



Air4media Pilot v1.0
ACME Creative Agency
Laurent P Groult

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**AirMail Subscribers**

[Import](#)
[WordPress Import](#)
[Export All](#)
[Add Subscriber](#)

TOTAL SUBSCRIBERS		ACTIVE		WITH PHONE		THIS MONTH	
1009		922		6		1	
<input type="text" value="Search..."/> <span style="float: right;"> <input type="button" value="All U"/> <input type="button" value="All S"/> <input type="button" value="All S"/> <input type="button" value="All C"/> </span>							
Sire	Owner	Email / Phone	Tags	Status	Source		
ACME Creative Agency	gregory.wright214@novapaysolutions.com Gregory Wright		newsletter, events	Active	? referral		
ACME Creative Agency	larry.alvarez24@sparkinnovation.com Larry Alvarez		newsletter, events, photography, branding	Active	? social_med		
ACME Creative Agency	jennifer.turner172@sparkinnovation.com Jennifer Turner		newsletter, events	Active	? contact_for		
ACME Creative Agency	debra.hernandez345@marblemedia.com Debra Hernandez		newsletter, events, photography	Active	? contact_for		
ACME Creative Agency	karen.mitchell260@zenithmarketing.com Karen Mitchell		newsletter, events	Unsubscribed	? landing_pa		
ACME Creative Agency	angela.thompson29@tridentconsulting.com Angela Thompson		newsletter	Active	? landing		
ACME Creative Agency	jeffrey.brown25@quartzmedia.com Jeffrey Brown		newsletter, events	Paused	? event_sign		
ACME Creative Agency	patricia.lopez368@neptunedigital.com Patricia Lopez		newsletter, events, photography, branding	Paused	? referral		
ACME Creative Agency	linda.harris144@polarislabs.com Linda Harris		newsletter	Unsubscribed	? event_sign		
ACME Creative Agency	sandra.richardson149@prismmedia.com Sandra Richardson		newsletter	Active	? website		
ACME Creative Agency	anna.lewis247@atlaventures.com Anna Lewis		newsletter	Active	? contact_for		
ACME Creative Agency	edward.lewis54@fronterstudios.com Edward Lewis		newsletter	Active	? event_sign		
Web	Laurent P Groult	laurentgroult@gmail.com	No tags	Active	? website		
ACME Creative Agency	barbara.evans351@pinnacledesign.com Barbara Evans		newsletter, events, photography, branding	Active	? referral		
ACME Creative Agency	helen.ramos223@solsticecreative.com Helen Ramos		newsletter, events, photography	Unsubscribed	? landing_pa		
ACME Creative Agency	patrick.brown58@zenithmarketing.com Patrick Brown		newsletter, events	Active	? website		
ACME Creative Agency	carol.ward170@solsticecreative.com Carol Ward		newsletter, events, photography	Active	? social_med		
ACME Creative Agency	justin.perez308@atlaventures.com Justin Perez		newsletter, events, photography	Active	? referral		
ACME Creative Agency	melissa.cook378@beaconmarketing.com Melissa Cook		newsletter, events, photography, branding	Active	? referral		
ACME Creative Agency	amy.thompson406@terrasolutions.com Amy Thompson		newsletter	Active	? referral		
ACME Creative Agency	deborah.white265@zenithmarketing.com Deborah White		newsletter, events	Active	? event_sign		
ACME Creative Agency	dorothy.adams400@polarislabs.com Dorothy Adams		newsletter	Active	? landing_pa		
ACME Creative Agency	elizabeth.davis158@prismmedia.com Elizabeth Davis		newsletter, events, photography, branding	Active	? event_sign		
ACME Creative Agency	james.hughes233@phoenixcreative.com James Hughes		newsletter, events, photography	Active	? event_sign		
ACME Creative Agency	michael.myers263@kineticdesign.com Michael Myers		newsletter, events, photography, branding	Active	? website		
ACME Creative Agency	jonathan.carter315@cobaltcreative.com Jonathan Carter		newsletter	Active	? landing_pa		
ACME Creative Agency	brlan.gray426@neptunedigital.com Brlan Gray		newsletter, events, photography	Active	? landing_pa		
ACME Creative Agency	betty.jackson473@falconcreative.com Betty Jackson		newsletter, events, photography	Active	? event_sign		
ACME Creative Agency	emma.wood4@phoenixcreative.com Emma Wood		newsletter	Active	? contact_for		
ACME Creative Agency	patrick.garcia113@summitconsulting.com Patrick Garcia		newsletter	Paused	? referral		
ACME Creative Agency	margaret.johnson90@crestviewstudios.com Margaret Johnson		newsletter, events	Unsubscribed	? social_med		
ACME Creative Agency	thomas.stewart245@vertexdynamics.com Thomas Stewart		newsletter	Active	? event_sign		
ACME Creative Agency	scott.hernandez88@radiantmedia.com Scott Hernandez		newsletter, events	Paused	? referral		
ACME Creative Agency	stephanie.cox417@neptunedigital.com Stephanie Cox		newsletter	Active	? website		
ACME Creative Agency	donald.turner258@coraldesign.com Donald Turner		newsletter, events	Unsubscribed	? event_sign		
ACME Creative Agency	gregory.adams89@meridiananalytics.com Gregory Adams		newsletter	Active	? landing_pa		
ACME Creative Agency	charles.baker445@evergreensolutions.com Charles Baker		newsletter	Active	? referral		
ACME Creative Agency	sarah.hill82@crestviewstudios.com Sarah Hill		newsletter, events, photography	Active	? landing_pa		
ACME Creative Agency	shirley.flores418@harbordigital.com Shirley Flores		newsletter, events	Active	? event_sign		
ACME Creative Agency	charles.garcia72@eclipsestudios.com Charles Garcia		newsletter	Active	? event_sign		
ACME Creative Agency	sarah.watson432@sapphiretech.com Sarah Watson		newsletter, events	Active	? website		
ACME Creative Agency	katherine.peterson105@radiantmedia.com Katherine Peterson		newsletter, events, photography	Active	? contact_for		
ACME Creative Agency	carolyn.marline137@cedarstudios.com Carolyn Marline		newsletter	Active	? website		
ACME Creative Agency	stephen.alvarez374@onyxstudios.com Stephen Alvarez		newsletter	Active	? event_sign		
ACME Creative Agency	amanda.reed385@pinnacledesign.com Amanda Reed		newsletter, events	Unsubscribed	? social_med		
ACME Creative Agency	margaret.peterson58@crestviewstudios.com Margaret Peterson		newsletter, events	Active	? website		
ACME Creative Agency	michelle.davis273@casademedia.com Michelle Davis		newsletter	Active	? contact_for		
ACME Creative Agency	carol.ortiz229@harbordigital.com Carol Ortiz		newsletter, events, photography	Unsubscribed	? referral		
ACME Creative Agency	brlan.hernandez182@mosaicdigital.com Brlan Hernandez		newsletter, events, photography	Active	? website		
ACME Creative Agency	timothy.edwards347@beaconmarketing.com Timothy Edwards		newsletter, events	Active	? website		

