

ActiveCampaign List

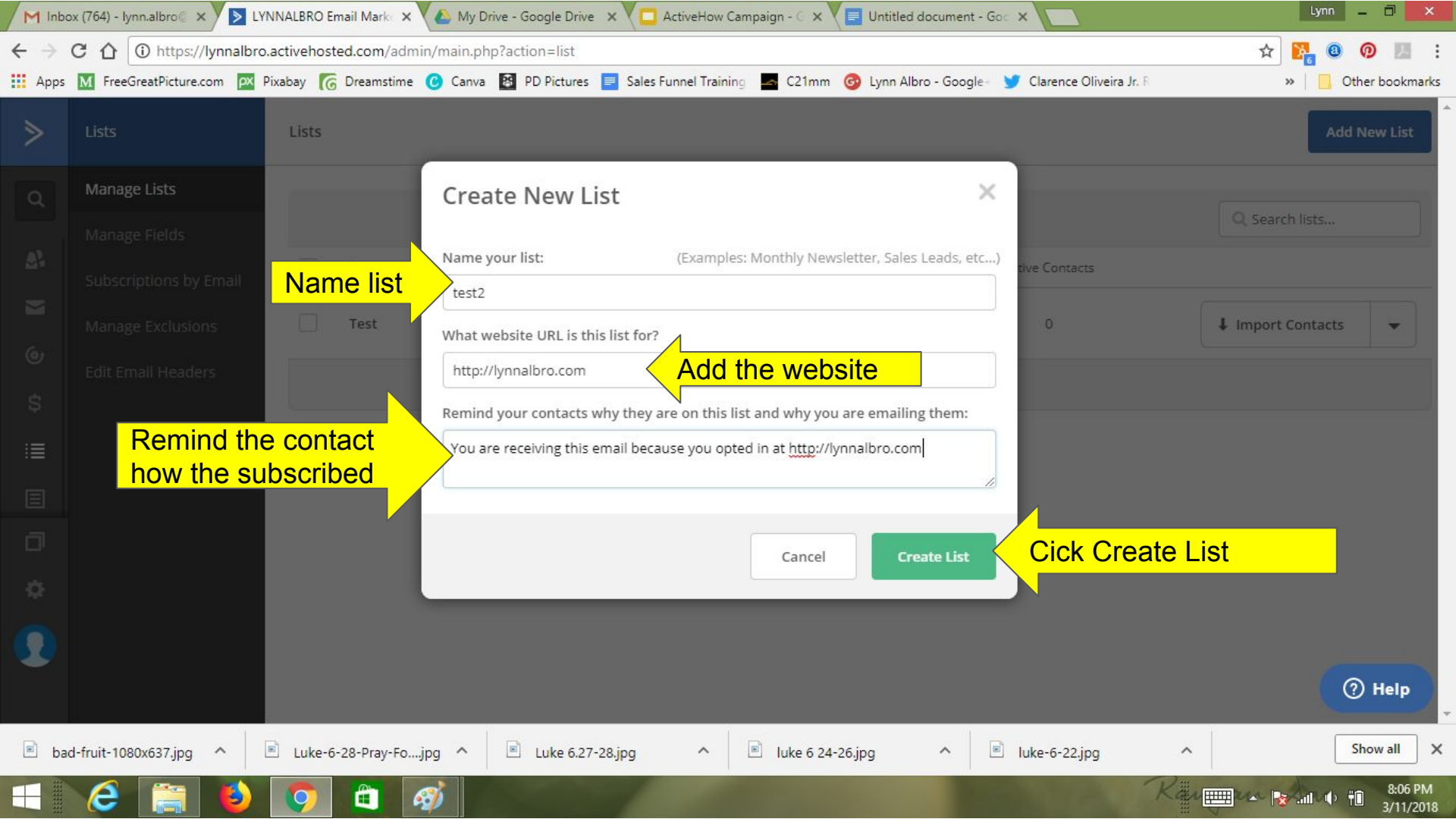
How to set up a Contact List

Choose **Lists** in the left-hand column

The screenshot shows the Lynnalbro Email Marketing dashboard. The left-hand navigation column contains the following items: Search, Contacts, Campaigns, Automations, Deals, Lists, Forms, Apps, Settings, and Lynn. A yellow arrow points to the 'Lists' item. The main dashboard area includes a 'Getting Started' section with a progress bar (44%) and buttons for 'Import Contacts', 'Create a Form', 'Create a Deal', and 'Integrate Service'. Below this are sections for 'All Contacts' (0), 'Contact Trend' (line graph), 'News' (Announcing our Improved Navigation), 'Campaigns' (Create New, Your April Website Stats, Boating Magazine Reader Survey, New Condo Opens Soon!, Updated Login Information, Summer Soccer Camp Preview Issue), and 'Automations' (Create New, test). The right-hand sidebar features a 'Create New Campaign' button and a 'Recent Activity' section with five entries: '5 Replies to campaigns' (3 days ago), '7 Replies to campaigns' (25 days ago), '5 Replies to campaigns' (2 months ago), '7 Opened' (2 months ago), and '7 Unsubscribed'.

