CREATING A LIST & IMPORTING DATA

1. Select the LISTS tab from the menu bar
2. 2. Select the 'ADD NEW LIST' from the top right-hand corner of the screen.

3. As well as entering the name of your list, you will be asked to provide details about which website it is linked to (and any sign-up form url) as well as a message for your contacts on the list, reminding them of why they are receiving your mail. Do this and click CREATE LIST.
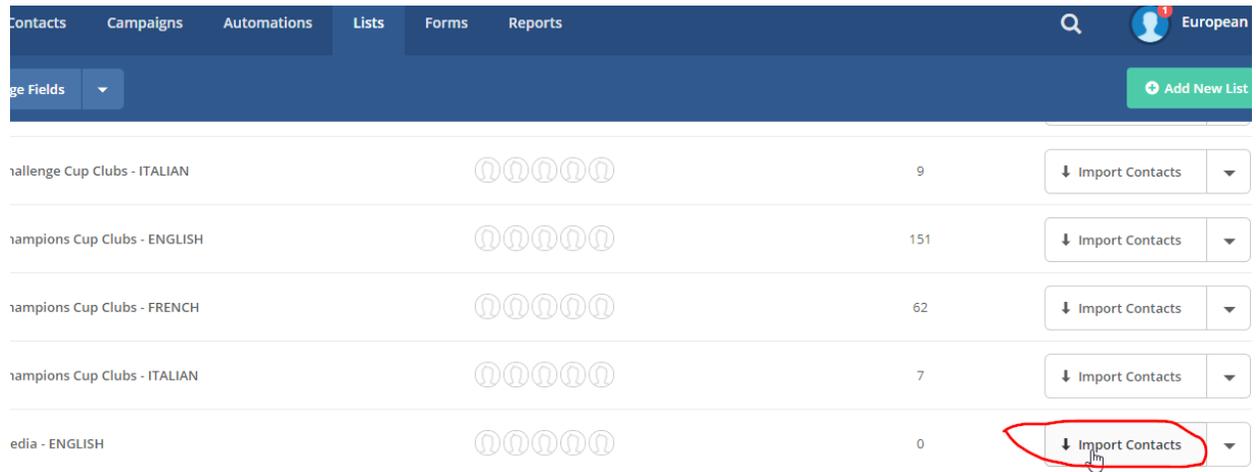
4. In your list home screen, find your new list and select the option to IMPORT CONTACTS

5. Select option to IMPORT FROM FILE. Ensure that your data is saved in a CSV file and please ensure you have done a find & replace to remove any apostrophes, for example, a name like O'Brien should be changed to O Brien (CSV files do not like the apostrophe and will exclude this record from the upload otherwise).

6. Upload your file and you will come to a screen where are need to map the fields you have in your csv file to the subscriber list. If you do not see your list field, use the options to ADD NEW FIELD and create it

7. You will also be asked to provide some information about the addresses you are importing (this is to ensure it is not a spam list and details may be checked).

Tell us about the emails you are importing

Please provide detailed responses to ensure your campaign sending is not delayed in the future.

How did you obtain this list of email addresses?

This is a list of english-speaking media personnel who wish to receive updates on EPCR and its tournaments.

What website is this list of emails for and what are the URL's of your subscription forms?

www.epcrugby.com

When did you last send to this list of emails and how frequently have you sent to them in the past?

This list is mailed frequently during the months of October, December, January, April and May when the EPCR competitions are running.

8. On the same screen you will be asked to confirm which list you want to add the contacts to, and whether you want to add them as a subscribed or unsubscribed contact. If you are importing data that may feature on another list you may choose to update other records at the time of import. You may also wish to assign a tag (you can segment against tags).

9. When complete, select IMPORT NOW at the bottom of the screen

Challenge Cup Clubs - FRENCH
Challenge Cup Clubs - ITALIAN
Champions Cup Clubs - ENGLISH
Champions Cup Clubs - FRENCH
Champions Cup Clubs - ITALIAN
☑ Media - ENGLISH

Add tags (optional)

Tags allow you to identify your contacts. You could add a tag for how you obtained their information, whether they are a customer, etc.

Import options

Import As Active Contact ▾ ☐ Update existing contacts while importing

Import Now

10. Once your import is complete you have the option to VIEW REPORT to check you have uploaded all contacts you are expecting to and then your import is complete.

The next step is to review your unsubscribe and update details forms associated with this list – details on another guide