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.)

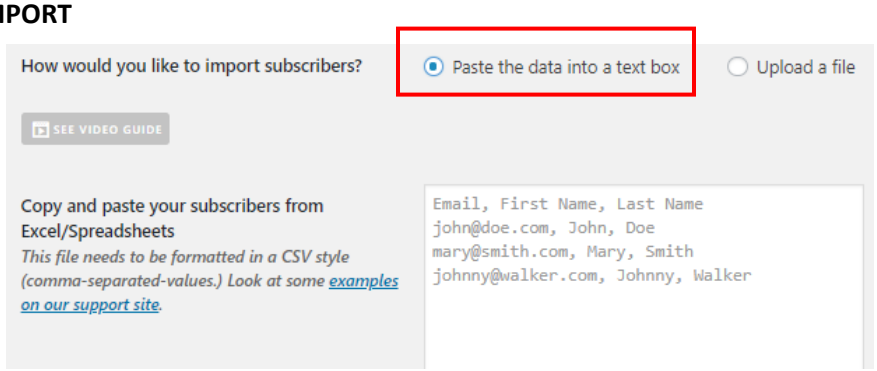
If not, create a list called PARENTS. You will populate parent emails into this list. You can delete the emails at the beginning of each year and repopulate it with your new list.

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:

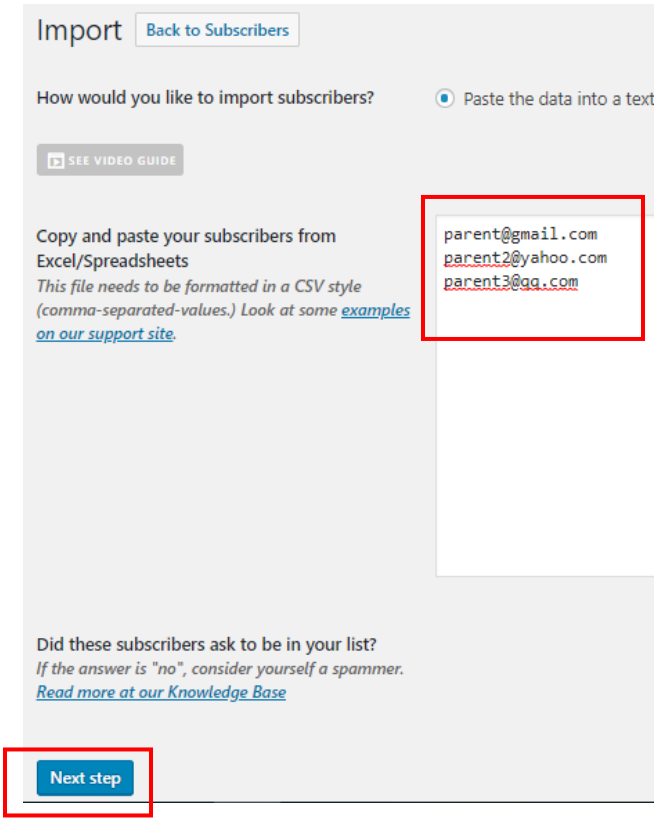
Select **MAILPOET > SUBSCRIBERS > IMPORT**

Click **PASTE DATA INTO A TEXT BOX**



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".



Click **NEXT STEP**

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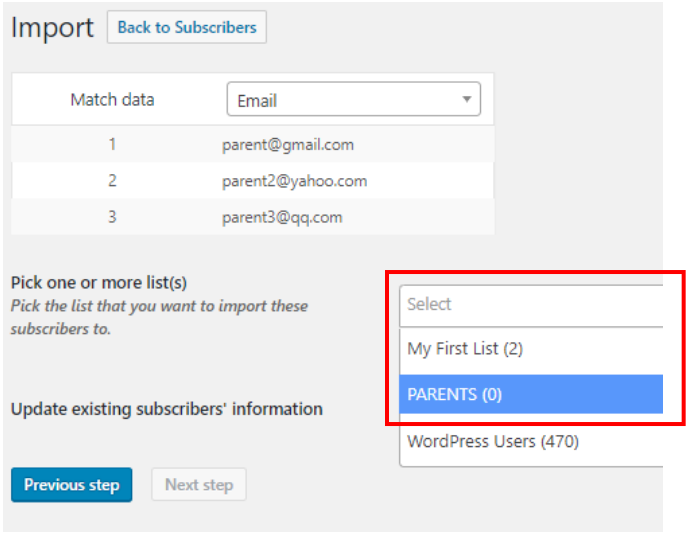
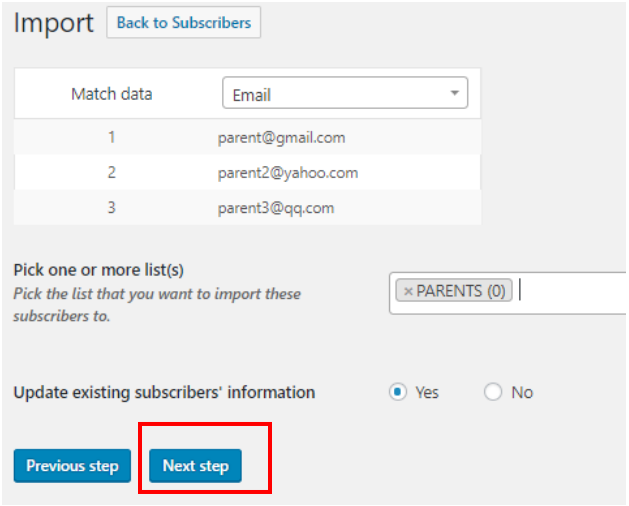
PICK ONE OR MORE LIST(S) > click into the box and it will pop a dropdown list to choose.

