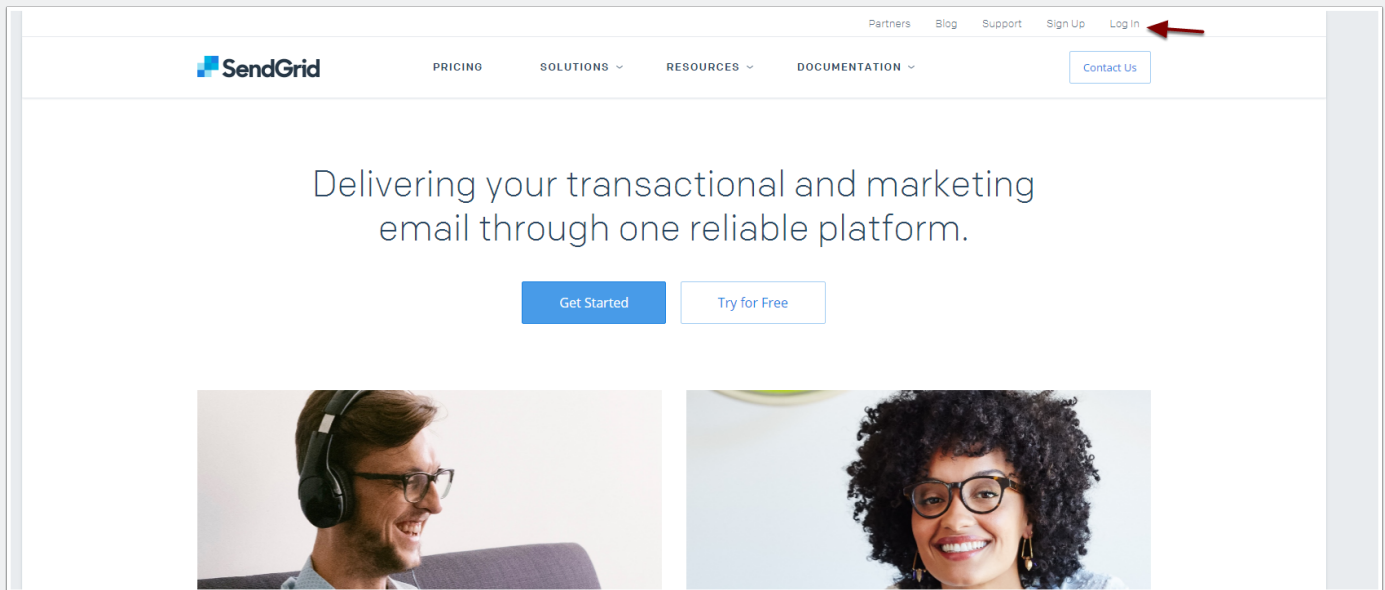


How to Setup SendGrid Sync

Visit SendGrid.com

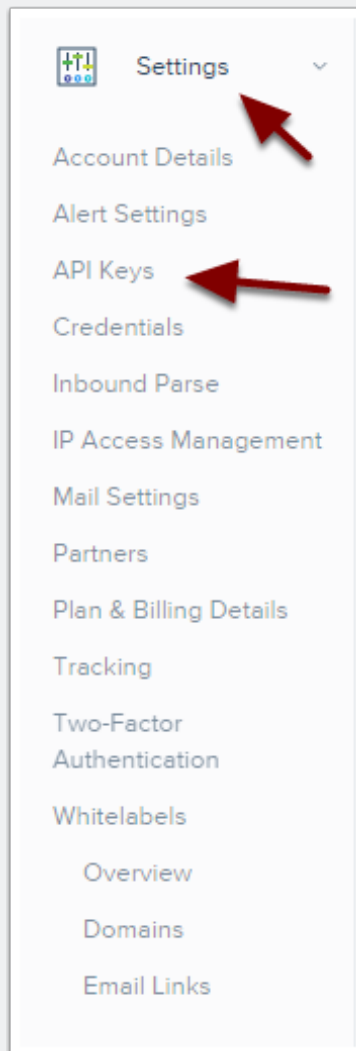


Log In

A screenshot of the SendGrid login form. It contains two input fields: 'Username' with the text 'arranf' and 'Password' with masked characters '.....'. Below the password field, there is a checkbox labeled 'Remember Me' and a link that says 'Forgot your password?'. At the bottom of the form is a blue button labeled 'Log In'.

