Import Data into Hubspot Checklist

1. Go to Contacts -> Import
2. Make a new .CSV spreadsheet
3. Add a column for each property you want to use
   1. Each column should only contain one piece of information
   2. Include a column for email addresses
   3. Add a column for Hubspot Owner (using email address)
4. Put data into the spreadsheet
   1. Add one contact and do a test import
5. Turn on the auto-create companies setting (turned on by default)
6. Do a test import
   1. Start a new import
   2. Choose type of import
   3. Select file and upload
   4. Select lifecycle stage
   5. Map properties
7. Add the rest of your contacts to the spreadsheet
   1. Have one contact per row and one contact per row
   2. Maintain your columns
   3. Look for opportunities to paste in bulk
   4. Fill in email address wherever possible (this is what de-duplicates contacts)