@aclu.org**](mailto:cansupport@aclu.org)**.**

If you have not already, please schedule the email on the [CAN Calendar.](https://www.acluloop.org/Departments/affiliateSupport/CAN/Lists/CAN%20Calendar1/Main.aspx)

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| **Affiliate Name \*\*** | ACLU Massachusetts |

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| **Target Audience \*\*** |
| **Affiliate Full List**  Segmented list (Please provide zip codes, chapter code or any other geo-information below. Please separate zip codes with a comma.) |
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| **Testers and Reviewers \*\***  **Please provide the email address of those that should receive a test version of this email. One person from your affiliate should respond to the CAN team with edits from all members of your affiliate team. Please don’t have everyone reply directly to the CAN team.** |
| [mwoluchem@aclum.org](mailto:mwoluchem@aclum.org)  [awolfson@aclum.org](mailto:awolfson@aclum.org) |

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| **Email Template \*\***  **Note: Images are required for the Action, Event and Banner format emails.** | | | |
| Letter format  (no image) | Action format  (image 190x230) | Event Template  (image 350x300) | **Banner Format (Image 600x300**) |
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| **Subject line \*\***  Tease, tell or take action. Avoid initial caps, keep it under 50 characters, and make it compelling for constituents to open your email. Avoid the words “Help,” “Act,” “Marriage,” “Immigration,” “Immigrant,” “Action,” ” Let’s,” and “Save the date.” |
| MA: First-in-the-nation victory for reproductive rights |

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| **Pre-header Text \*\***  The pre-header is the short summary text that follows the subject line when an email is viewed in the inbox. It is right about the header logo. Include a call to action. |
| New ACCESS law guarantees no-cost birth control despite attacks by the Trump administration. |

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| **Side Box Content (Action & Event format only)** |
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| **Hyperlinks for email message \*\*** |
| *https://aclum.org/contraceptive-access-act-fact-sheet-11-17-17/*  *https://aclum.org/uncategorized/reproductive-care-shouldnt-limited-employers-religion-beliefs-moral-objections/* |

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| **Email Body Content \*\***  Keep the content brief. One of the worst mistakes we make is trying to include the entire story into the email message. Think about when you open an email in your inbox. Do you read every single word in there? Probably not. Find a way to summarize the content compelling way, and let them click through to a page on your website for more information.  Answer the these three questions for the reader when you write your message:   1. **What are you asking me to do?** Always give the reader an action to take. Your call to action should be able to stand-alone. Remember, people scan their emails, and if there is one thing you want your recipient to notice, it is your call-to-action. 2. **What is in it for me?** You know the value of your email content, but does your recipient? Tell them why taking action is important for them or why they should attend an event. 3. **Why should I care?** Write in the second person – orient the copy toward the reader and not the ACLU. Readers take action on things that are about them or affect them. |
| Today, Governor Baker signed the [ACCESS Act](https://aclum.org/contraceptive-access-act-fact-sheet-11-17-17/), ensuring that Massachusetts residents can obtain birth control without having to pay a dime out of pocket – despite the Trump administration’s policies rolling back federal protections for this basic preventative healthcare.  With your support, the ACLU of Massachusetts fought for – and won! – the first legislation passed anywhere in the country in response to Trump’s blistering [attack on women and reproductive rights](https://aclum.org/uncategorized/reproductive-care-shouldnt-limited-employers-religion-beliefs-moral-objections/).  The ACCESS bill reasserts Massachusetts’ position as a national leader in reproductive rights and health care. It represents a big step forward, yet this administration, under the guise of religious freedom, continues to try to limit our access to many of our basic rights.  There is no religious or moral standing for denying preventative healthcare to millions of people. Decisions about family planning should be between a patient and their doctor. That’s why we will steadfastly continue to fight against these restrictive policies – in the State House, in the courts, and in the community.  In Solidarity,  ACLU of Massachusetts |

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| **Social Share Buttons \*\***  **Social share buttons are added to the Action and Event templates. Please provide the language below for Twitter. We cannot customize the email or Facebook links.** |
| **Twitter:** |
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