



Quick Start Guide To:

How to Copy a Drip Marketing Campaign Sequence

This quick start guide will explain how to copy a Drip Marketing Campaign Sequence.

Copying a Campaign Sequence can be useful if you have set up a previous Campaign Sequence that you liked, but now want to use for another purpose (for instance, an Anchor Date Campaign Sequence centered around a particular date that you now wish to center around a different date), or if you would like to use some of Swiftpage's pre-built Campaign Sequences for your own purposes.

The following steps should be followed when Copying a Campaign Sequence:

1. From the Drip Marketing Campaign Sequence Manager, click on the button that says "Copy campaign sequence..."
2. Once the Campaign Sequence Copy screen opens, highlight the Campaign Sequence you would like to copy. Note: the default selection will be "Global sequences," meaning the pre-built Campaign Sequences that Swiftpage provides. If you would like to choose from your own Campaign Sequences to copy, check the box next to "Local sequences." The Drip Sequence Info on the right hand side will tell you what type of Campaign Sequence it is, how many Stages it contains and which user owns the Campaign.
3. Put in a name, description and sender for the Campaign Sequence you are copying—once the copy is made, this name, description and sender will be associated with the new Campaign Sequence.
4. If desired, determine the number of days, weeks, months or years you would like your Campaign Sequence offset by in relation to the Sequence you are copying. For instance, if you are copying an Anchor Date Campaign Sequence centered around July 15, you can offset that Sequence by two months so that the Anchor Date for your new Campaign Sequence is September 15.
5. Click on "Copy Sequence" to complete the Sequence copy process, then select Yes when it asks you to confirm. You will then need to click on the Campaign Manager button again to return to the Drip Marketing Campaign Sequence Manager. Or, you can click on the "Copy and Edit Sequence" button, click Yes to confirm, and you will be

taken immediately to your new Campaign Sequence, where you can modify the Campaign Sequence.

6. That's it! Your Campaign Sequence has been copied, and you now have a new Campaign Sequence available to you.