



HOW TO / use rezora's seasonal templates

It's that time of year again! rezora seasonal templates are going to magically appear in your company admin account on Thursday, December 8th.

There are 18 gorgeous templates, designed and coded by rezora's very own Kate Reinartz! You can preview the templates in your template gallery, by going to Templates -> Template Gallery. We are so grateful for all our client's feedback from last year. This year, for the first time EVER, we are providing you with editable templates. Here are some questions that you may have:

How do I get rezora's seasonal templates?

We are releasing them into all accounts: company and agent on Thursday, December 8th. You don't need to do a thing!

How much do they cost?

They are FREE!!! Woohoo.

Who can edit them?

Company admins and agents can edit these templates!

Ok, so how do I edit them?

Please watch Rachel's super short tutorial about [how to edit your seasonal template here!](#) (For Company Admins only). When you edit a template, it will change in the agent account as well.

Alright, but how do I schedule them?

To schedule a holiday template, you can email us at support@rezora.com. We can schedule them for you. If you want to pick your own dates and times, then you can schedule them by going to Marketing Materials > Create new Marketing Piece. Select the template that you want to schedule, create your marketing piece, and Publish it. Add the subject line, expiration date, send date, and send time.

Wait, so what's the difference between a template and a marketing piece?

You will have 18 templates, and you can create an unlimited number of static marketing pieces based on the original 18 templates. You can schedule marketing pieces, and you cannot schedule templates.

But, what if I don't want them?

Easy as pie. You can login to the company admin account, go to Templates > Manage Templates. Click on the title of the template that you wish to hide, and you can either check the box "Restrict" or "Archive." Restricting will hide them, and archiving will move them to the archive folder. Both actions will hide the template from agents.

**Here's the full list:
2017 Full-Year Campaign**

- Chinese New Year
- Valentine's Day
- Mother's Day
- Memorial Day
- Independence Day
- Father's Day
- Cinco de Mayo
- Halloween
- Labor Day
- Thanksgiving
- Holiday Season
- New Year's 2017

Seasonal

- Spring
- Summer
- Autumn
- Winter
- Daylight Savings Ends
- Daylight Savings Starts



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