

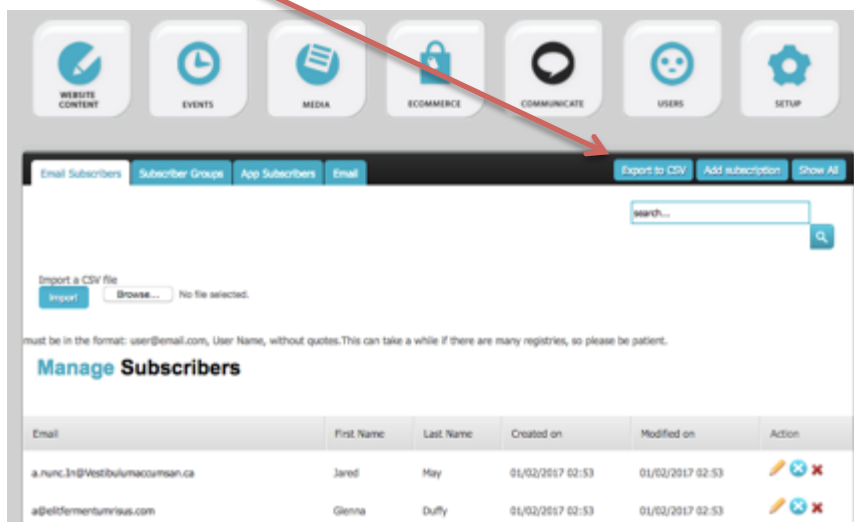
Importing bulk email subscribers

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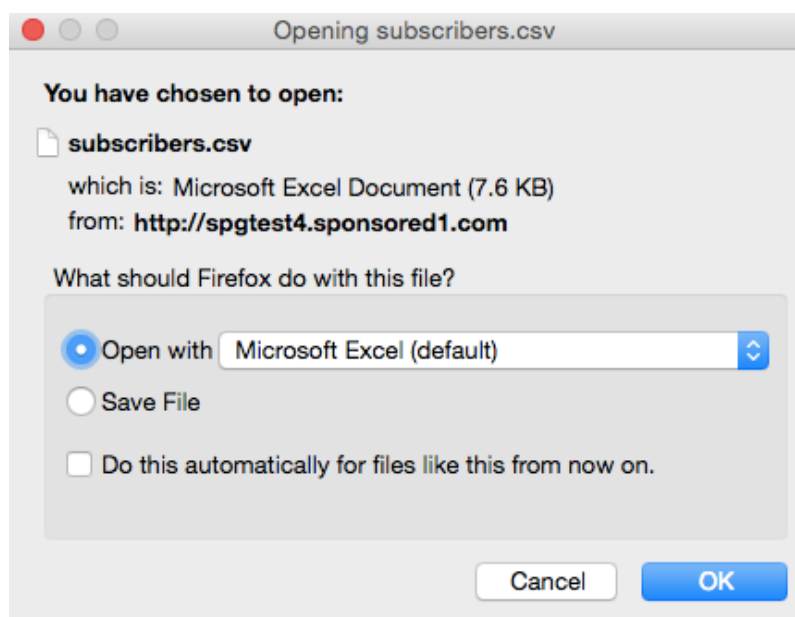
The sponsor-ed system will allow you to easily refresh your email database at any time. We do suggest that you EXPORT your existing list first, to ensure you have a copy of your existing database should you run into any trouble.

EXPORTING YOUR EXISTING SUBSCRIBERS

1. COMMUNICATE – Subscribers
2. Click on EXPORT TO CSV



3. Choose the program to open your list (Excel)



Importing bulk email subscribers

You can now sort your list as you would with any excel spreadsheet. It gives you a list of who is/is not approved, (status) and also what groups each are subscribed to.

