Email For Advocacy and Community Organizing: Basics, Essentials, and Best Practices

Democracy In Action: Uploading Your List

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Upload Data

- Click on top tab labeled “Your List”
- On the left bar click on the link “Import Supporter List” underneath Import Data

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HEADQUARTERS

Radical Designs :r
Home| FAQ| Tickets| Logou

Your List | Email | Reports | Website | Templates | Configuration

List Manager
- Add Supporter
- List or Find Supporters
- Manage Groups
- Deduplicate
- Interests
- All contact history items
- Unsubscribes

Queries
- Create a new Query
- Run an existing Query
- Export Data

Import Data
- Import Supporter List
- Your Import Status
- Upload request details

Add Supporter

First Name
Last Name
Email
Phone

Save

Last Modified
- Email blast:5
- Email blast:5
- Email blast:5
- Email blast:5

Manage your list of supporters

Basic Search

Standard search:

First Name
Last Name
Email
Phone
Street
State
Zip

Search

Search using:

Email starts with:

Search

Click Here to Import Data

Advanced Search

Create New Query -->

Quick Add

Title Select Title
First Name
Last Name
Email
Phone

Upload List

- Add supporters' email addresses and names in the large box at the bottom of the screen
  - Separate by commas (no spaces)
  - Line breaks between records
  - david@radicaldesigns.org,David,Taylor
- Change the "Field Delimiter" to comma
- Optionally you can upload a spreadsheet with a list of your supporters

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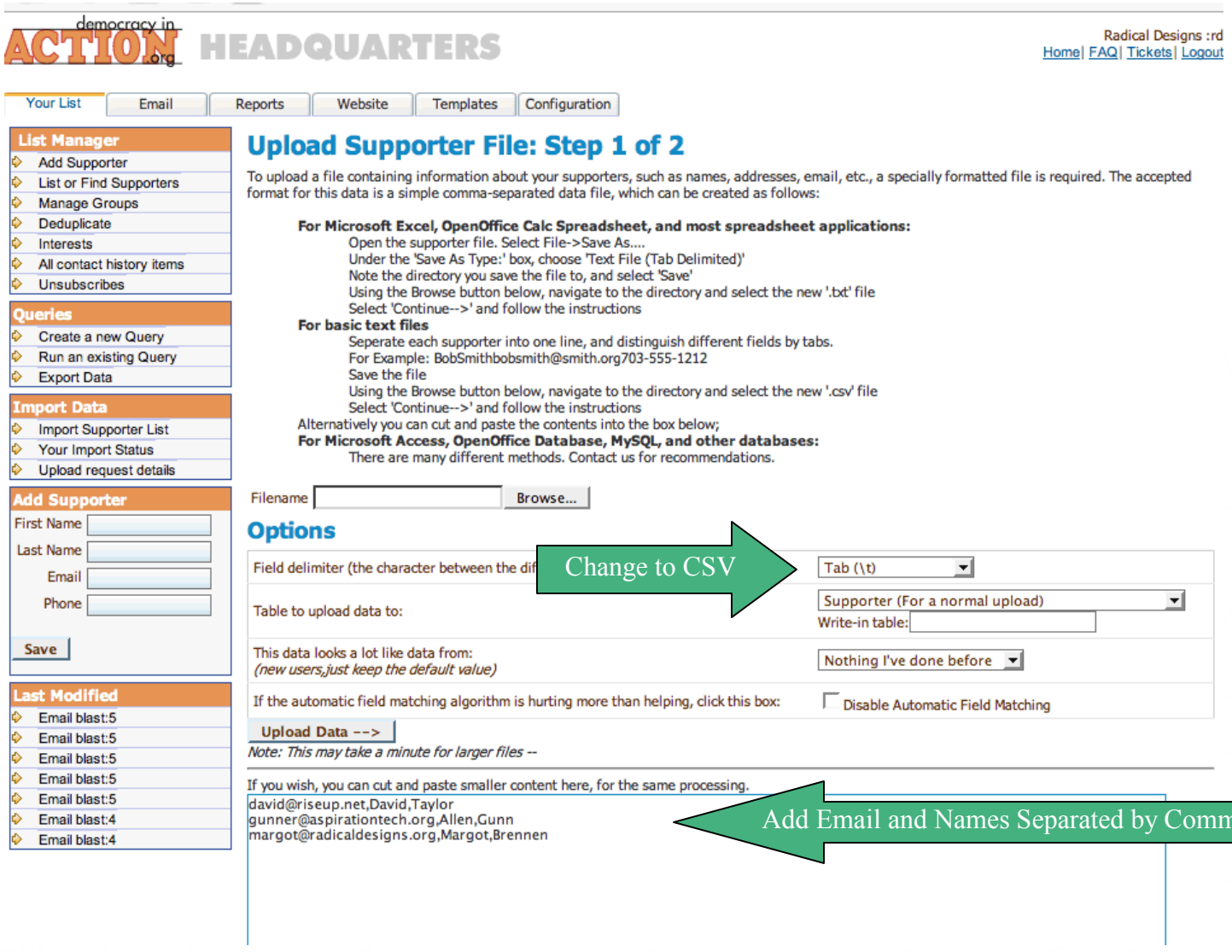

