



Quick Start Guide to:

## Creating and Using List Builder Surveys

A List Builder survey is used to gather new contacts that will be added to your List Manager database. This Quick Start Guide details how to create and implement a List Builder survey.

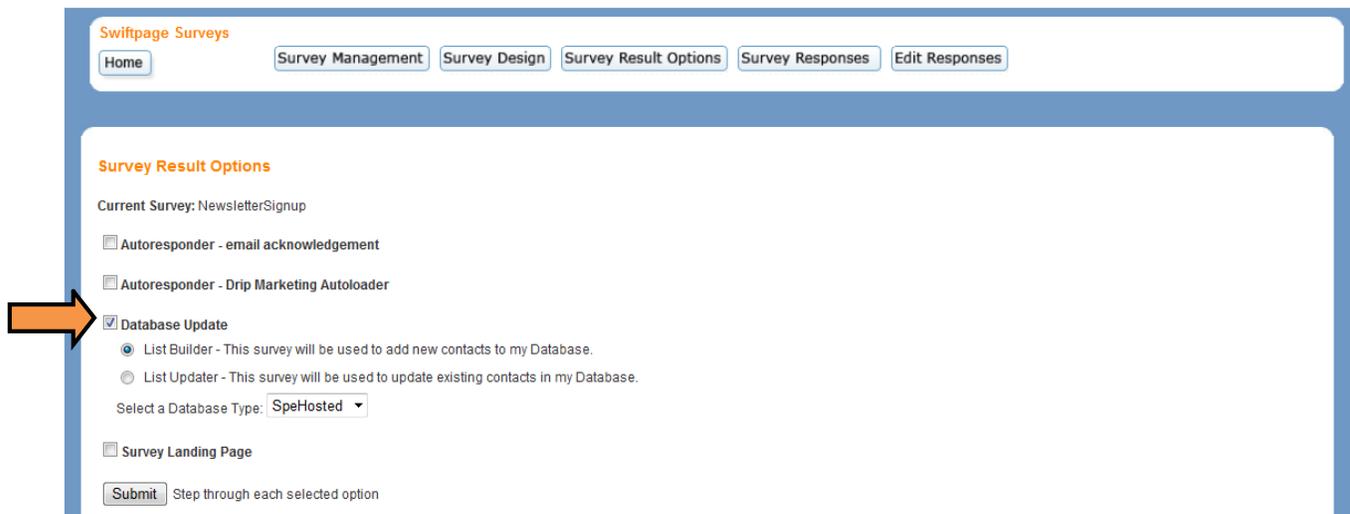
1. Go to [www.swiftpageconnect.com](http://www.swiftpageconnect.com).
2. Enter your account details at the top of the screen and click Submit.
3. Once you are on the Swiftpage Connect Portal, click Surveys.

The screenshot shows the Swiftpage Connect dashboard. On the left, there are navigation buttons for Template Editor, Reports, Call List, Drip Marketing, Leads, Send Email, List Manager, Surveys, and Social Sharing. The 'Surveys' button is highlighted with an orange arrow. Below these are buttons for Live Demos, Feature Tours, Consultants, Swiftpage Support, Deliverability, and Education Center. On the right, there is a sidebar with account details for 'brightpeak' and 'My Swiftpage'. The account details include Account Name (rs\_121211\_spe), UserID (rs\_121211\_spe), Service Level (Team), Drip Marketing Service Level (Free), and Send Limit (100). Below the account details are buttons for Edit User Profile, Manage Account, and Upgrade Account. At the bottom of the sidebar, there is support information: Monday-Friday, 5:00am - 8:00pm EST, Phone: 1 (877) 228-8377, For international customers +1-303-978-1000, Email: support@swiftpage.com.