	A	B	C	D	E	F	G	H	I	J	K
	First Name	Last Name	Email	Oldest Child'	Year Level	Status	Created	Group Name	Group Name	Group Name	Group Name
1	Warren	Sanchez	Cras@consequat.org			Yes	1/02/17	Newsletter	Year 2		
2	Cassidy	Sullivan	Cras.convallis@FuscefeugiatLorem.net			Yes	1/02/17	Newsletter	Year 2		
3	Travis	Peck	conubia.nostra.per@lectusNullamsuscipit.com			Yes	1/02/17	Newsletter	Year 2	Year 6	
4	Rajah	Avery	consectetuer@vehiculaPellentesque.org			Yes	1/02/17	Newsletter	Year 2	Year 5	
5	Nora	Hull	consectetuer@odioauctor.co.uk			Yes	1/02/17	Newsletter	Year 2	Year 4	
6	Tyler	Howe	consectetuer.adipiscing.elit@infaucibusorci.com			Yes	1/02/17	Newsletter	Year 2	Year 3	
7	Mark	Howe	bibendum.ullamcorper.Duis@amet.ca			Yes	1/02/17	Newsletter	Year 2	Year 6	
8	Simon	Bauer	auctor@enimcondimentumeget.edu			Yes	1/02/17	Newsletter	Year 2	Year 5	Year 6
9	Shannon	Spence	at@ametanteVivamus.net			Yes	1/02/17	Newsletter	Year 2	Year 4	Year 5
10	Hilda	Hickman	arcu@Nullasemper.co.uk			Yes	1/02/17	Newsletter	Foundation		
11	Ria	Rosales	arcu.Vestibulum.ante@eu.co.uk			Yes	1/02/17	Newsletter	Foundation	Year 5	
12	Karen	Stewart	amet.risus@Donec.com			Yes	1/02/17	Newsletter	Foundation	Year 4	
13	Pandora	Sherman	amet.consectetuer.adipiscing@ipsum.com			Yes	1/02/17	Newsletter	Foundation	Year 3	
14	Shay	Garrett	aliquet@luctuslobortisClass.edu			Yes	1/02/17	Newsletter	Foundation		
15	Clark	Bennett	aliquet.sem@vitaodiosagittis.com			Yes	1/02/17	Newsletter	Foundation	Year 5	
16	Veronica	Holcomb	Aenean.eget.magna@Mauris.com			Yes	1/02/17	Newsletter	Foundation	Year 4	
17	Carson	Gutierrez	accumsan@nec.com			Yes	1/02/17	Newsletter	Foundation	Year 3	
18	Yael	Quinn	a@ipsum.net			Yes	1/02/17	Newsletter	Foundation	Year 3	Year 6
19	Glenna	Duffy	a@elitfermentumrisus.com			Yes	1/02/17	Newsletter	Foundation	Year 3	Year 5
20	Jared	May	a.nunc.In@Vestibulumaccumsan.ca			Yes	1/02/17	Newsletter	Foundation	Year 2	Year 4

4. Save this exported list as an archive of your email subscribers.

IMPORTING BULK EMAIL SUBSCRIBERS

To import a bulk list of email subscribers, firstly ensure that your database is correctly formatted with appropriate information in separate columns:

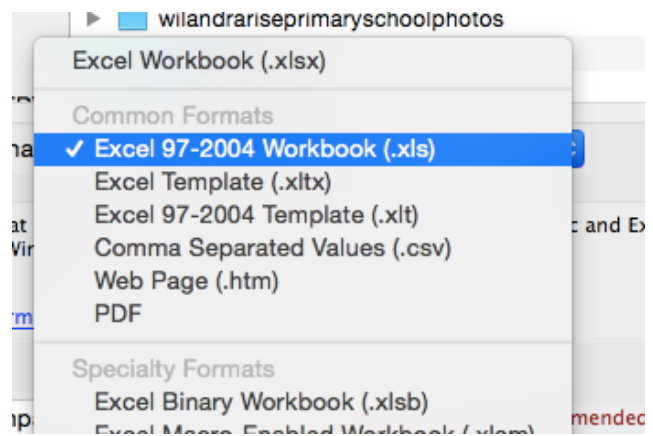
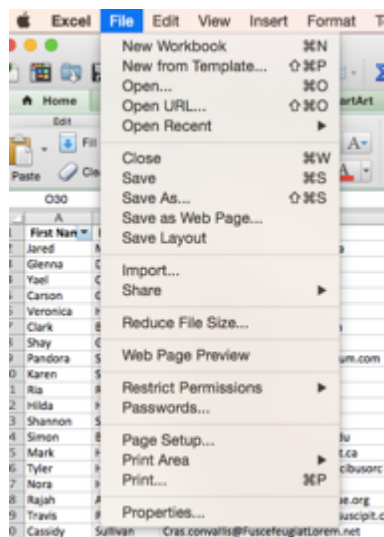
1. First Name
2. Last Name
3. Email address
4. Oldest Child's Name (Optional – Can be left blank)
5. Oldest Child's Year (Optional – Can be left blank)
6. Created On (**Must be a column** but can have no data in this column)
7. Status (**Must be a column** – if you fill column with **Yes**, then all the subscribers will be approved upon importing!)
8. Group 1
9. Group 2
- Etc.

