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Add to Account ^[1]

January 29, 2021 by [Melanie Jones](#) ^[2]

We want to give eComm users autonomy wherever possible, but there are a few pieces that require a request to an eComm specialist.

ADD TO MY ACCOUNT

Work with your eComm specialist to get items added to your account.



Essentials are indicated in gold with a black border.

MARKETING CLOUD



From Information

Use a friendly from name and address with which recipients are familiar for higher engagement.



Data Extensions

Messages to students or employees should be delivered to university or business addresses; this requires Data Extensions.



Share an Email

Share an email and other assets across different business units to avoid reinventing the wheel.

SALESFORCE



Reports

You can't send a Marketing Cloud email without an audience. Reports are key to getting your message to the right people.



Update Data

eComm specialists know the value of navigating data, like updating contact information or adding new contacts.



Dashboards

Dashboards take Reports to the next level with graphs and charts, making it possible to analyze large amounts of data.



Subscriptions

Embed a subscription form on your website so constituents can add themselves to a distribution list.

EVENT



Event Approval

All events must be approved before being launched. Plan for a one to three day turn-around.



Finance Information

Collecting money during registration is a key part of an event. We'll need your speedtype and routing code to get your money to you.



Event Planner Email Address



Portal Users & Reports

[Download PDF](#) [3]

Salesforce

[Reports](#) [4]

You can't send a Marketing Cloud email without an audience. Reports are key to getting your message to the right people.?

[Dashboards](#) [5]

Dashboards take Reports to the next level with graphs and charts, making it possible to analyze large amounts of data.

[Update Data](#) [6]

eComm specialists know the intricacies of navigating data, like updating a contact's information or adding new contacts.?

[Subscriptions](#) [7]

Embed a subscription form on your website so constituents can add themselves to a distribution list.

[Submit Request](#) [8]?

Marketing Cloud

[From Information](#) [9]

Use a friendly from name and email address with which recipients identify for higher engagement.?

[Data Extensions](#) [10]

Messages to students or employees should be delivered to university email addresses; this requires Data Extensions.

[Share an Email](#) [11]

Share an email and other assets across different business units to avoid re-inventing the wheel.

[Submit Request](#) [8]?

Cvent

Event Approval [12]

All events must be approved before being launched. Plan for a one to three day turn-around.?

Event Planner Email Address [13]

Planner email addresses reflect who registrants should contact if questions arise and are required for each event.

Finance Information (speedtype, account code & designation code) [14]

Collecting money during registration? We'll need your speedtype and account code to get your money to you.

Portal Reports & Users [15]

Portals make reports accessible to fellow colleagues at no cost so they can view, filter and export up-to-date event data.

Submit Request [16]???

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Add to My Account 2021.pdf [18]

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