

Swiftpage

Quick Start Guide to:

Creating a Static Group



This Quick Start Guide provides the steps for creating a Static Group in the Swiftpage List Manager.

1. Go to www.swiftpage.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 List Manager.





Swiftpage 
Connect

Template Editor  **Send Email** 


Reports  **List Manager** 

Call List  **Surveys**

Drip Marketing  **Social Sharing** 

Leads 

Resource center

My Swiftpage 

brightpeak [visit website >](#)
email templates - postcards
landing pages - microsites
logos - and more

Account Name
rs_121211_spe

UserID
rs_121211_spe

Service Level
Team

Drip Marketing Service Level
Free

Send Limit
100

Account Management

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. Select which contacts you would like to include in the Group. To manually select the contacts, click on the checkbox next to each contact you would like to include. Once you have made all

of the selections on that page, click Keep Selected.

The screenshot shows the Swiftpage List Manager interface. At the top, there are navigation buttons: Home, Contacts, Groups, List, Send Email Blast, Update Drip Marketing, and Lead Builder. Below this is a sub-navigation bar with Manage Contacts, New Contact, Current Contact Details, Current Contact Notes & History, and Current Contact Group Info. The main content area is divided into two sections. On the left, under 'Current Filter:', it shows 'Group Name: "All"', 'Rule: All Contacts', and 'Contacts: 54'. Below this is a link for 'Advanced Filter Actions >>'. On the right, under 'Select a Filter:', there are two radio buttons. The first is 'Filter by Group: All' with a dropdown menu. The second is 'Use All Contacts with a Field Value:' with a dropdown menu set to 'Email Address', a 'Contains' dropdown, and an empty text input field. A 'Submit' button is below. Below the filter section is a row of action buttons: 'Keep Selected' (highlighted with an orange arrow), 'Omit Selected', 'Save Group', 'Add to Group', 'Goto Page:' with an input field, 'Go', '<< Prev', and 'Next >>'. Below this is a table with columns: First Name, Last Name, Email Address, Title, Company, and Date Added. The table contains 7 rows of contact data.

| | First Name | Last Name | Email Address | Title | Company | Date Added |
|-------------------------------------|------------|-----------|---------------|------------------------------|---------|------------|
| <input type="checkbox"/> | | | | | | |
| <input checked="" type="checkbox"/> | 1 | two | clubs | two.clubs@swiftpage.com | | 05/05/2010 |
| <input type="checkbox"/> | 2 | two | spades | two.spades@swiftpage.com | | 05/05/2010 |
| <input checked="" type="checkbox"/> | 3 | two | diamonds | two.diamonds@swiftpage.com | | 05/05/2010 |
| <input type="checkbox"/> | 4 | two | hearts | two.hearts@swiftpage.com | | 05/05/2010 |
| <input checked="" type="checkbox"/> | 5 | three | spades | three.spades@swiftpage.com | | 05/05/2010 |
| <input type="checkbox"/> | 6 | three | clubs | three.clubs@swiftpage.com | | 05/05/2010 |
| <input type="checkbox"/> | 7 | three | diamonds | three.diamonds@swiftpage.com | | 05/05/2010 |

Alternatively, you could create a new Group based on a specific filter. Select the Use All Contacts with a Field Value radio button, enter the criteria, and click Submit.

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| | First Name | Last Name | Email Address | Title | Company | Date Added |
|--------------------------|------------|-----------|---------------|----------------------------|---------|------------|
| <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> | 1 | two | clubs | two.clubs@swiftpage.com | | 05/05/2010 |
| <input type="checkbox"/> | 2 | two | spades | two.spades@swiftpage.com | | 05/05/2010 |
| <input type="checkbox"/> | 3 | two | diamonds | two.diamonds@swiftpage.com | | 05/05/2010 |
| <input type="checkbox"/> | 4 | two | hearts | two.hearts@swiftpage.com | | 05/05/2010 |
| <input type="checkbox"/> | 5 | three | spades | three.spades@swiftpage.com | | 05/05/2010 |

5. Click Save Group.

Swiftpage List Manager

Home Contacts Groups List Send Email Blast Update Drip Marketing Lead Builder

Manage Contacts New Contact Current Contact Details Current Contact Notes & History Current Contact Group Info

Current Filter:
Group Name:
Rule: The contacts that are in the group
Contacts: 3
[Advanced Filter Actions >>](#)

Select a Filter
 Filter by Group: 5/5/2010 (Date Added Equal to "05/05/2010 13:12")
 Use All Contacts with a Field Value:
Email Address Contains

Submit

Keep Selected Omit **Save Group** Add to Group Goto Page: Go << Prev Next >>

| | First Name | Last Name | Email Address | Title | Company | Date Added |
|---|------------|-----------|----------------------------|-------|---------|------------|
| <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> Edit | 1 two | clubs | two.clubs@swiftpage.com | | | 05/05/2010 |
| <input type="checkbox"/> Edit | 3 two | diamonds | two.diamonds@swiftpage.com | | | 05/05/2010 |
| <input type="checkbox"/> Edit | 5 three | spades | three.spades@swiftpage.com | | | 05/05/2010 |

Show: Main Fields All Fields (Page 1 of 1) Rows per page: 20 Set

6. Enter a Group Name and click Submit to finish creating the Group.

Swiftpage List Manager

Home Contacts Groups List Send Email Blast Update Drip Marketing Lead Builder

New Group

You are saving the Contact Filter: Email Address Contains "diamonds" (Contains: 13 Contacts)

Save the Filtered Contacts as a New Static Group
Group Name: Sample One

Save the Filter Rule as a Dynamic Group (Contains: 13 Contacts)
The members of this group type will automatically change as contacts are added and modified.
Group Name:

Save as an existing Group:

Submit Cancel