Click on Add New List

The screenshot displays the 'Lists' management interface. At the top right, a blue button labeled 'Add New List' is circled in red, with a red arrow pointing to it. The interface includes a sidebar on the left with navigation options: 'Lists', 'Manage Lists', 'Manage Fields', 'Subscriptions by Email', 'Manage Exclusions', and 'Edit Email Headers'. The main content area features a search bar labeled 'Search lists...' and a table with the following columns: 'Name', 'Recent Contacts', and 'Active Contacts'. The table contains one entry: 'Test', with five contact icons under 'Recent Contacts' and '0' under 'Active Contacts'. An 'Import Contacts' button is located to the right of the table. A 'Help' button is visible in the bottom right corner. The browser's address bar shows the URL 'https://lynnalbro.activehosted.com/admin/main.php?action=list'. The Windows taskbar at the bottom shows the time as 7:43 PM on 3/11/2018.



Create New List

Name your list: (Examples: Monthly Newsletter, Sales Leads, etc...)

test2

Name list

What website URL is this list for?

http://lynnalbro.com

Add the website

Remind your contacts why they are on this list and why you are emailing them:

You are receiving this email because you opted in at <http://lynnalbro.com>

Remind the contact
how the subscribed

Cancel

Create List

Click Create List

Help

bad-fruit-1080x637.jpg

Luke-6-28-Pray-Fo...jpg

Luke 6.27-28.jpg

luke 6 24-26.jpg

luke-6-22.jpg



Show all

8:06 PM
3/11/2018

- Lists
- Manage Lists
- Manage Fields
- Subscriptions by Email
- Manage Exclusions
- Edit Email Headers

Lists

Add New List

<input type="checkbox"/>	Name ▲	Recent Contacts	Active Contacts	
<input type="checkbox"/>	Test		0	↓ Import Contacts
<input type="checkbox"/>	test2		0	↓ Import Contacts

Click link name to add contact

Help

Contacts

Contacts

Manage Scoring

Manage Tags

Manage Exclusions

Perform Batch Actions

Manage Organizations

Manage Tasks

Database Sync

Contact Profile

Email:

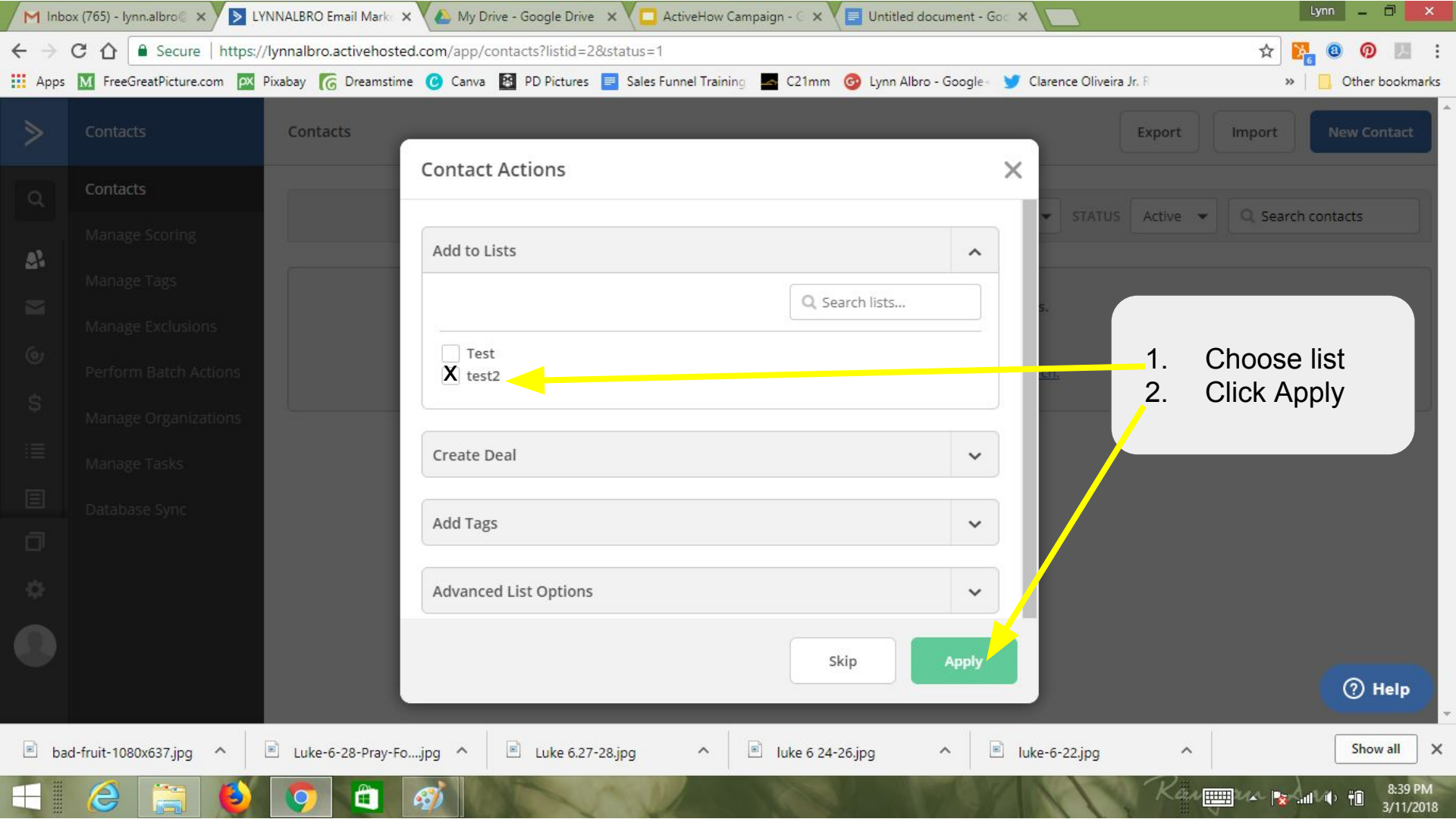
First name:

