

UPLOADING EMAIL LISTS EMAIL LIST TOOL

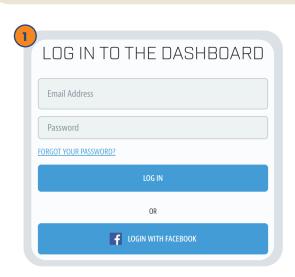


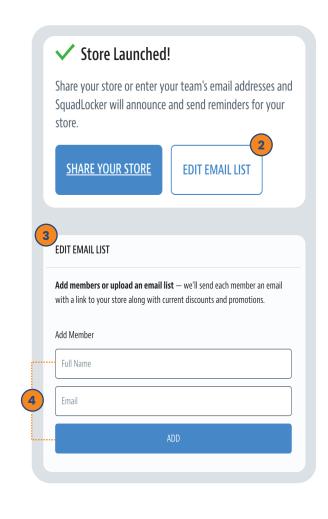
Congratulations, your SquadLocker store is ready to share! Follow these simple instruction to upload email addresses and automatically share your store with your squad.

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

1 MANUAL OPTION

- Log into your SquadLocker dashboard here: https://teamlocker.squadlocker.com/dashboard/stores
- 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



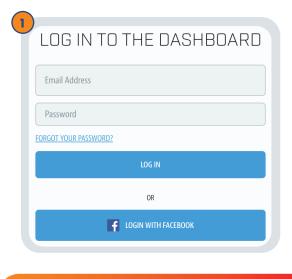


2 BULK UPLOAD OPTION

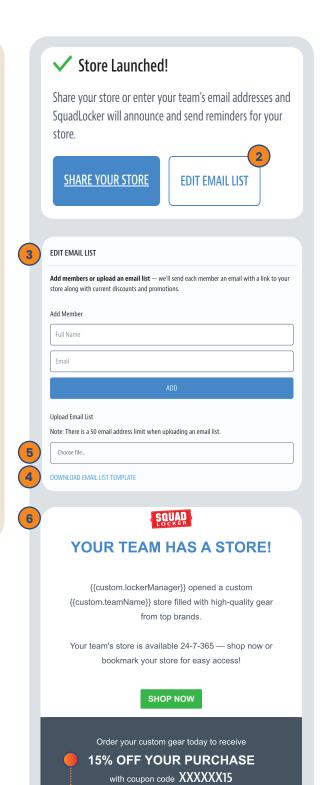
- Log into your SquadLocker dashboard here: https://teamlocker.squadlocker.com/dashboard/stores
- 2. Find your store and click on the **"Edit Email** List" button
- 3. Go to the **EMAIL LIST TAB**
- 4. Download SquadLocker's .CSV template (shown in blue) and fill out all fields (if a field is not applicable, please enter a "0" to fill out the sheet entirely)
- 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"

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



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