Each group should have it's own separate column. See example on next page:

Importing bulk email subscribers

A	B	C	D	E	F	G	H	I	J	K
First Name	Last Name	Email	Eldest Child	Year	Status	Create	Group	Group	Group	Group
Jared	May	a.nunc.in@Vestibulumaccumsan.ca					Newsletter	Foundation	Year 2	Year 4
Glenna	Duffy	a@elitfermentumrisus.com					Newsletter	Foundation	Year 3	Year 5
Yael	Quinn	a@ipsum.net					Newsletter	Foundation	Year 3	Year 6
Carson	Gutierrez	accumsan@nec.com					Newsletter	Foundation	Year 3	
Veronica	Holcomb	Aenean.eget.magna@Mauris.com					Newsletter	Foundation	Year 4	
Clark	Bennett	aliquet.sem@vitaeodiosagittis.com					Newsletter	Foundation	Year 5	
Shay	Garrett	aliquet@luctuslobortisClass.edu					Newsletter	Foundation		
Pandora	Sherman	amet.consectetur.adipiscing@ipsum.com					Newsletter	Foundation	Year 3	
Karen	Stewart	amet.risus@Donec.com					Newsletter	Foundation	Year 4	
Ria	Rosales	arcu.Vestibulum.ante@eu.co.uk					Newsletter	Foundation	Year 5	
Hilda	Hickman	arcu@Nullamsemper.co.uk					Newsletter	Foundation		
Shannon	Spence	at@ametanteVivamus.net					Newsletter	Year 2	Year 4	Year 5
Simon	Bauer	auctor@enimcondimentumeget.edu					Newsletter	Year 2	Year 5	Year 6
Mark	Howe	bibendum.ullamcorper.Duis@amet.ca					Newsletter	Year 2	Year 6	
Tyler	Howe	consectetur.adipiscing.elit@infaucibusorci.com					Newsletter	Year 2	Year 3	
Nora	Hull	consectetur@odioauctor.co.uk					Newsletter	Year 2	Year 4	
Rajah	Avery	consectetur@vehiculaFellentesque.org					Newsletter	Year 2	Year 5	
Travis	Peck	conubia.nostra.per@lectusNullamscipit.com					Newsletter	Year 2	Year 6	
Cassidy	Sullivan	Cras.corvallis@Fuscefeugiatlorem.net					Newsletter	Year 2		
Warren	Sanchez	Cras@consequat.org					Newsletter	Year 2		
Shelly	Black	Cum.socils.natoque@Suspendisseac.co.uk					Newsletter	Year 2	Year 3	
Tana	Mullins	dictum@Nullam.net					Newsletter	Year 2	Year 4	
Sybill	Richmond	dictum@semperetiacInia.edu					Newsletter	Year 2	Year 5	Year 6
Indira	Mercer	dis.parturient@odiotristique.ca					Newsletter	Year 2	Year 6	
Ivan	Farley	dolor.Donec.fringilla@necmetus.ca					Newsletter	Year 2		
Alyssa	Bolton	dui@aaruc.net					Newsletter	Year 2		
Lynn	Hester	eget.mollis@facilisisnon.ca					Newsletter	Year 2		
Hamilton	Mayo	elit.Nulla.facilisi@placeranCrasdictum.org					Newsletter	Year 3		
Drake	Hoffman	elit@dolorQuisquetincidunt.com					Newsletter	Year 3		
Nicole	Pickett	enim.consequat@augue.com					Newsletter	Year 3		
Yuli	Snider	enim.nec.tempus@pulvinararcuet.ca					Newsletter	Year 4		
Leah	Clarke	enim@in.net					Newsletter	Year 5	Year 6	
Maite	Puckett	eros.nec.tellus@ametconsecteturadipiscing.edu					Newsletter	Year 5		
Phoebe	Sargent	est.ac@tincidunttempusrisus.com					Newsletter	Year 5		
Madonna	Foreman	est@lobortisquis.edu					Newsletter	Year 5		
Neve	Cooley	et.eros.Proin@rutrumurna.org					Newsletter	Foundation	Year 3	Year 4
Aileen	Pearson	et.magnis.dis@vulputatemauris.co.uk					Newsletter	Foundation	Year 3	Year 5
Brenna	Henry	fames@nonummyut.org					Newsletter	Foundation	Year 4	Year 6
Patrick	Byrd	faucibus.lectus@Crasdictumultrices.net					Newsletter	Foundation	Year 5	

1. Your new database should be saved as a .csv file. File, SAVE AS – Comma Separated Values (.csv)

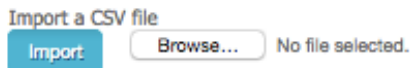


2. Go to COMMUNICATE – Email Subscribers. (Ensure you have exported a copy of your existing email subscribers as outlined above).

