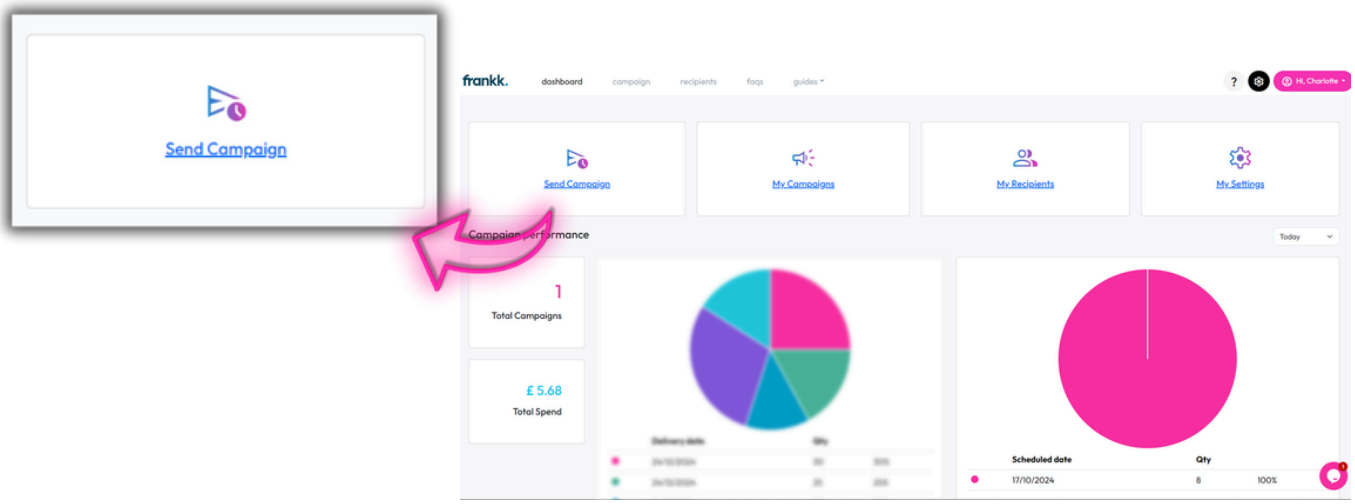
Scheduling and Sending Your Mailings

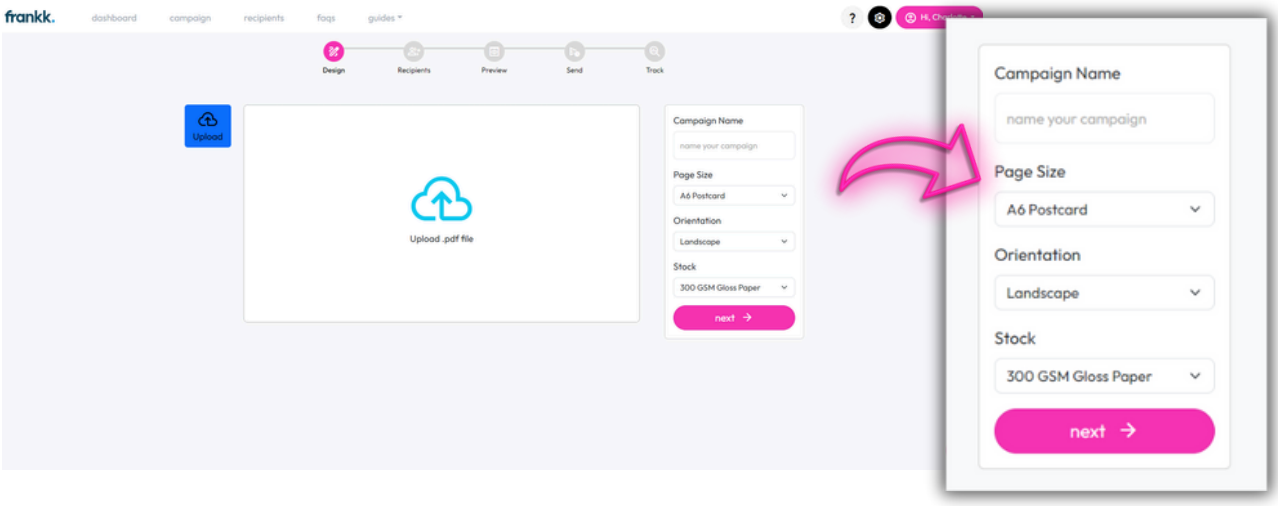
So you have created your account and you are ready to get started with your campaign, follow the steps below to get your campaign set up and scheduled within minutes!

Logging in, you are going to first see your Dashboard, from here, to start your new campaign, click on the "Send Campaign" shortcut



Top Tip: if you select "Campaigns" along the top, this is where all your campaigns whether in draft, approved, scheduled or sent will be kept for you to come back to whenever you need.