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Upload- Field Matching

- Match the items that you uploaded to the fields you want them to match in the database
  - Example: David -> First Name
- Click "Submit for Upload" button

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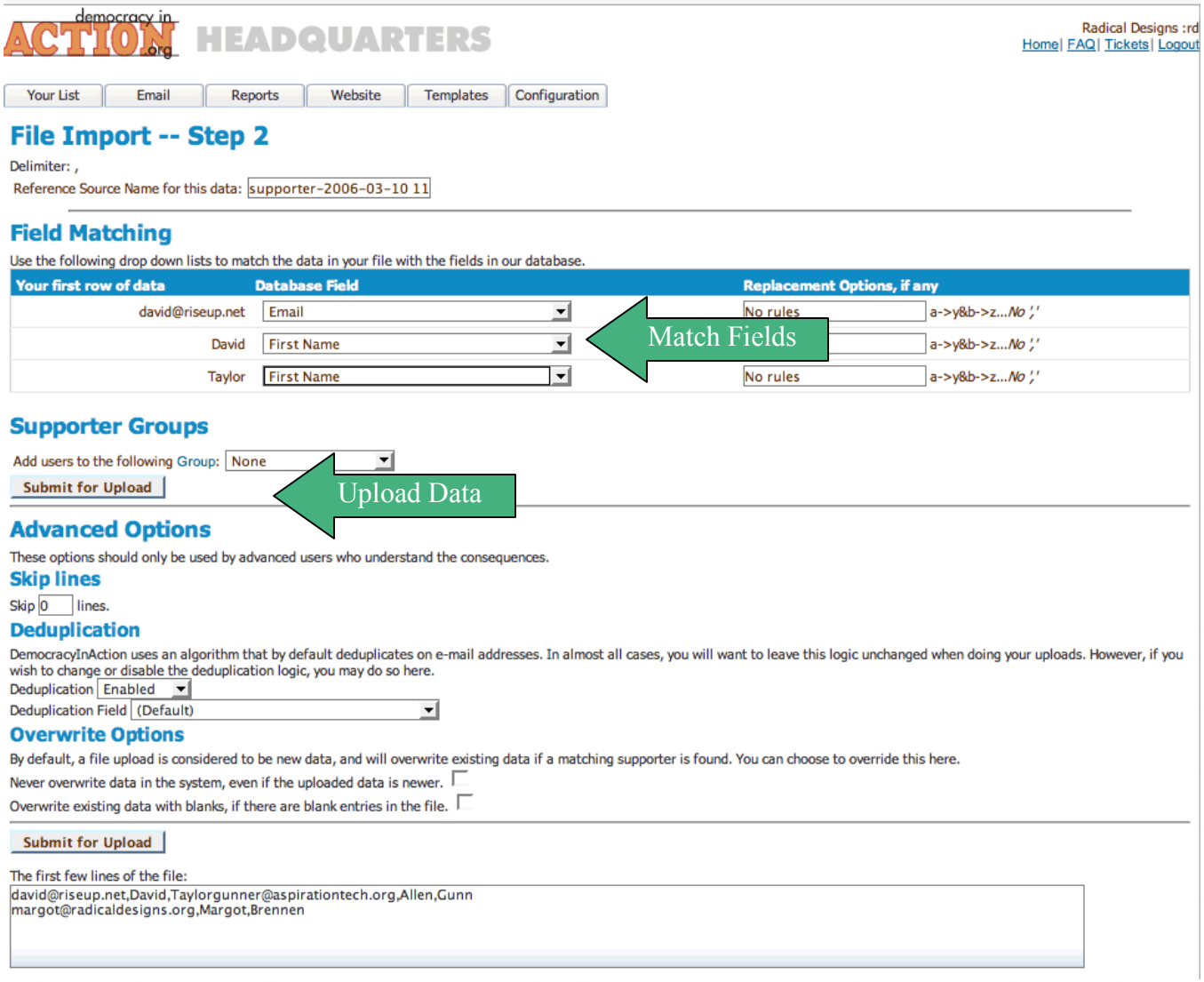

