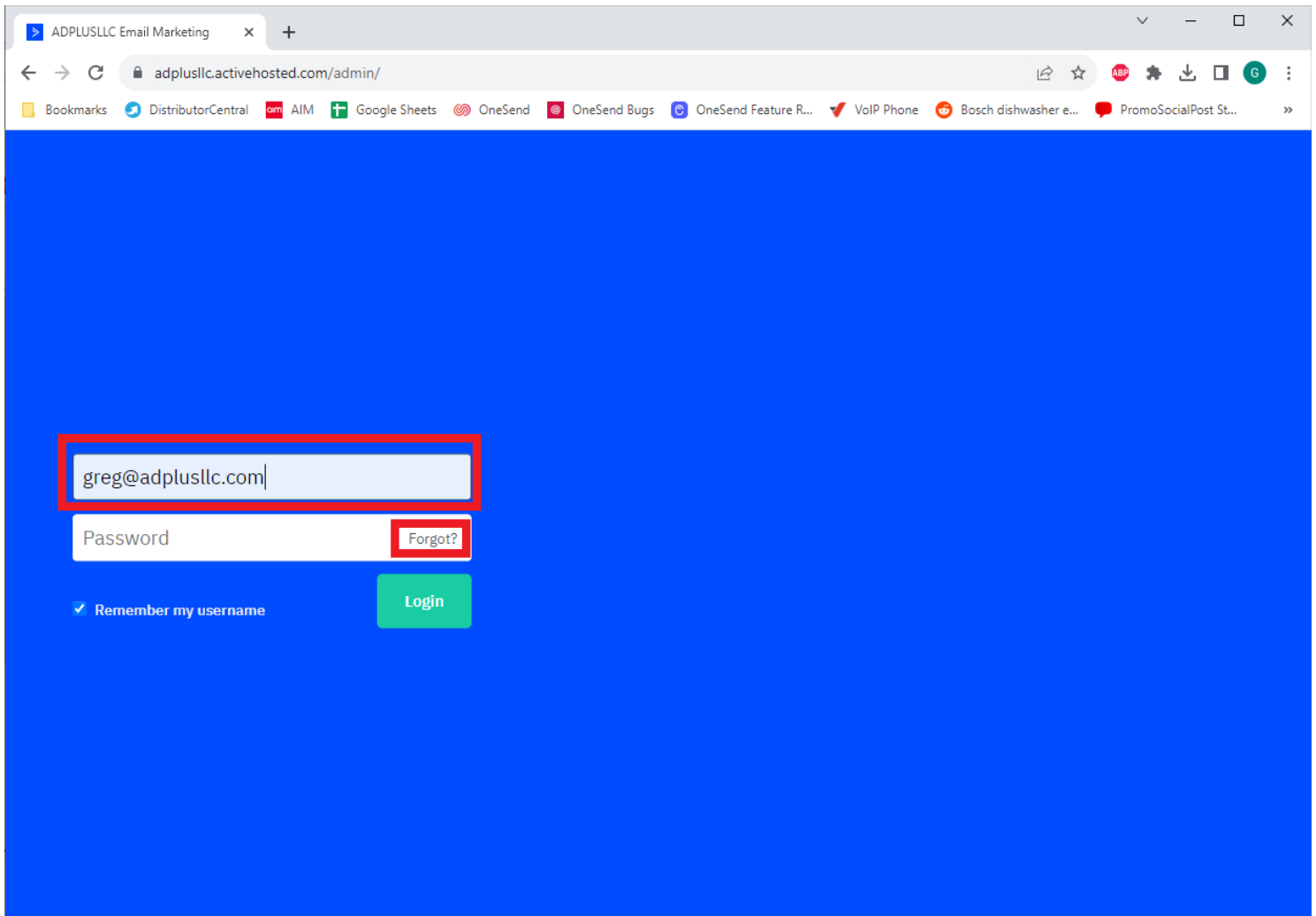




How to Import Contacts into ActiveCampaign

Promo Social Post leverages ActiveCampaign to send email campaigns. The ActiveCampaign subscription is included with your email marketing subscription with us, so there is no extra cost to you. You can even use ActiveCampaign to send your own campaigns. These instructions walk through the process of importing contacts into ActiveCampaign. This should take 5-10 minutes to start the import and additional time depending on the number of contacts being imported.

1. Log into ActiveCampaign by going to your login page. Your login page will start with your company name with no spaces or special characters followed by “.activehosted.com”. For example, Ad Plus, LLC's login web address is “adplusllc.activehosted.com”. The first time you log into the system you will need to reset your password. Enter your email address and then press the “Forgot?” link. When the next page opens, click on the “Submit” button. An email will be sent to you.



