

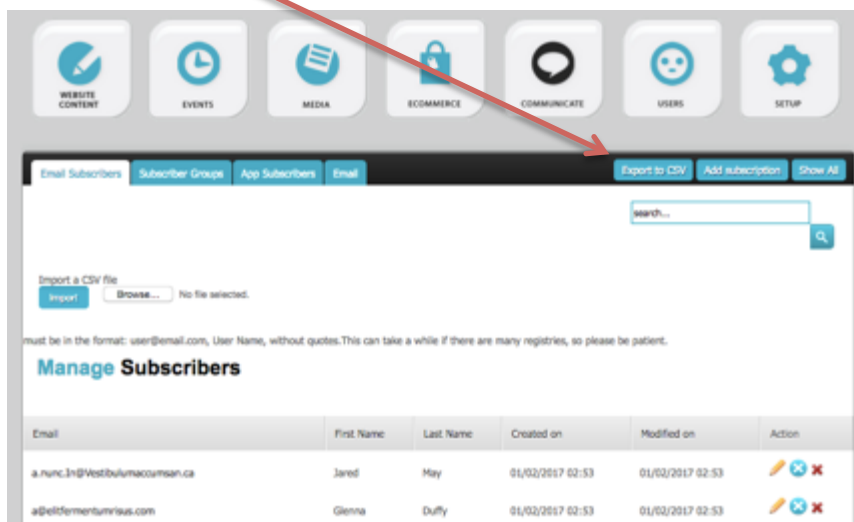
# Importing bulk email subscribers

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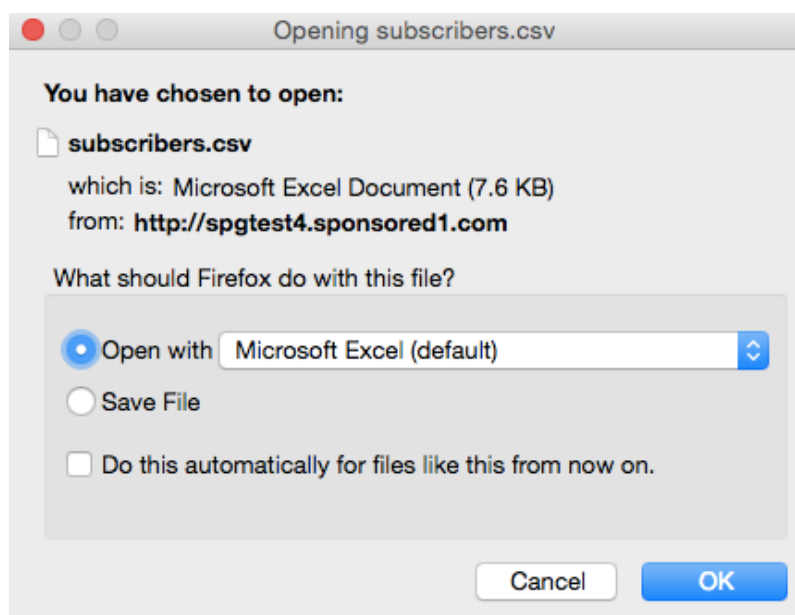
The sponsor-ed system will allow you to easily refresh your email database at any time. We do suggest that you EXPORT your existing list first, to ensure you have a copy of your existing database should you run into any trouble.

## 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@vitaeadiosagittis.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:

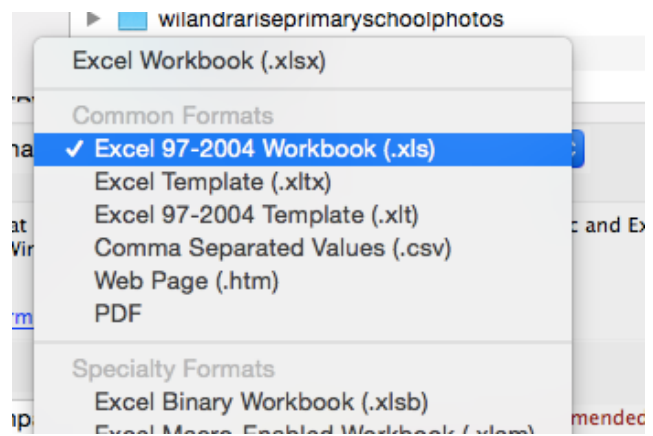
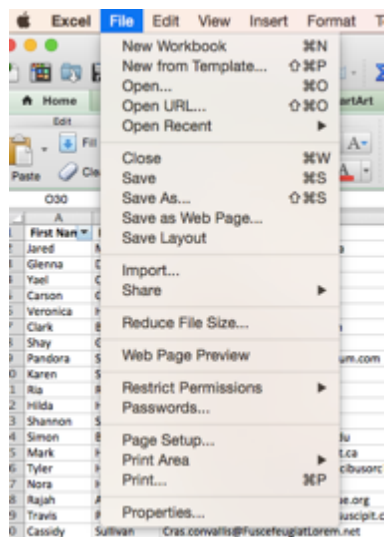
1. First Name
2. Last Name
3. Email address
4. Oldest Child's Name (Optional – Can be left blank)
5. Oldest Child's Year (Optional – Can be left blank)
6. Created On (**Must be a column** but can have no data in this column)
7. Status (**Must be a column** – if you fill column with **Yes**, then all 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@semperetlacinia.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)

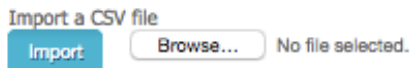


2. Go to COMMUNICATE – Email Subscribers. (Ensure you have exported a copy of your existing email subscribers as outlined above).

# Importing bulk email subscribers

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

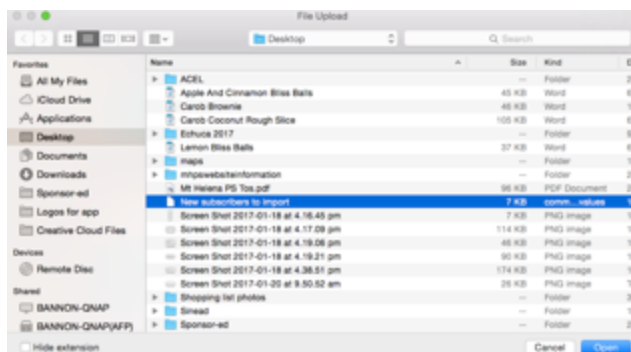
search...



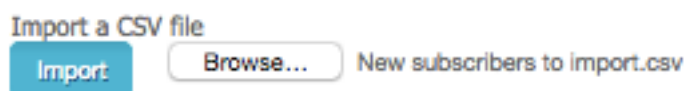
must be in the format: user@email.com, User Name, without quotes. This can take a while if there are many registries, so please be patient.

## 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@societatisinagna.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	Aristotle	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@vitaeodiosajttis.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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