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# Subscribers

Manage all AirMail newsletter subscribers in one place — add contacts, import lists, apply tags, and track engagement across every site in your account.

## Key Features

- **Live Stats:** Four cards at the top show your total subscribers, active count, how many have a phone number on file, and new sign-ups this month.
- **Smart List:** Browse and search by email, name, phone, or tag. Filter by site, status (Active / Unsubscribed / Bounced / Complained), source (Import, Form, API, Manual, WordPress), or contact type (Email Only, Phone Only, Email & Phone). Sort by any column.
- **Tags:** Organize subscribers with custom tags for targeted campaigns. Add tags individually or in bulk across many subscribers at once.
- **Batch Actions:** Select multiple subscribers to export, delete, unsubscribe, resubscribe, add to lists, add tags, or remove tags in one step.
- **CSV Import:** Upload a CSV file to add or update large numbers of subscribers quickly, with a live progress bar.
- **WordPress Import:** Dedicated import flow for migrating subscribers from a WordPress newsletter plugin.
- **Export:** Download your full list or a filtered selection as a CSV file.
- **Engagement Tracking:** See total opens and clicks per subscriber directly in the list.

## How to Use

### Add a Subscriber

1. Click **Add Subscriber** (top right).
2. Select which site this subscriber belongs to — for example, *acme-creative.air4.media* — or choose **All Sites** to make them global.
3. Enter their email address (required) and optionally their name and phone number.
4. Add tags by typing and pressing Enter, or click any suggested tag shown below the field.
5. Set the status to **Active** or **Unsubscribed**.
6. Click **Save Subscriber**.

## Import from CSV

1. Click **Import**.
2. Select the target site.
3. Upload a CSV file with columns: `email`, `phone`, `first_name`, `last_name`, `tags` (tags comma-separated).
4. Choose whether to update existing subscribers and/or resubscribe previously unsubscribed contacts.
5. Optionally add tags to all imported subscribers and assign them to one or more lists.
6. Click **Start Import** and watch the progress bar.

## Import from WordPress

1. Click **WordPress Import**.
2. Select the target site (WordPress imports require a specific site — not "All Sites").
3. Upload your WordPress CSV export (columns: `email`, `first_name`, `last_name`, `subscribed`, `created_at`).
4. Click **Import from WordPress**.

## Manage Subscribers in Bulk

1. Check the boxes next to the subscribers you want (or use the select-all checkbox).
2. Use the batch action buttons to: **Export**, **Delete**, **Unsubscribe**, **Resubscribe**, **Add to List**, **Add Tags**, or **Remove Tags**.

## Filter the List

Use the filter dropdowns above the list to narrow by:

- **Site** — view subscribers for a specific site
- **Status** — Active, Unsubscribed, Bounced, Complained
- **Source** — how they subscribed (Import, Form, API, Manual, WordPress)
- **Contact Type** — Email Only, Phone Only, or Email & Phone

## Tips

- Phone numbers should include the country code (e.g., +12025551234) for SMS compatibility.
- Tags are shared across your account — reuse them to build consistent segments. Search the list by tag name to find all subscribers with a specific label.

- The **Engagement** column shows total opens and clicks, helping you spot your most active readers.
- Click **Export All** to back up your full list before making bulk changes.
- Subscribers marked as Bounced or Complained are automatically excluded from future campaigns — no action needed on your part.