Importing bulk email subscribers

- Click on browse. Browse your computer for your new subscriber spreadsheet.

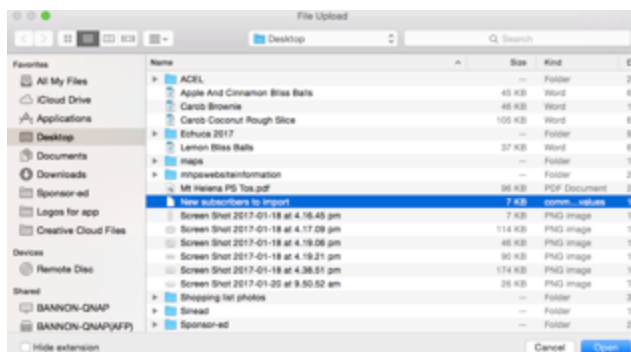
search...



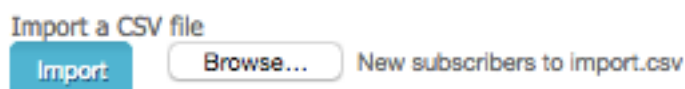
must be in the format: user@email.com, User Name, without quotes. This can take a while if there are many registries, so please be patient.

Manage Subscribers

- When you have found your file, hit open.































































- You will now see the file is listed in the CMS. Hit IMPORT.



Importing bulk email subscribers

must be in the format: user@email.com, User Name, without quotes.This can take a while if there are many registries, so please be patient.

Manage Subscribers

Email	First Name	Last Name	Created on	Modified on	Action
purus.Duis.elementum@societisismagna.org	Adena	Weeks	01/02/2017 03:47	01/01/1970 00:00	  
velit.egestas.lacinia@risusDonecegestas.edu	Adria	Roberson	01/02/2017 03:47	01/01/1970 00:00	  
et.magnis.djs@vulputatemaurs.co.uk	Aileen	Pearson	01/02/2017 03:47	01/01/1970 00:00	  
ultrices@elefendCras.org	Allistair	Collins	01/02/2017 03:47	01/01/1970 00:00	  
dui@aarcu.net	Alyssa	Bolton	01/02/2017 03:47	01/01/1970 00:00	  
lorem.luctus@sectusetretus.org	Aristote	Wiley	01/02/2017 03:47	01/01/1970 00:00	  
fames@nonummyt.org	Brenna	Henry	01/02/2017 03:47	01/01/1970 00:00	  
Nam.portitor.scelerisque@Nullafacilis.com	Brianna	Guy	01/02/2017 03:47	01/01/1970 00:00	  
posuere.at.velit@malesuadaaquet.com	Cadman	Hendricks	01/02/2017 03:47	01/01/1970 00:00	  
placerat.Cras.cictum@tristiqueeque.ca	Callin	Contreras	01/02/2017 03:47	01/01/1970 00:00	  
morbi.tristique@Duisgravidapraesent.co.uk	Candace	Brooks	01/02/2017 03:47	01/01/1970 00:00	  
nec.ante.Maecenas@loremluctus.edu	Carol	Meyer	01/02/2017 03:47	01/01/1970 00:00	  
accumsan@nec.com	Carson	Gutierrez	01/02/2017 02:53	01/02/2017 02:54	  
Cras.convallis@FuscefeugiatLorem.net	Cassidy	Sullivan	01/02/2017 02:53	01/02/2017 02:54	  
urna.convallis.erat@necenimNunc.com	Christopher	Vargas	01/02/2017 03:47	01/01/1970 00:00	  
aliquet.sem@vitaeodiosajitit.com	Clark	Bennett	01/02/2017 02:53	01/02/2017 02:54	  
fermentum.risus@montesnascetur.net	Cole	Green	01/02/2017 03:47	01/01/1970 00:00	  
sit@rhonusNullamvelit.org	Damian	Nixon	01/02/2017 03:47	01/01/1970 00:00	  
montes.nascetur.ridiculus@malesuadafringilla.co.uk	Darryl	Booker	01/02/2017 03:47	01/01/1970 00:00	  
malesuada.fames@aenimSuspensisse.org	Deacon	Moore	01/02/2017 03:47	01/01/1970 00:00	  

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