How to Setup SendGrid Sync

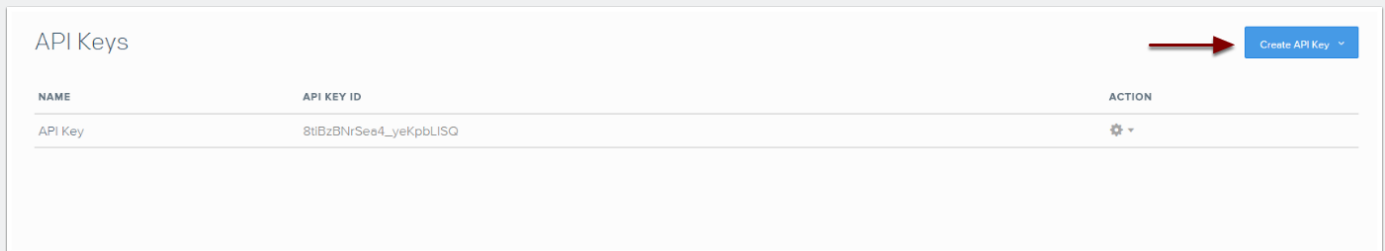
On the Left Hand Side Select Settings > API Keys



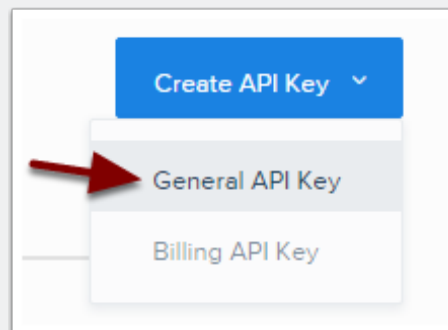
How to Setup SendGrid Sync

Select 'Create New API Key'

You may already have an existing API key but you will still need to create a new one



Choose General API Key



How to Setup SendGrid Sync

Give the Key a Memorable Name and then Scroll to the Bottom of the Panel

How to Setup SendGrid Sync

Add New General API Key

CancelSave

API keys are a great way for you to manage your permissions around how your account uses our API. Greater security and flexibility can be leveraged through the use of our API keys.

NAME OF THIS KEY*

Rock SendGrid Sync


	NO ACCESS	READ ACCESS	FULL ACCESS
Mail Send	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mail Send	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alerts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alerts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Email Activity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Email Activity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stats	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stats Overview	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Global Stats	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

How to Setup SendGrid Sync

Under Market Campagins Select 'Full Access' and then Save

	NO ACCESS	READ ACCESS	FULL ACCESS
Marketing Campaigns	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Marketing Campaigns	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Copy the API Key that Appears

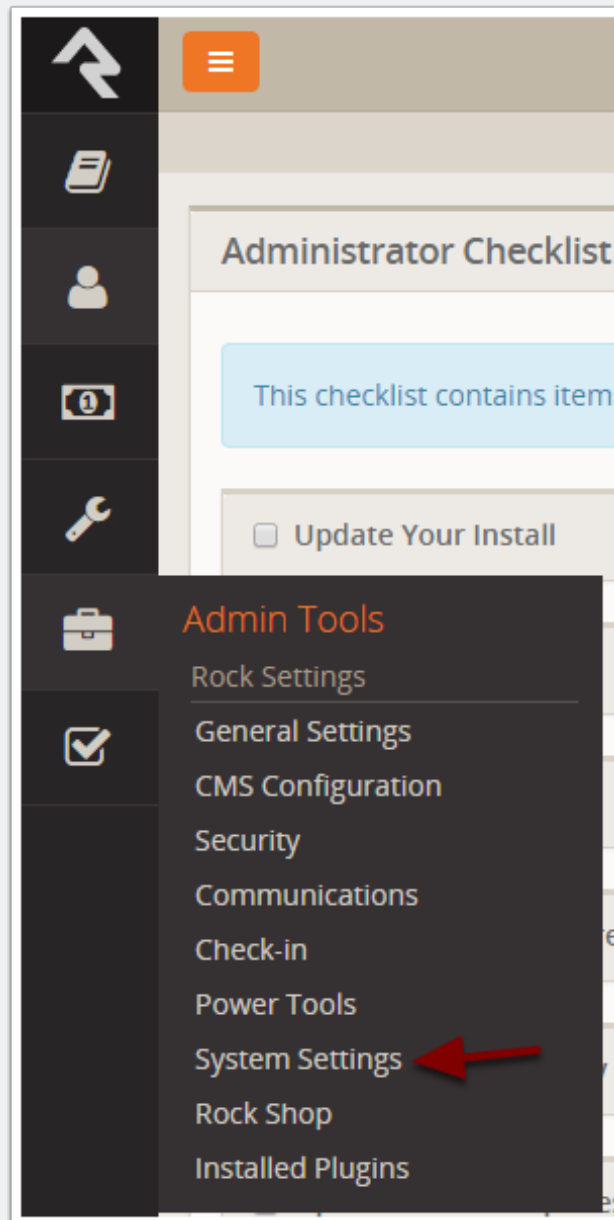

API KEY GENERATED

`SG.f6-AAA9R1uBM7gaamPKrw.g7xtwdCJOtw1x1ddGMexJXqVpjvoWH0o7DPKNLVbSe0`

We can only display the key above one time. Please store it somewhere safe because as soon as you navigate away from this page, we will not be able to retrieve or restore this generated token.

