



Subscriber Management

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The Subscriber Management tool allows you to manage all of the Notify Me subscribers from one screen.

To navigate to the Subscriber Management tool on your CivicPlus site, click **Modules**, then **Site Tools**, then **Subscriber Management**.

The Subscriber Management main page appears displaying all subscribers for every Module that ties into Notify Me. From this main page, you can filter, export, and delete subscriber information.

The screenshot displays the 'SUBSCRIBER MANAGEMENT' interface. At the top, there is a dark blue header with the title 'SUBSCRIBER MANAGEMENT' in white. Below the header, a light blue navigation bar contains a 'MAIN' tab. Underneath, there are two buttons: 'EXPORT SUBSCRIBERS' and 'DELETE SUBSCRIBERS'. A 'Filter' section follows, featuring two dropdown menus for 'Module' (set to 'All modules') and 'Category' (set to 'All categories'). To the right is a 'Search Term' input field containing 'yourname@youraddress.com' and a 'SEARCH' button. Below the search field are two radio buttons: 'Email address' (selected) and 'Phone number'. At the bottom of the filter section, it indicates 'Active (117 Subscribers)' and shows a table header with columns for 'Module', 'Category', and 'Email Address'.

Filtering Results

The Filter option at the top allows you to filter subscribers by:

- Modules
 1. Click the Module drop-down and select the desired Module
 2. Click Search
- Categories
 1. Click the Module drop-down and select the desired Module
 2. Click the Category drop-down and select the desired Category
 3. Click Search

- Subscribers
 1. Type the Email address or Phone number of the desired subscriber in the Search Term field.
 2. Select the appropriate option for whether it is an Email address or Phone number from the radio buttons below the search field.
 3. Click Search

Export Subscriber Information

In order to export the subscriber information:

1. Filter the subscribers as detailed above.
2. Click the Export Subscribers button at the top of the screen.

The resulting file will be accessible and editable via any spreadsheet software.

To set Default Agenda Formatting

To delete an existing subscriber:

1. Filter the subscribers as detailed above.
2. Mark the subscribers that you would like to delete by clicking the checkbox to the left of their row.
3. Click the Delete Subscribers button.