Creating a sending Travel Tracker Surveys

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| Access the database user export to export all Travel Tracker users | <http://appgardendev.app-garden.com/TravelTrackMaster.nsf> |
| Delete the development site and all other sites not being surveyed. |  |
| Copy and paste all the users into a blank workbook. |  |
| Data and Remove Duplicates |  |
| Save this file to be uploaded into Constant Contact. |  |
| Log into Constant Contact | [www.constantcontact.com](http://www.constantcontact.com) |
| Login/Password | tcook@cookconsulting.net cci5358x |
| Go to Contacts |  |
| Click “+” to add new list |  |
| Name the new list |  |
| Click on the list  |  |
| Add Contact from File |  |
| Choose the file |  |
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