Swiftpage E

Quick Start Guide to:

Distributing a Template

The Distribute feature allows you to share your Swiftpage templates with users on a separate Swiftpage account. This Quick Start Guide will walk you through the steps of distributing a template.

1. Go to www.swiftpageconnect.com.

2. Enter your account details at the top of the screen and click Submit.

3. Once you are on the Swiftpage Connect Portal, click Edit User Profile.
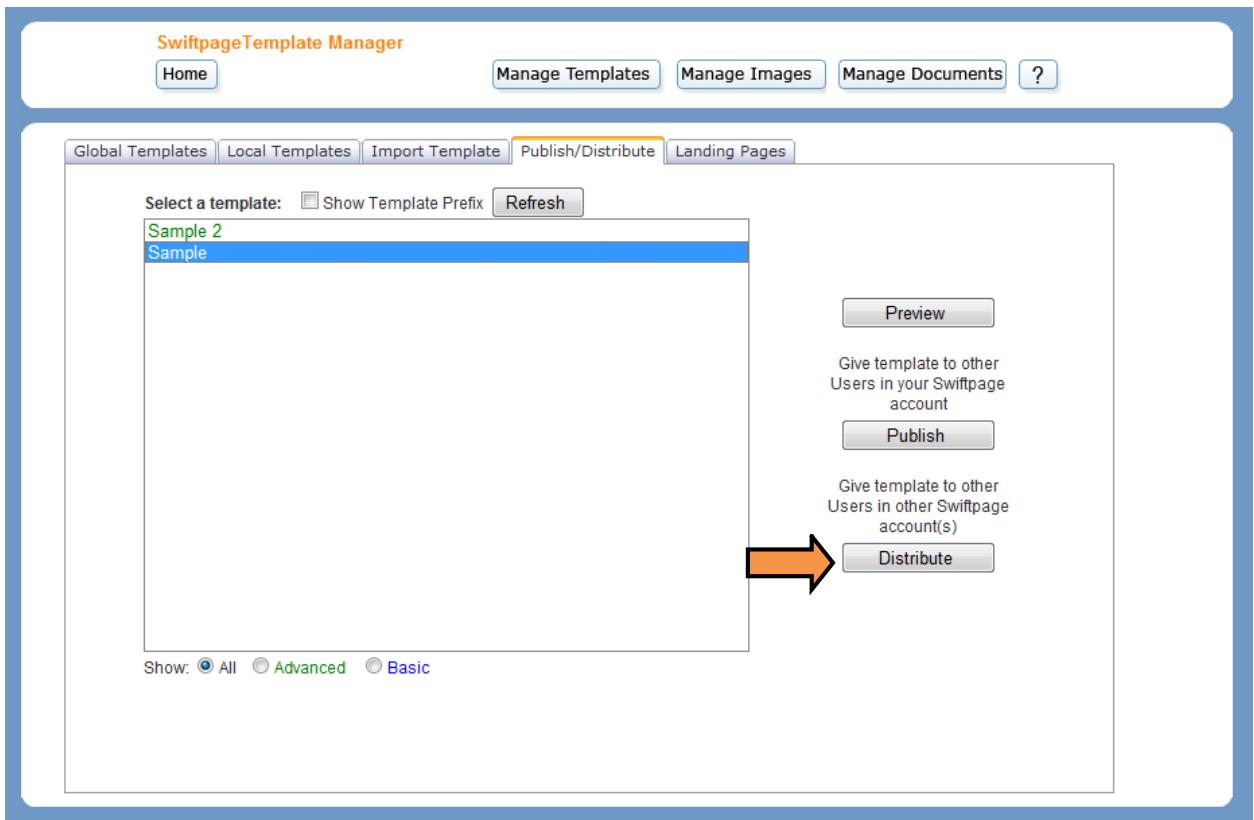

4. Click Distribution.

5. Enter the information of the account and user that you would like to Distribute to in the fields under the Distribute TO: column and click Submit. The recipient account and user must also list your details under the Receive FROM: column of their user profile.