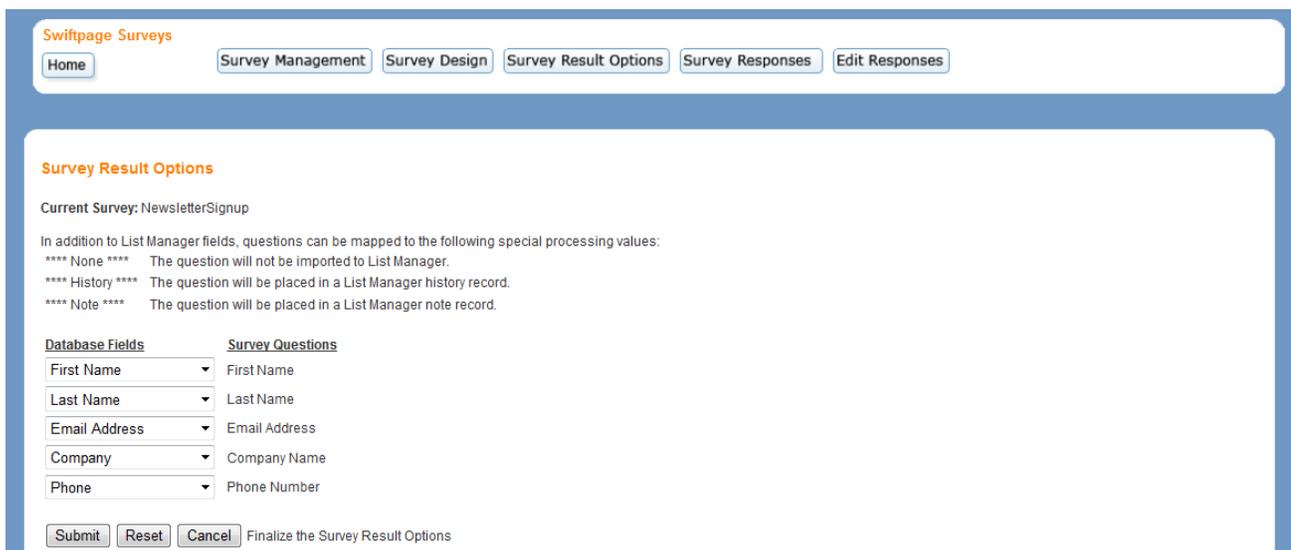
4. Create a survey that asks for basic contact information and any other data that you would like to gather (**note:** List Builder surveys must include an email address field). Swiftpage provides two surveys (SpListBuilder and SpListBuilderLong) that you might consider using as a foundation and then catering to meet your needs.
5. Click Survey Result Options.



6. Check the Database Update checkbox. Click the List Builder radio button, select SpeHosted from the drop down menu, and then click Submit.

