Quick Start Guide To:

Adding an Export Stage to Your Drip Marketing Campaign Sequence

This quick start guide will explain how to create an Export Stage for your Drip Marketing Campaign Sequence.

Please note: the Export Stage is only available with the Platinum Drip Marketing service level.

1. In the Campaign Sequence Edit screen, click on the icon for Export.
2. Fill in the fields:
   a. Name: give the Export Stage a name.
   b. Comments: any comments you want to add would go here.
   c. Export on: choose the date and the time you wish to export the contact list.
   d. Export to: enter the email address to which you would like to export the contact list.
   e. Message: enter any message you would like to add to the email that is sent with the exported names.
   f. Contacts: select which contacts you would like to export, and (if desired) filter based on previous Campaign Stages, or filter based on criteria from your database.
   g. Options: check the box here if you wish to receive a reminder to sync your database prior to the contact list being exported.
   h. Email notification: if you wish to receive a notification about the Export Stage before or after the contact list is exported, select the appropriate options and check the box here.
3. Now you are ready to add the Export Stage to your Campaign Sequence: Click the Add Stage button, and the Export Stage will be added to your Drip Marketing Campaign Sequence. You're all done with that Stage!