Email Templates for MissionInsite Agencies

Below are email templates we encourage you to use and share with your users to prepare them for the transition to the new version of MissionInsite. Replace the highlighted text with your specific information. Attach the resources available in the toolkit to share with your users.

We see that some users may have unsubscribed from MissionInsite emails. Sending emails from your agency may be the only way to notify some users of the migration.

Email #1: Notify Users

Hi <First Name>,

As an agency, we're excited to share that we've chosen to participate as Early Adopters of the newest version of MissionInsite! This means all of our users (including you!) will also be Early Adopters as we will all transition at the same time.

You may have already heard from the MissionInsite team about the transition, but we wanted to share some resources that will walk you through important steps. Attached you will find:

- Standard User Guide
- New Log-In Step-by-Step Guide
- New Log-In Tutorial

We will migrate to the new version on **[date]**.

The MissionInsite team will contact you to invite you to a biweekly webinar to hear your feedback as a user during the 6-week Early Adopter phase. We'll also email you the invite link.

If you have any questions about the transition, please contact us. We look forward to this exciting opportunity as an agency.

Sincerely,

Agency Admin Signature

Email #2 - Remind Users

Hi <First Name>,

We'd like to remind you of our upcoming migration date to the new version of MissionInsite: **date**.

As you recall from our last email, our agency and all our users are participating as Early Adopters. In case you missed the first email, we're resharing some resources to help you prepare for our migration. Attached you will find:

- Standard User Guide
- New Log-In Step-by-Step Guide
- New Log-In Tutorial

The MissionInsite team will hold biweekly webinars with all Early Adopters to hear feedback. We invite you to attend these and share your thoughts. Below is the link to register for the first feedback webinar (there is no need to re-register if you've already done so via a MissionInsite email).

Register for Feedback Webinar #1
[link to the webinar registration page from your MissionInsite invite email]

If you have any questions, please feel free to reach out.

Blessings,

Agency Admin Signature

Email #3 - Feedback Webinar Invite
[use this to remind your users to attend the second and third feedback sessions]

Hi <First Name>,

We hope you're enjoying the new version of MissionInsite. As your agency, we wanted to ensure you received the link to register for the next feedback webinar with the MissionInsite team. We'll see you there!

Register for the Feedback Webinar
[link to the webinar registration page from your MissionInsite invite email]

Sincerely,

Agency Admin Signature0
000