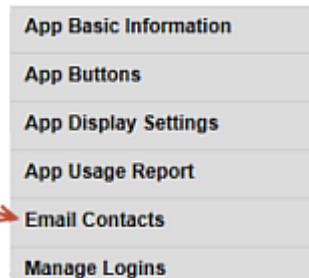
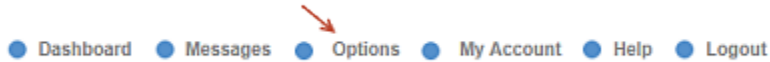


Add Contact Manually

From the Dashboard:

1. Select 'Options' in the header.



2. Choose 'Email Contacts'.

3. Select 'Add Contact' in Step 2.



4. Select a Contact Group from the drop down menu.



5. Fill in the fields.
6. Note: Be sure to check the box if they have agreed to accept emails from you.

☐ This contact has agreed to receive emails.

7. Click 'Add'.

