



# UPLOADING EMAIL LISTS

## EMAIL LIST TOOL

### INTRO

Congratulations, your SquadLocker store is ready to share! Follow these simple instruction to upload email addresses and automatically share your store with your squad.

Getting started with your email list is easy. Choose from one of the options in the steps below:

## 1 MANUAL OPTION

1. Log into your SquadLocker dashboard here: <https://teamlocker.squadlocker.com/dashboard/stores>
2. Find your store and click on the **“Edit Email List”** button
3. Go to the **EMAIL LIST TAB**
4. Enter member name and email, then click **ADD**

1 LOG IN TO THE DASHBOARD

[FORGOT YOUR PASSWORD?](#)

LOG IN

OR

LOGIN WITH FACEBOOK

### ✓ Store Launched!

Share your store or enter your team's email addresses and SquadLocker will announce and send reminders for your store.

[SHARE YOUR STORE](#)

2 [EDIT EMAIL LIST](#)

### 3 EDIT EMAIL LIST

**Add members or upload an email list** — we'll send each member an email with a link to your store along with current discounts and promotions.

Add Member

4

ADD

## 2 BULK UPLOAD OPTION

1. Log into your SquadLocker dashboard here: <https://teamlocker.squadlocker.com/dashboard/stores>
2. Find your store and click on the **“Edit Email List”** button
3. Go to the **EMAIL LIST TAB**
4. Download SquadLocker's .CSV template (shown in blue) and fill out all fields (if a field is not applicable, please enter a “0” to fill out the sheet entirely)
5. Save as a .CSV and re-upload to your store. The names will automatically populate once the list loads.

Note: You may have to refresh your browser to see the email list populate under "Members"

6. Your email list will receive an email within 24 hours announcing your store launch. This email will also include an exclusive grand opening discount

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[SHARE YOUR STORE](#)

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### 3 EDIT EMAIL LIST

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Add Member

ADD

Upload Email List

Note: There is a 50 email address limit when uploading an email list.

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4 [DOWNLOAD EMAIL LIST TEMPLATE](#)

### YOUR TEAM HAS A STORE!

{{custom.lockerManager}} opened a custom {{custom.teamName}} store filled with high-quality gear from top brands.

Your team's store is available 24-7-365 — shop now or bookmark your store for easy access!

[SHOP NOW](#)

Order your custom gear today to receive  
**15% OFF YOUR PURCHASE**  
with coupon code XXXXXX15

ANNOUNCEMENT + 15% OFF COUPON



If you have any questions along the way, you can use the green chat bubble at the bottom of the screen to chat with our Customer Onboarding Team during business hours!

They can help with store questions, artwork, and sharing tools.

During off hours, please click the Contact Us button to get in touch over email.

[CONTACT US](#)

