

## ADDING PARENT SUBSCRIBERS using MAILPOET

Log into your blog site.

Select **DASHBOARD > MAILPOET > LIST**

Check to see that the LIST > **PARENTS** has been created. (Usually I've created it for you.)

If not, create a list called PARENTS. You will populate parent emails into this list. You can delete the emails at the beginning of each year and repopulate it with your new list.

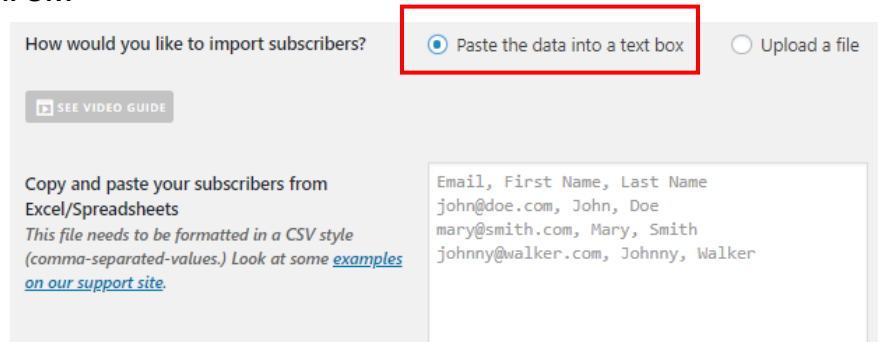
You are now ready to enter emails, which can be done in different ways.

\*If adding only one email, go to page 3.

If you have a list of parent emails saved onto a Word document or Excel spreadsheet:

Select **MAILPOET > SUBSCRIBERS > IMPORT**

Click **PASTE DATA INTO A TEXT BOX**



How would you like to import subscribers?

☒ Paste the data into a text box ☐ Upload a file

[SEE VIDEO GUIDE](#)

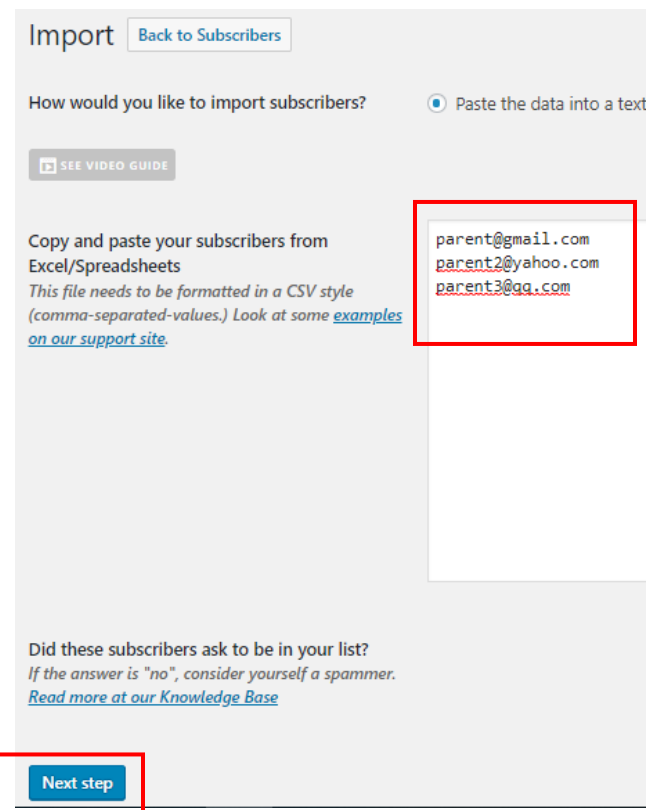
Copy and paste your subscribers from Excel/Spreadsheets  
This file needs to be formatted in a CSV style (comma-separated-values.) Look at some [examples on our support site](#).

Email, First Name, Last Name  
john@doe.com, John, Doe  
mary@smith.com, Mary, Smith  
johnny@walker.com, Johnny, Walker

From your original document of parent emails, highlight the emails and copy it to the clipboard (right click and select copy OR use shortcut **CTRL key + C**).

Paste (right click and select paste OR use shortcut **CTRL key + V**) this list into the text box.

(Note: if you wish to add the name of the parent, it must be copied as "Email, First name, Last name".



Import [Back to Subscribers](#)

How would you like to import subscribers? ☒ Paste the data into a text box

[SEE VIDEO GUIDE](#)

Copy and paste your subscribers from Excel/Spreadsheets  
This file needs to be formatted in a CSV style (comma-separated-values.) Look at some [examples on our support site](#).

parent@gmail.com  
parent2@yahoo.com  
parent3@qq.com

Did these subscribers ask to be in your list?  
If the answer is "no", consider yourself a spammer.  
[Read more at our Knowledge Base](#)

[Next step](#)

Click **NEXT STEP**

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**PICK ONE OR MORE LIST(S)** > click into the box and it will pop a dropdown list to choose.