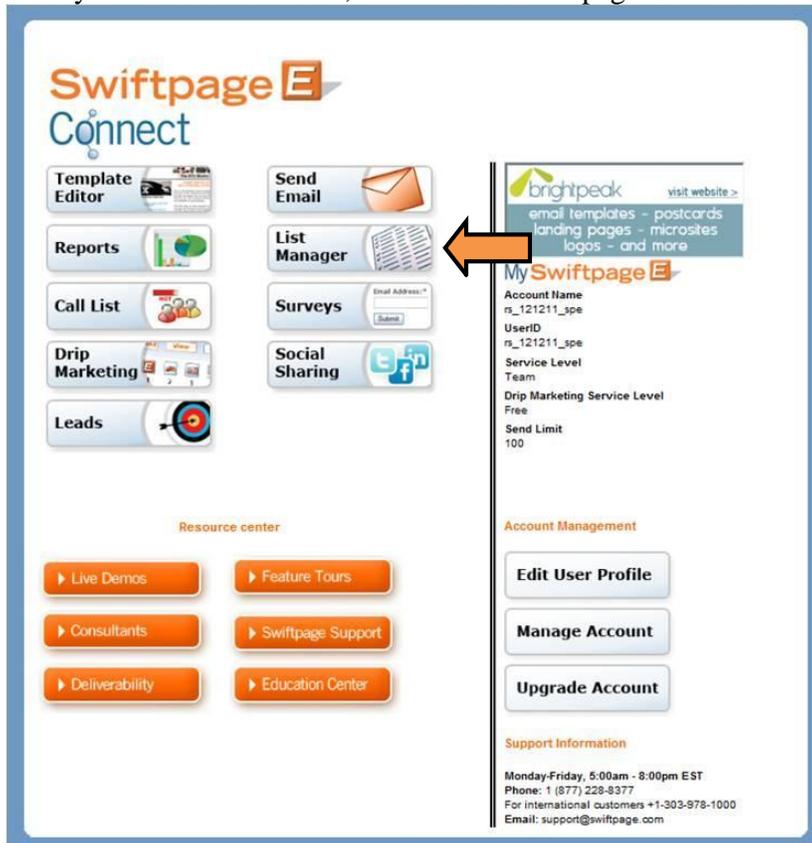


7. Map each survey question to the desired database field by selecting the field from the drop down. Click Submit.

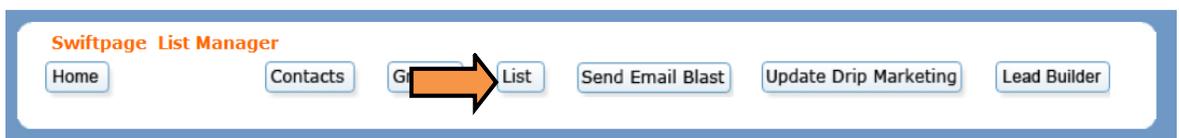


8. Place the link on your website so that potential contacts can easily access the survey.

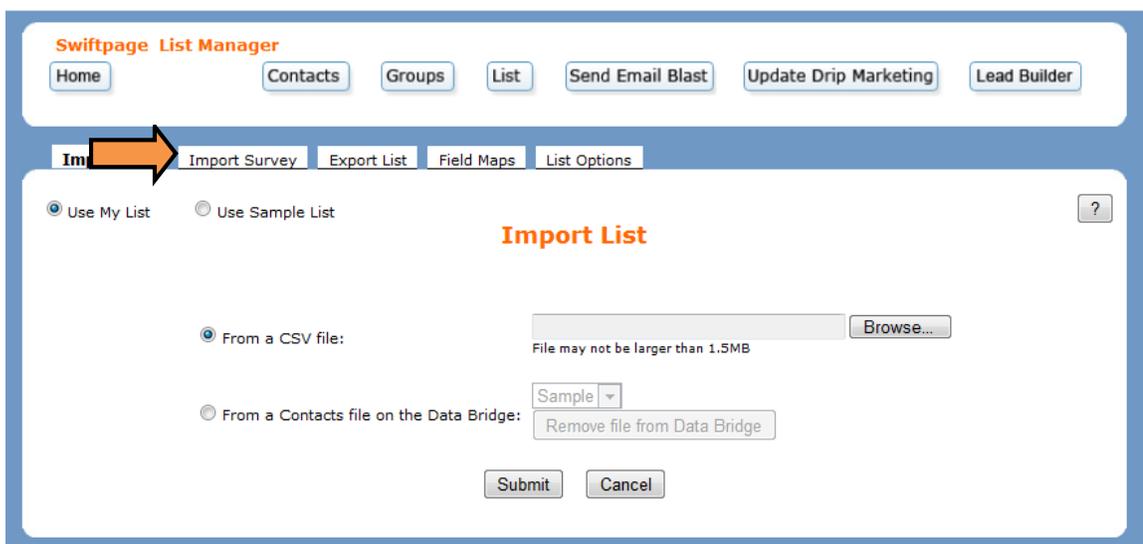
9. Once you have some results, return to the Swiftpage Connect Portal and click List Manager.



10. Click List.



11. Click Import Survey.



12. Select the survey and click Build/Update List.

**Import Survey**

Prompt me before adding or updating contacts

Select a Survey

	Surveys	Survey Type	Total Responses	Not Applied
<input checked="" type="radio"/>	NewsletterSignup	List Builder	3	3
<input type="radio"/>	SpListBuilder	List Builder	1	0
<input type="radio"/>	SpListBuilderLong	List Builder	0	0

**Build/Update List** **Manage Surveys**

13. Review the Survey data. Click Add New Contact to add this contact and proceed to the next new contact entry. Click Add this contact and all others to add any new contacts without reviewing their entries. Select Ignore Contact to skip the contact and not import it to your database. Choose Ignore this contact and all others to skip the current contact as well as any other new contacts.

**Swiftpage List Manager**

**Add Contact**

Do you want to add this contact to your list?

Retain Contact(s) as Not Applied

**Add New Contact** **Add this contact and all others** **Ignore Contact** **Ignore this contact and all others**

Field Name	Value
First Name	Technical
Last Name	Support
Email Address	support@swiftpage.com
Company Name	
Phone Number	

14. Review the results. Click OK to return to the initial Import Survey page.

Import List

**Import Survey**

Export List

Field Maps

List Options

## Survey Import Results

The survey data was successfully retrieved and processed with the following results:

3 Records downloaded

3 New records added

0 records updated

OK