

List Setup

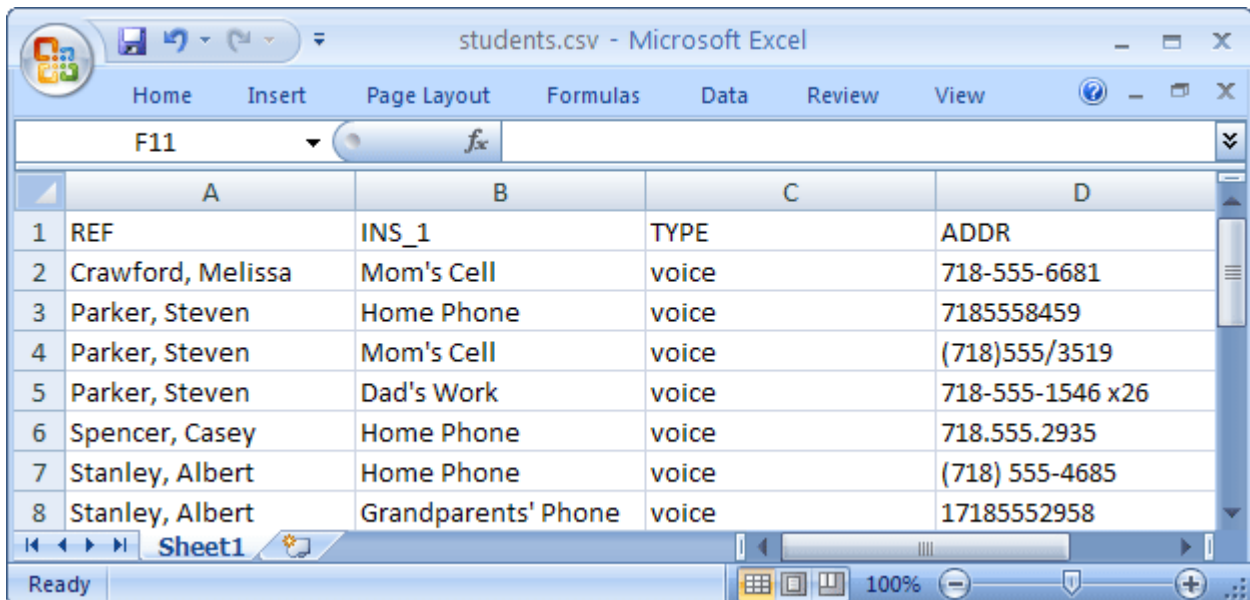
1. Create lists of your students' and staff's names and phone numbers.
 - A. Use any spreadsheet program, such as Microsoft Excel, to format your database into three columns and using these headers:

REF This is a text field that will appear on delivery reports. It usually contains names of students and staff. While this field can be of any length, only the first 19 characters will appear on reports.

INS_1 This is another text field the first 20 characters of which will also appear on delivery reports. It usually contains a description of the phone type, such as **Mom's Cell** or **Dad's Work**.

TYPE This field must say **voice** for every single record.

ADDR This field contains phone numbers. They may be in any format, with the letter **x** preceding any extensions.
 - B. Save the list on your computer as a **.csv** (Comma-Separated Values) file.



The screenshot shows a Microsoft Excel window titled 'students.csv - Microsoft Excel'. The spreadsheet contains a table with the following data:

	A	B	C	D
1	REF	INS_1	TYPE	ADDR
2	Crawford, Melissa	Mom's Cell	voice	718-555-6681
3	Parker, Steven	Home Phone	voice	7185558459
4	Parker, Steven	Mom's Cell	voice	(718)555/3519
5	Parker, Steven	Dad's Work	voice	718-555-1546 x26
6	Spencer, Casey	Home Phone	voice	718.555.2935
7	Stanley, Albert	Home Phone	voice	(718) 555-4685
8	Stanley, Albert	Grandparents' Phone	voice	17185552958

2. Upload your list:
 - A. Log into your account via the web at <http://www.parentreach.com>
 - B. On the top, click the "Lists" tab.
 - C. Click on "Upload New List". Type in a numeric list name, such as **111**.
 - D. **Browse** to locate the list that you created on your computer and click **Upload**.
 - E. Wait for the confirmation screen. Your list is now ready to use.