2. Open the email and click on the blue “Reset Password” button. Follow the instructions to reset your password. Then login into your ActiveCampaign account.
3. Once logged into ActiveCampaign, click on “Contacts” on the top left corner of the page.

The screenshot shows the ADPLUSLLC Email Marketing dashboard. The browser address bar displays adplusllc.activehosted.com/overview/. The dashboard features a blue sidebar with navigation options: Search, Contacts (highlighted with a red box), Campaigns, Automations, Website, Reports, Apps, Settings, and Greg. The main content area is titled "Dashboard" and includes a "Create a campaign" button in the top right. Key sections include:

- Contacts:** Shows 214 contacts with a +106.00% change. A dropdown menu is set to "All".
- Contact Trend:** A line graph showing an upward trend.
- Campaigns:** Lists campaigns such as "test" (Draft), "[Test] TEST Newsletter", and "[Test] multi test test". A "Create New" button is present.
- Automations:** Lists active automations like "Potential Sales Leads", "New Customers Autoresponder", "Sales Outreach", and "Possible Customers". A "Create New" button is present.
- Manage Templates:** A section for managing email templates.
- Top Contacts:** Lists top contacts by interaction, including "greg@adplusllc.com" and "greg@adpluspromotions.com". A dropdown menu is set to "Interaction".
- Recent Activity:** A vertical timeline of events including "1 Subscribed" (9 days ago), "1 Unsubscribed" (9 days ago), "1 Click-thru" (9 days ago), and "13 Subscribed" (16 days ago).

The browser's address bar at the bottom shows <https://adplusllc.activehosted.com/app/contacts>.

4. On the next page click the “Import” button on the top right corner.

The screenshot shows a web browser window with the URL `adplusllc.activehosted.com/app/contacts`. The page title is "ADPLUSLLC Email Marketing - Co x". The browser's address bar shows the URL and several extension icons. The page content includes a left sidebar with navigation options like "Contacts", "Lists", "MANAGE", "REPORTS", and "Contact Trends". The main content area is titled "Contacts (214)" and features an "Export" button, a highlighted "Import" button, and an "Add a contact" button. Below these buttons is a search bar and a table of contacts. The table has columns for "Full Name", "Email", "Phone", and "Date Created". The "Import" button is highlighted with a red box.

| | Full Name | Email | Phone | Date Created | |
|--------------------------|-----------------|------------------------------------|----------------|------------------|-------|
| <input type="checkbox"/> | Andrea Amador | aamador@informatica.com | — | 07/19/2023 19:22 | Email |
| <input type="checkbox"/> | Andi Anchell | aanchell@engineshopagency.com | — | 07/19/2023 19:23 | Email |
| <input type="checkbox"/> | Ashlee Fontenot | akfontenot@gmail.com | — | 07/19/2023 19:19 | Email |
| <input type="checkbox"/> | Alison Deans | Alison_Deans@svmdmed.org | — | 07/19/2023 19:22 | Email |
| <input type="checkbox"/> | Allison Mossing | Allison_Mossing@elcaminohealth.org | (650) 962-5765 | 07/19/2023 19:19 | Email |
| <input type="checkbox"/> | Alma De La Vera | Alma_DeLaVara@elcaminohealth.org | 0 - | 07/19/2023 19:16 | Email |
| <input type="checkbox"/> | Alyse Manglik | alyse_manglik@elcaminohealth.org | (650) 988-7645 | 07/19/2023 19:20 | Email |
| <input type="checkbox"/> | Alyse Talbot | Alyse_Talbot@elcaminohealth.org | (650) 988-7645 | 07/19/2023 19:19 | Email |

5. On the next page, click the blue “Import File” button in the top center of the page.

ADPLUSLLC Email Marketing - Co x +

adplusllc.activehosted.com/admin/main.php?action=import

Bookmarks DistributorCentral AIM Google Sheets OneSend OneSend Bugs OneSend Feature R... VoIP Phone Bosch dishwasher e...

Contacts

Contacts

Lists

MANAGE

Tags

Fields

List Exclusions

Exports

Subscriptions by Email

Custom Email Headers

REPORTS

Contact Trends

Nearby Contacts

Tag Trends

Import Contacts

Have existing contacts in a file? Import a .CSV file of your contacts or copy/paste your contacts for a quick import.

[Import From File](#)

[Copy & paste your contacts](#)

[View recent imports](#)

Import contacts from our most popular app integrations

GREAT FOR SALES

Calendly

Sync contacts who schedule with your Calendly account.

[Learn more](#)

GREAT FOR EVERYONE

Google Sheets

Sync contacts who are added to a Google Sheet.

[Learn more](#)

GREAT FOR EVERYONE

Typeform

Sync contacts who submit a Typeform.