6. Click Home. Once you are on the Swiftpage Connect Portal, click Template Editor.

7. Click the Publish/Distribute tab.
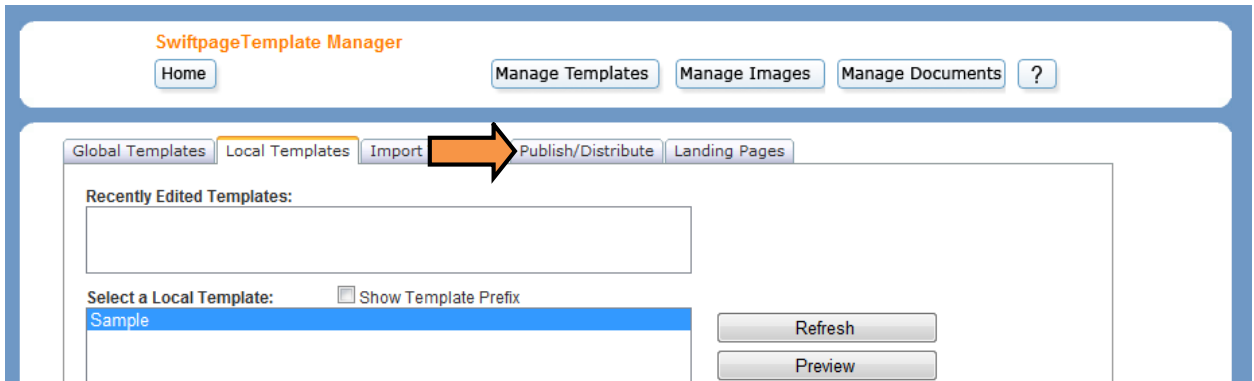
8. Highlight the template that you would like to Distribute and then click the Distribute button.

9. Select the recipients by choosing their information from your distribution list and clicking the >> button, uploading a distribution list in a CSV format, or by manually entering their account and user information in the fields provided and clicking Add>>. Click Next.

10. The system will validate each of the recipients and then provide an overview of the results. Click Next.

11. Check the Distribute as read-only checkbox if you would like to ensure that the recipients cannot make any changes to the template. Click Schedule Distribution.
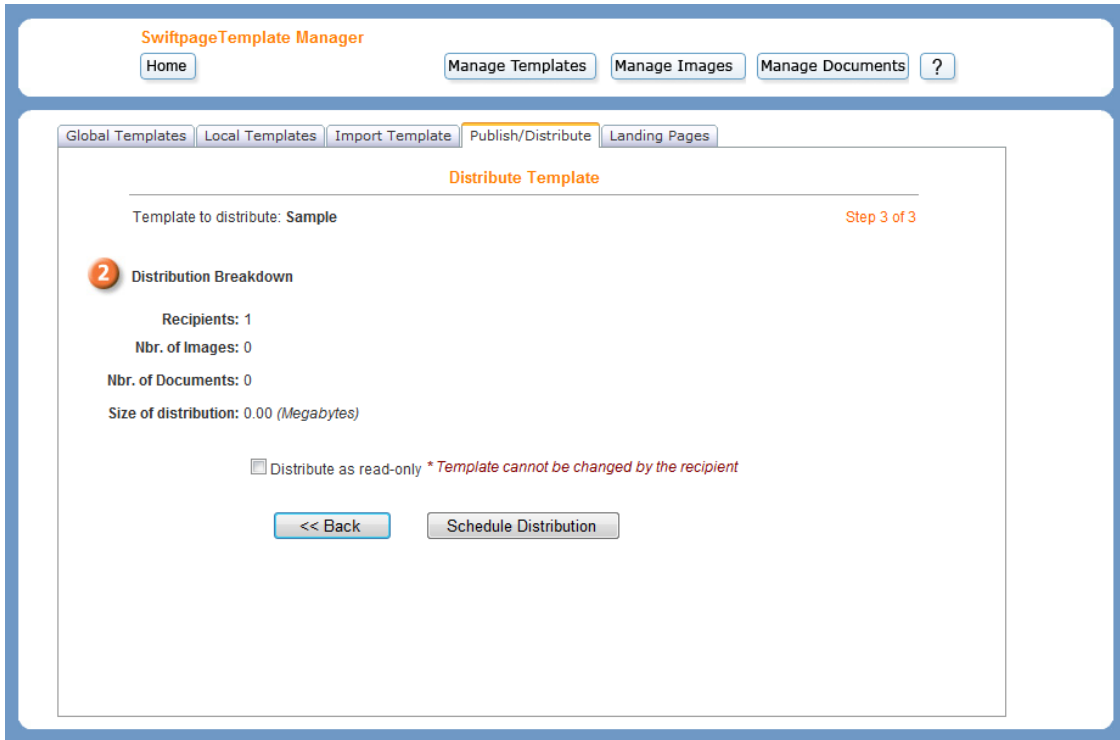
12. You will receive a confirmation message once your template has been successfully scheduled for distribution. Click OK to return to the Publish/Distribute tab.