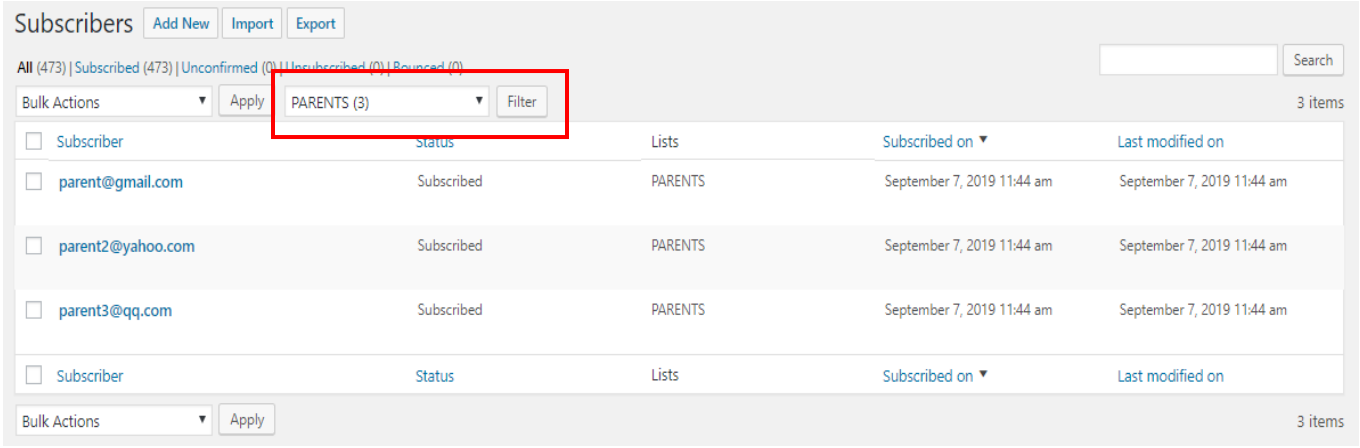
Select the list **PARENTS**



Click **NEXT STEP**



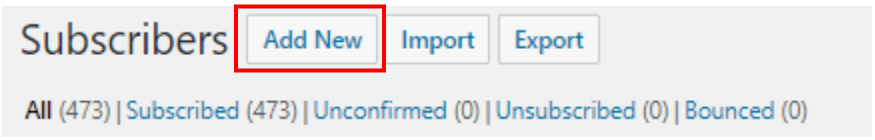
To see your list of Subscribers, select PARENTS and click **FILTER**.



ADDING PARENT SUBSCRIBERS using MAILPOET

Adding ONLY one or a few emails?

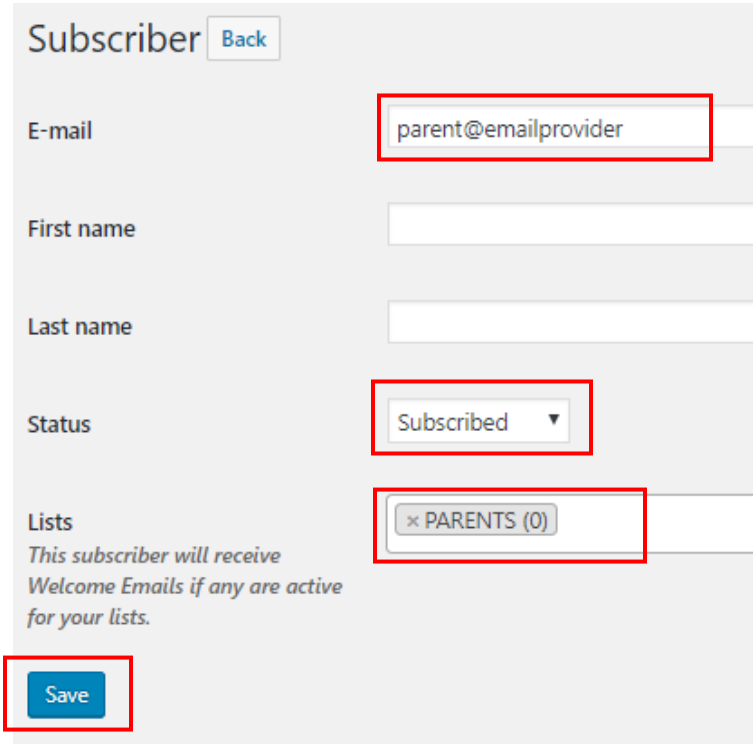
Select **MAILPOET > SUBSCRIBERS > ADD NEW**



EMAIL: Fill in the email

(Optional: add First name, Last name)

STATUS: select **SUBSCRIBED**

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

Click **SAVE**