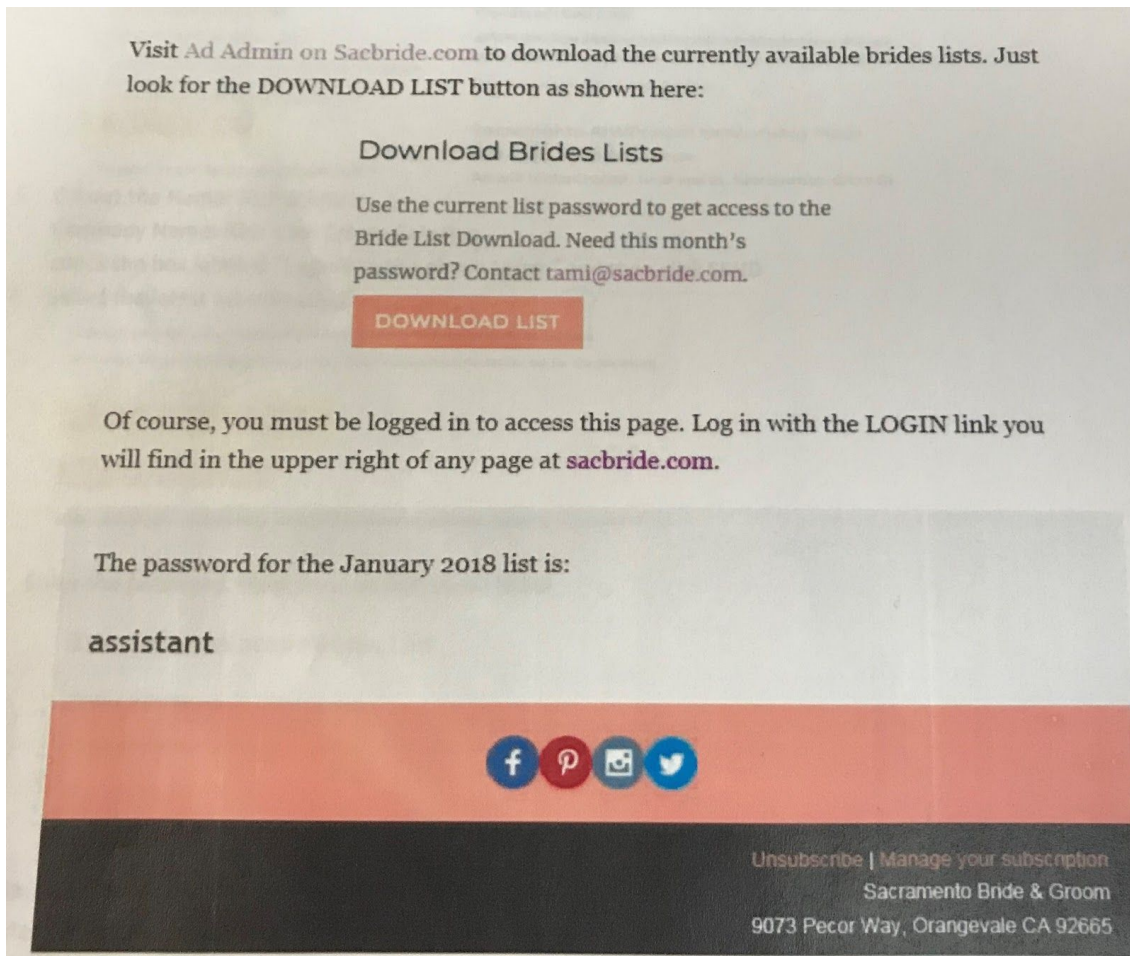


Downloading and adding new contacts from Sacbride.com

1. Check the latest email from Sacbride.com to see the password for the new list



2. Click the link or navigate to www.Sacbride.com

3. Click **LOGIN** and use the following credentials:

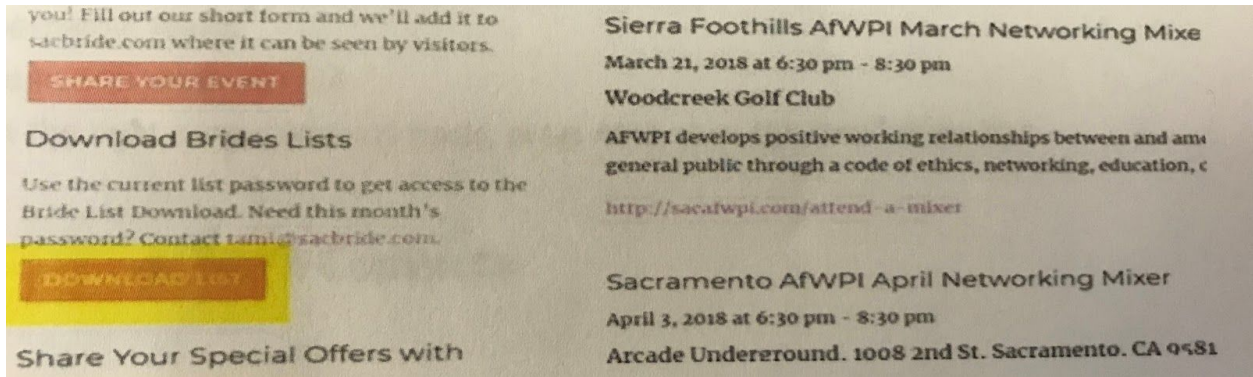
username: RichsIceCream

password: TastyTime2017

4. Click the **MY AD ADMIN** button on the navigation bar:



5. Scroll down the site and click on **DOWNLOAD LIST** on the left pane, under **DOWNLOAD BRIDES LIST**:

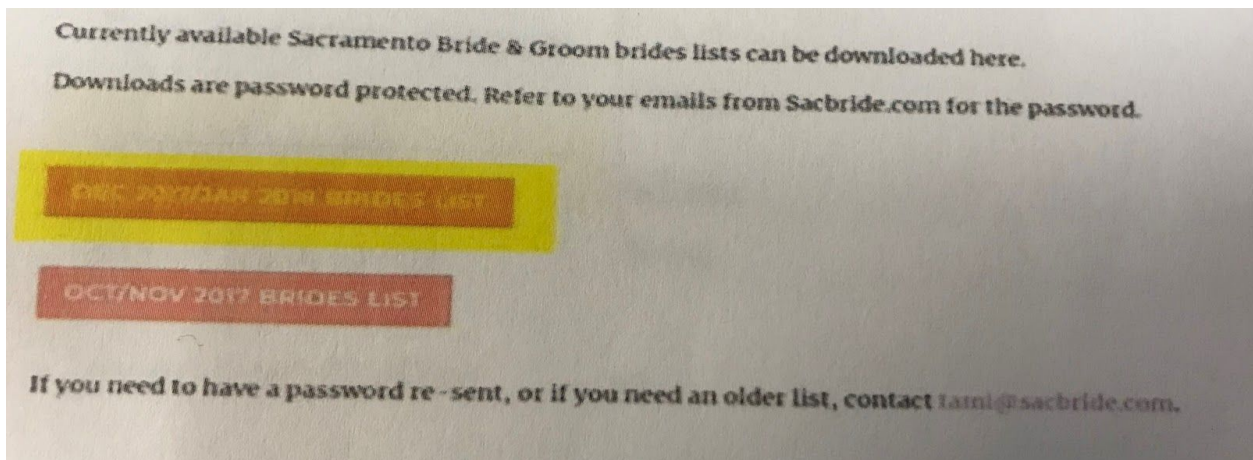


6. Fill out the Name: Rich Johnson

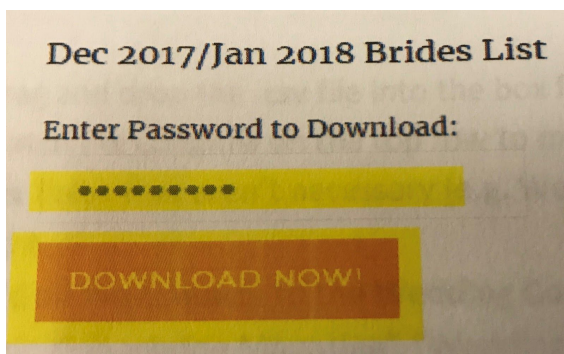
Company Name: Rich's Ice Cream Catering

check the box labeled "I agree to the above terms" and then click **SEND**

7. Select the latest list uploaded:



8. Enter the password, then press **DOWNLOAD NOW**