Last name:

Phone Number:

Organization:

1. Click New Contact
2. Fill in the blanks
3. Click Add Contact



Contact Actions

Add to Lists

Search lists...

Test

test2

Create Deal

Add Tags

Advanced List Options

Skip

Apply

1. Choose list
2. Click Apply

Help


- Contacts
- Contacts
- Manage Scoring
- Manage Tags
- Manage Exclusions
- Perform Batch Actions
- Manage Organizations
- Manage Tasks
- Database Sync

Contacts (1)

To add a contact list click import

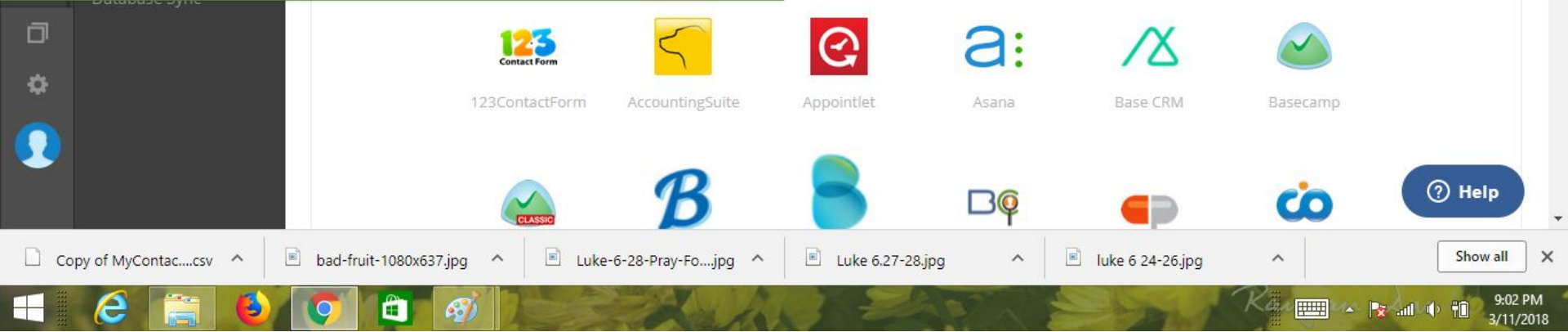
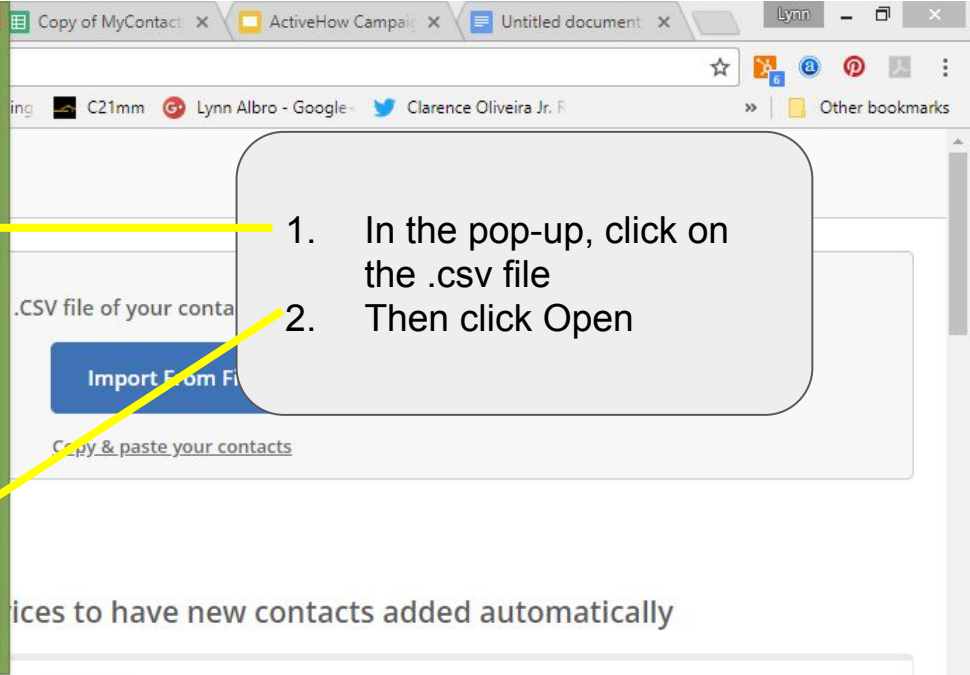
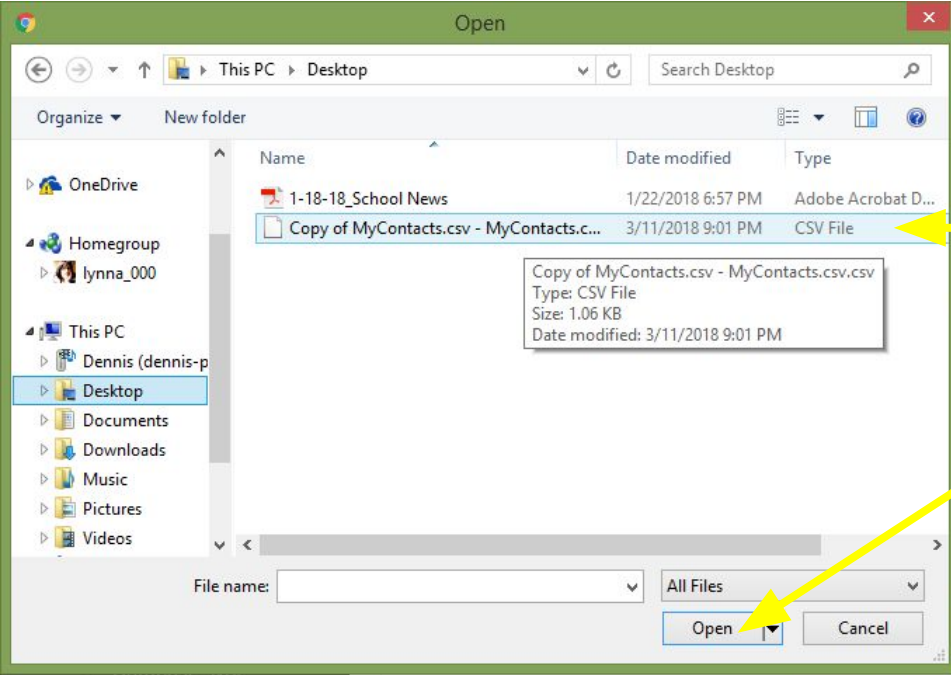
Import New Contact

Edit All TAGS All LIST test2 STATUS Active Search contacts

<input type="checkbox"/>	Full Name	Email	Phone	Organization	Date Added	Social	
<input type="checkbox"/>	 Lynn Albro	lynn.albro@gmail.com	2096148010	-	03/11/2018 20:38	-	Email

ROWS 20

Help



Navigation sidebar with the following items: Contacts, Contacts, Manage Scoring, Manage Tags, Manage Exclusions, Perform Batch Actions, Manage Organizations, Manage Tasks, Database Sync.

Select Fields to Map

Map the fields, make sure they match up. When done, scroll down and click Import Now.

Column To Import	Map Into Field
First Name (text)	First Name
Last Name (text)	Last Name
Mobile Phone (text)	Phone
E-Mail Address (text)	

Select lists (optional)

- Test
- test2

Add tags (optional)

- Do Not Import This Field
- Email Address
- First Name
- Last Name
- First & Last Name
- Phone
- Tags
- Organization
- Create Date
- IP Address
- Computer Info

Contacts

Return Home

Contacts

Manage Grouping

Manage Tags

Manage Exclusions

Perform Batch Actions

Manage Organizations

Manage Tasks

Database Sync

Import Contacts

You should get the message: 'Your import has been completed'

To go back to the Dashboard, click the Active Campaign icon

Your import has been completed.

[Import More Contacts](#) | [View Report](#) | [Create a Campaign](#)



[? Help](#)