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Upload - Results

- After you have finished your upload, it may take a few seconds for your data to be processed
- Wait a few seconds and then click on "Your Import Status" on the left side bar.
- Check and see the number of supporters created and updated.
- Look at your list of supporters to make sure they uploaded correctly

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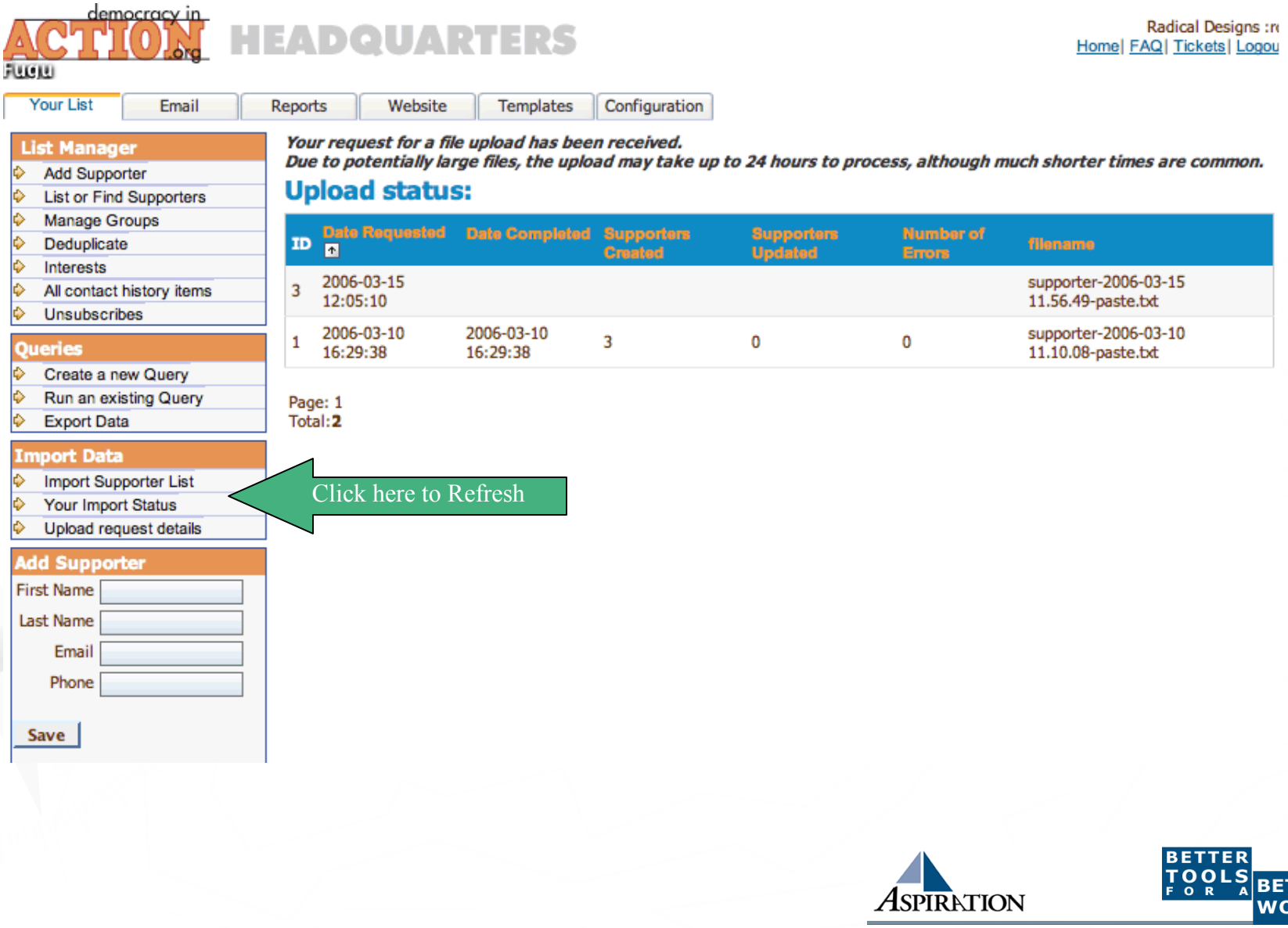

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End Of Section

- Questions?
- Comments?

Thank You!

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