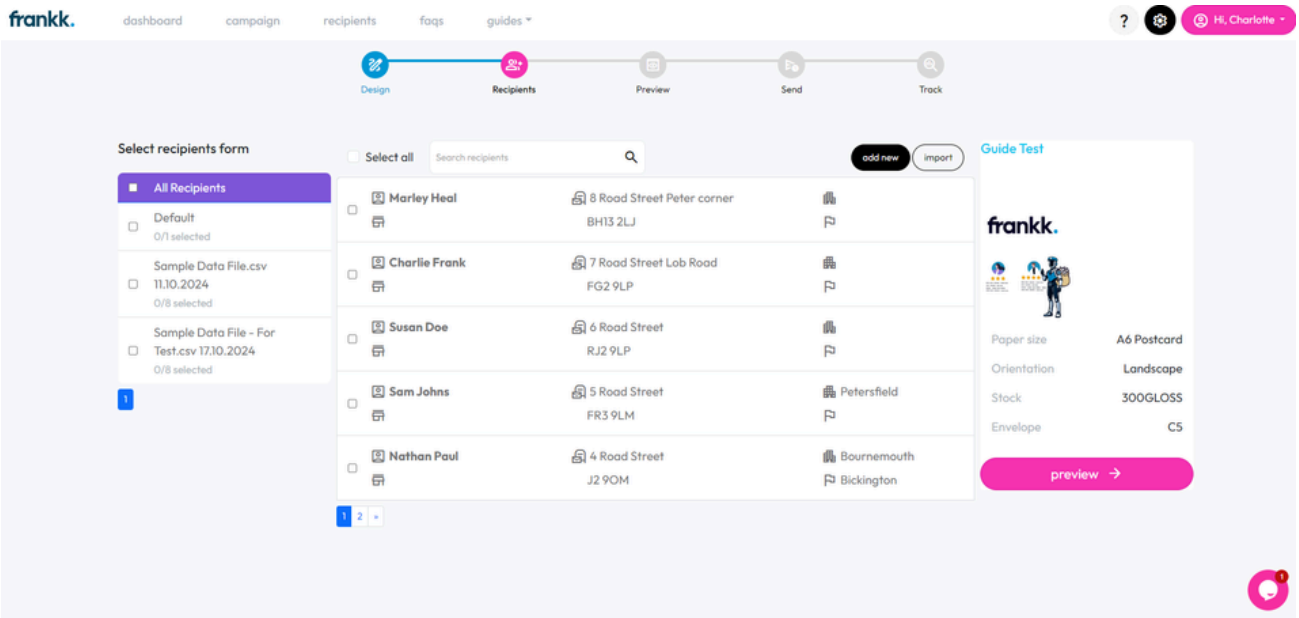
This will take you to the Campaign Set Up, from here you need to select the Format you are wanting to send from the dropdown, you can also select your orientation and paper stock, you can name your campaign here too.



On this same section you are going to upload your artwork, making sure it fits the template for the Format. Clicking on the upload button will open up your documents for you to select this straight from your Docs.

Top Tip: You can find templates in our Support Section.

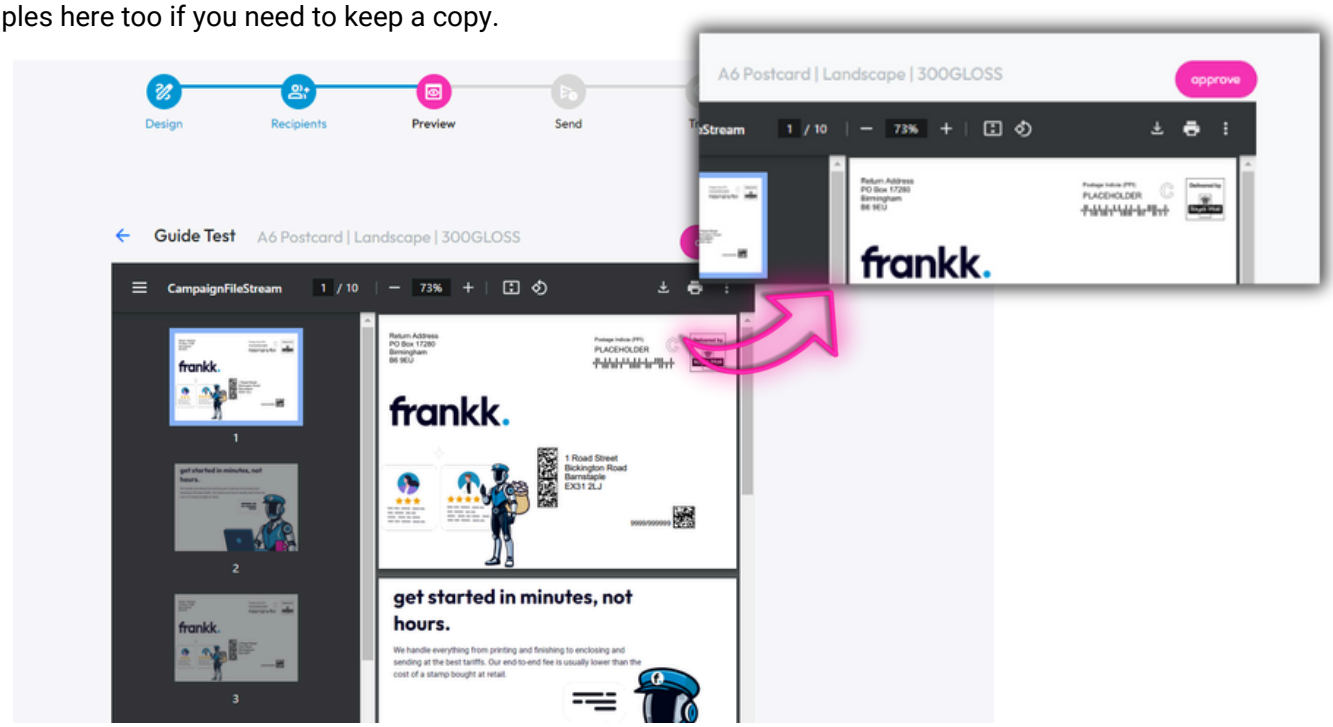
Once you select the document, its time to click “next >” and go through to data upload.