[Learn more](#)

6. Your import file must be a CSV (comma separated values) file. Ideally, it would have first name, last name and email address, but just email address is required. Select this file to import.
7. A new page opens where you will need to map the fields in the import file to the fields in ActiveCampaign. The “first name”, “last name”, and “email address” fields may already be mapped. If you have the “Phone Number” and “Company” field on the left side, then map them on the right side by clicking the “Do Not Import This Field” drop down selection box and then click “Phone” or “Company” accordingly.

ADPLUSLLC Email Marketing - Co X

adplusllc.activehosted.com/admin/main.php?action=import

Bookmarks DistributorCentral AIM Google Sheets OneSend OneSend Bugs OneSend Feature R... VoIP Phone Bosch dishwasher e... PromoSocialPost St...

Contacts

Contacts

Lists

MANAGE

Tags

Fields

List Exclusions

Exports

Subscriptions by Email

Custom Email Headers

REPORTS

Contact Trends

Nearby Contacts

Tag Trends

Select Fields to Map

Select which fields you wish to synchronize to their destinations.

| Column To Import | Map Into Field |
|-------------------------|--------------------------|
| Company (text) | Company |
| First Name (text) | First Name |
| Last Name (text) | Last Name |
| Phone (text) | Do Not Import This Field |
| Phone Number (text) | Do Not Import This Field |
| Email Address (text) | Email Address * |
| Address (text) | Do Not Import This Field |
| Birthday (text) | Do Not Import This Field |
| Brand BG Color (text) | Do Not Import This Field |
| Brand Text Color (text) | Do Not Import This Field |
| Your Interests (text) | Do Not Import This Field |
| Your Interests (text) | Do Not Import This Field |
| Your Interests (text) | Do Not Import This Field |
| Your Interests (text) | Do Not Import This Field |

8. Scroll down towards the bottom of the page until you see the “Select Lists” section. Click on the “All Contacts” and “Pushdown” check boxes.

The screenshot shows a web browser window with the URL `adplusllc.activehosted.com/admin/main.php?action=import`. The page is titled "Select Fields to Map" and is part of the "Contacts" management interface. On the left, a blue sidebar contains navigation icons and a menu with items like "Contacts", "Lists", "MANAGE", "Tags", "Fields", "List Exclusions", "Exports", "Subscriptions by Email", "Custom Email Headers", "REPORTS", "Contact Trends", "Nearby Contacts", and "Tag Trends".

The main content area is divided into several sections:

- Select Fields to Map:** Contains two rows of text fields: "NOTES (text)" and "TAGS (text)". Each row has a dropdown menu on the right with the option "Do Not Import This Field" selected.
- Select lists (optional):** A section with a red border containing three checkboxes: "Master Contact List" (unchecked), "Pushdown" (checked), and "All Contacts" (checked).
- Add tags (optional):** A section with a text input field and a note: "Tags allow you to identify your contacts. You could add a tag for how you obtained their information, whether they are a customer, etc."
- Import options:** A section with a blue button labeled "Import As Active Contact" and a checkbox for "Update existing contacts while importing" (unchecked). Below this are two checked checkboxes: "Trigger Webhooks" and "Trigger Contact added and Contact updated webhooks only".

The browser's address bar shows the URL `https://adplusllc.activehosted.com/app/settings/fields/contacts`.

9. Scroll to the bottom of the page. You will see the "Import Options" section. To the right of the blue words "Import as Active Contact", click the checkbox for "Update existing contacts while importing". Then click the blue "Import Now" button on the bottom right corner.

The screenshot shows the ActiveCampaign admin interface. The browser address bar displays "adplusllc.activehosted.com/admin/main.php?action=import". The left sidebar contains navigation options: "Contacts", "Lists", "MANAGE" (with sub-options: Tags, Fields, List Exclusions, Exports, Subscriptions by Email, Custom Email Headers), and "REPORTS" (with sub-options: Contact Trends, Nearby Contacts, Tag Trends). The main content area is titled "Select Fields to Map" and features a text input field for tags. Below this is the "Import options" section, which is highlighted with a red box. It includes a button "Import As Active Contact" and a checked checkbox "Update existing contacts while importing", also highlighted with a red box. The text below explains that checking this box updates existing contacts. Other options include "Trigger Webhooks" (checked), "Trigger Automations" (checked), and "Create field options when importing new custom field values" (checked). At the bottom right, the "Import Now" button is highlighted with a red box, next to a "Back" button.

10. It may take a few minutes or longer for the contacts to be imported. You do not have to stay on this page, the import will work in the background, but do not close ActiveCampaign until the import is done. You can click on the contacts menu bar option on the top right to see how many contacts have been imported. Refresh the pages once in a while and you will see more contacts are imported until they are all brought into the system.