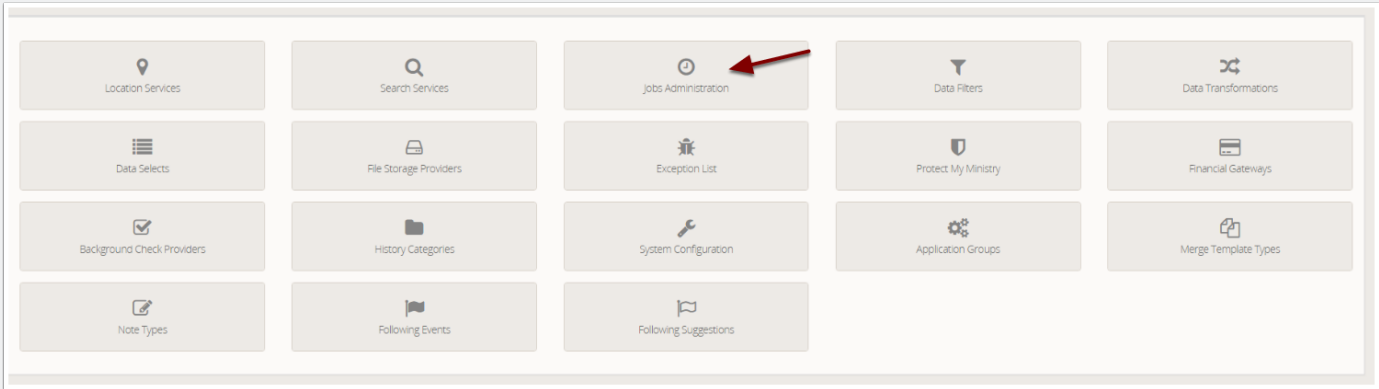
How to Setup SendGrid Sync

Visit Your Rock Installation and Select Admin Tools > System Settings



How to Setup SendGrid Sync

Select Jobs Administration

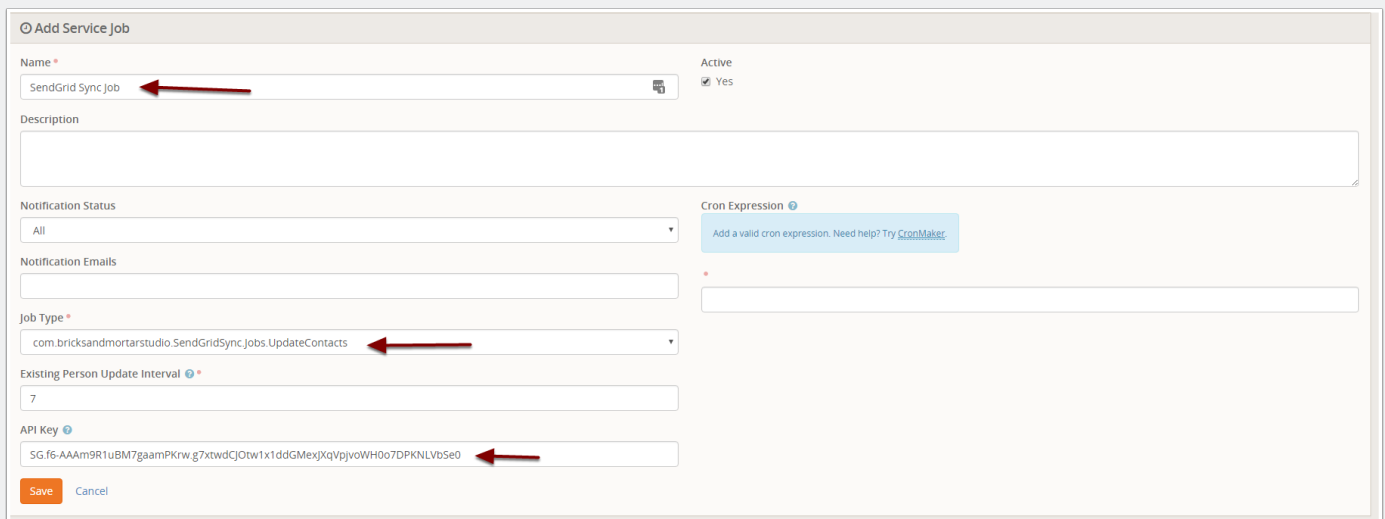


How to Setup SendGrid Sync

Create a New Job with the Following Settings

Give the job a memorable name, select 'com.bricksandmortarstudio.SendGridSync.Jobs.UpdateContacts' as the job type, and paste in your API key.

You'll want to select an interval for how frequently people who are already synced should be resynced and you'll also want to select a cron pattern for how frequently the job should run.



The screenshot shows the 'Add Service Job' form with the following fields and values:

- Name:** SendGrid Sync Job (indicated by a red arrow)
- Active:** ☒ Yes
- Description:** (Empty text area)
- Notification Status:** All (dropdown menu)
- Notification Emails:** (Empty text field)
- Job Type:** com.bricksandmortarstudio.SendGridSync.Jobs.UpdateContacts (indicated by a red arrow)
- Cron Expression:** (Empty text field with a blue tooltip: 'Add a valid cron expression. Need help? Try CronMaker')
- Existing Person Update Interval:** 7
- API Key:** SG.f6-AAAm9R1uBM7gaamPKrw_g7xtwdCJOtw1x1ddGMexJXqVpjoVWH0o7DPKNLVbSe0 (indicated by a red arrow)

Buttons: Save, Cancel

Then Create a New SyncCampus or SyncGroup Job for Every Group or Campus You Wish to Sync