If you are only sending to a few recipients, you can enter them manually here by clicking “Add New” or alternatively, if you have your data ready to go in a .xls or .csv format, select the “import” option. You can also select multiple recipient groups or your entire recipient list held on **frankk.** here to send your campaign to all at once.

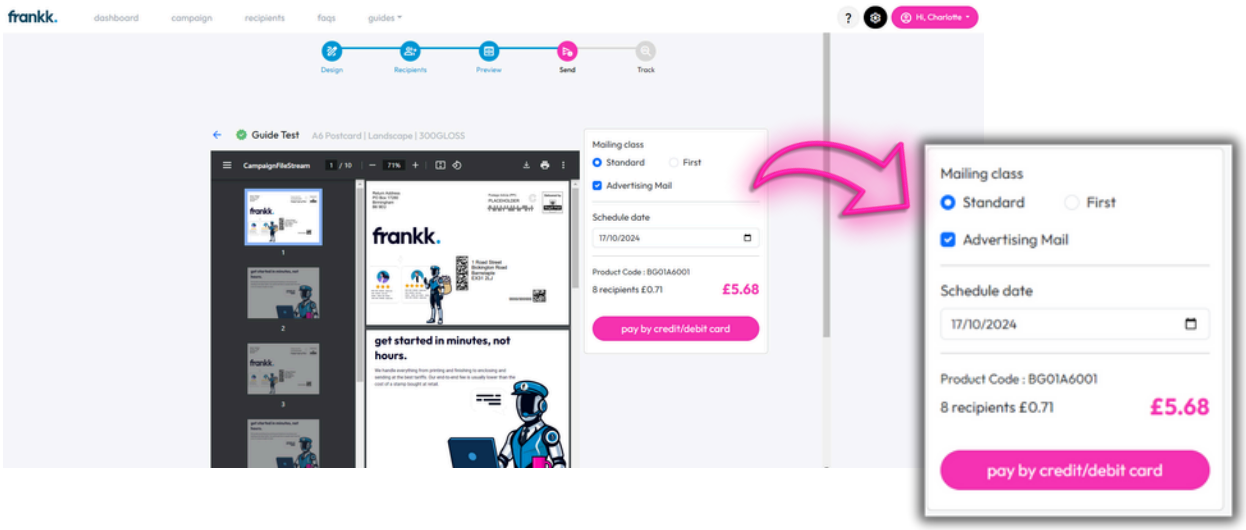
Top Tip: You can find our guide to uploading your data in our Support Section.

Then it is on to previewing your campaign and reviewing the samples. In this section, you will see a sample of exactly what we are going to print with your addresses and a dummy postage stamp icon. You can also download these samples here too if you need to keep a copy.



Once you are happy with how these look, you can click “Approve” and go through to the final steps of payment. Approving the campaign will not schedule this in for despatch until payment has been made.

On the payment page, you will be able to select the Postage Class, confirm whether your campaign is Admail or not and select your schedule date for posting.



Top Tip: A Guide to Admail compliance can be found here if you are unsure:

You will see the final cost of your campaign here excluding VAT. From here, you select “pay by credit/debit card” and you will be taken through to the card payment page.

Once you pay, that is your campaign booked!

Now it is time to sit back and let us take care of the rest, you can follow the tracking options through to see us processing your campaign from print and also, using our RightTrack technology, track your campaign right to your recipient.

Your Dashboard charts will update from here with your new booked campaign for quick access to view this again in future.