9. Save the .zip file to the Dropbox\RICH'S ICE CREAM CATERING\RICH'S MARKETING CONTACT LISTS\Sacbride Mag List folder

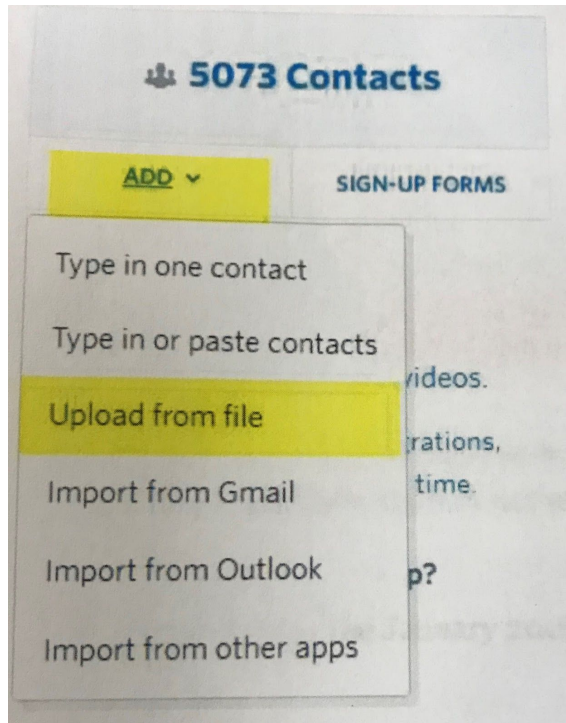
10. Unzip the file into the same folder

11. Login to <https://login.constantcontact.com/login/> using the credentials:

username: lbelist

password: sandwich234

12. On the right pane under contacts, press **ADD**, then **UPLOAD FROM FILE**



13. Drag and drop the **.csv** file into the box from windows explorer

14. Match the columns on the top row to match the fields. Use the **SKIP COLUMN** from the drop down menus for any fields that aren't necessary (e.g. Wedding date, blank columns). When done, press **CONTINUE** on the top right.

15. Add all the contacts to the **Wedding Contacts (Ice Cream)** list, and tag the contacts with the appropriate tags: "bride" "Sacbride Magazine" "Wedding"

16. Press **UPLOAD** and wait for the new contacts to be uploaded to Constant Contact