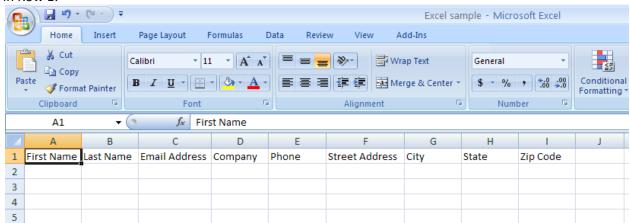


Quick Start Guide to:

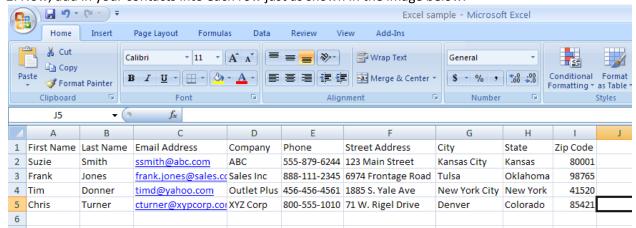
Creating Your Database

Please refer to the image below; use Microsoft Excel or a similar spreadsheet to set up your database.

1. "Row 1" will have all your column headings. First Name, Last Name, Email Address are required; you may have any other information within your database as you desire, just remember to name the column in Row 1.



2. Now, add in your contacts into each row just as shown in the image below.



lick on File > Save As, give the list a name and then be sure to choose CSV (Comma Delimited type. You are now finished creating your CSV list and can upload it using the Sage E-marketing nager.	