Select the list **PARENTS**

The screenshot shows the 'Import' screen in MailPoet. At the top, there's a 'Back to Subscribers' button. Below it, a 'Match data' dropdown is set to 'Email'. A table lists three email addresses: parent@gmail.com, parent2@yahoo.com, and parent3@qq.com. The 'Pick one or more list(s)' section has a dropdown menu open, showing 'My First List (2)' and 'PARENTS (0)' (which is highlighted in blue). Below this is a section for 'Update existing subscribers' information with radio buttons for 'Yes' and 'No'. At the bottom are 'Previous step' and 'Next step' buttons.

Click **NEXT STEP**

This screenshot shows the same 'Import' screen as before, but now the 'PARENTS (0)' list is selected in the dropdown. The 'Next step' button at the bottom right is highlighted with a red box.

To see your list of Subscribers, select PARENTS and click **FILTER**.

The screenshot shows the 'Subscribers' screen in MailPoet. At the top, there are buttons for 'Add New', 'Import', and 'Export'. Below them, a summary bar shows 'All (473) | Subscribed (473) | Unconfirmed (0) | Unsubscribed (0) | Bounced (0)'. A 'Bulk Actions' dropdown is set to 'PARENTS (3)', and the 'Filter' button is highlighted with a red box. The table below lists three subscribers from the 'PARENTS' list, all with a status of 'Subscribed' and a subscription date of 'September 7, 2019 11:44 am'.

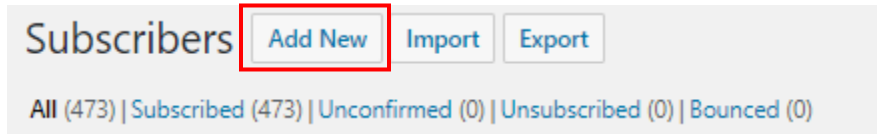
Subscriber	Status	Lists	Subscribed on	Last modified on
<input type="checkbox"/> parent@gmail.com	Subscribed	PARENTS	September 7, 2019 11:44 am	September 7, 2019 11:44 am
<input type="checkbox"/> parent2@yahoo.com	Subscribed	PARENTS	September 7, 2019 11:44 am	September 7, 2019 11:44 am
<input type="checkbox"/> parent3@qq.com	Subscribed	PARENTS	September 7, 2019 11:44 am	September 7, 2019 11:44 am

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### Adding ONLY one or a few emails?

Select **MAILPOET > SUBSCRIBERS > ADD NEW**



Subscribers [Add New](#) [Import](#) [Export](#)

[All \(473\)](#) | [Subscribed \(473\)](#) | [Unconfirmed \(0\)](#) | [Unsubscribed \(0\)](#) | [Bounced \(0\)](#)

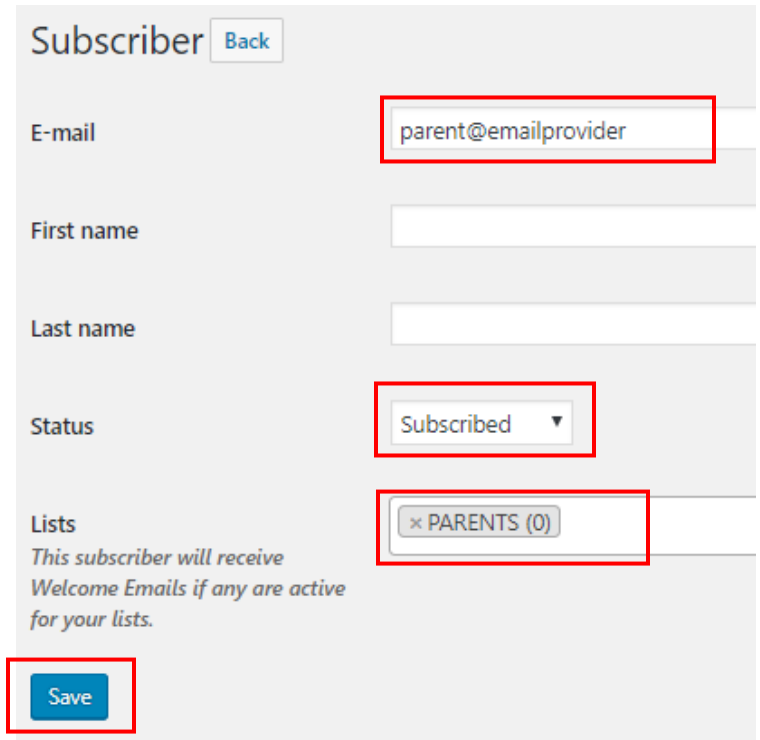
**EMAIL:** Fill in the email

(Optional: add First name, Last name)

**STATUS:** select **SUBSCRIBED**

**LISTS:** click in the box and select **PARENTS**

Click **SAVE**



Subscriber [Back](#)

E-mail

First name

Last name

Status

Lists

*This subscriber will receive Welcome Emails if any are active for your lists.*

[Save](#)