

1. Within your marketing effort, select the *effort settings* tab and choose the *seeds* subtab. Then, click *add*.

Direct Marketing Efforts
ASRV - Leslie's Test Marketing Effort

Overview				Status		History		
Template:	Simple Email Template			Status:	Counts generated		Setup started:	4/10/2018
Effort ID:	11,330	Owner:	Leslie K West	Segments:	1		Counts generated:	4/10/2018 ✓
Appeal:	TCOB18	Budget:	\$0.00	Packages:	1		File exported:	4/10/2018 ✓
Due date:		Expected revenue:	\$0.00	Segment quantity:	5,735		Activated:	--
Launch date:	3/6/2018	Total expenses:	\$0.00	Seed quantity:	2 (2 seeds x 1 package)		Refreshed:	--
Description:				Total quantity:	5,737			

Summary Segments Universe Exclusions **Effort Settings** Basic Information Revenue Revenue Pivot Table

Source Code Export Activation Address Processing Ask Ladder Overrides **Seeds** Business Units KPIs Finder Numbers

Seeds (2) + Add More ▾

Name	Address	Phone number	Email address	Locked
Cindy Bond			cmbond@uga.edu	
Leslie West			lkwest@uga.edu	

2. Search for the individual you wish to add as a seed. (If the individual has already been a seed before, they will appear in the results list.)

Seed Search

Last name: West Address:

First name: Leslie City:

Middle name: State:

Post code:

Match all criteria exactly

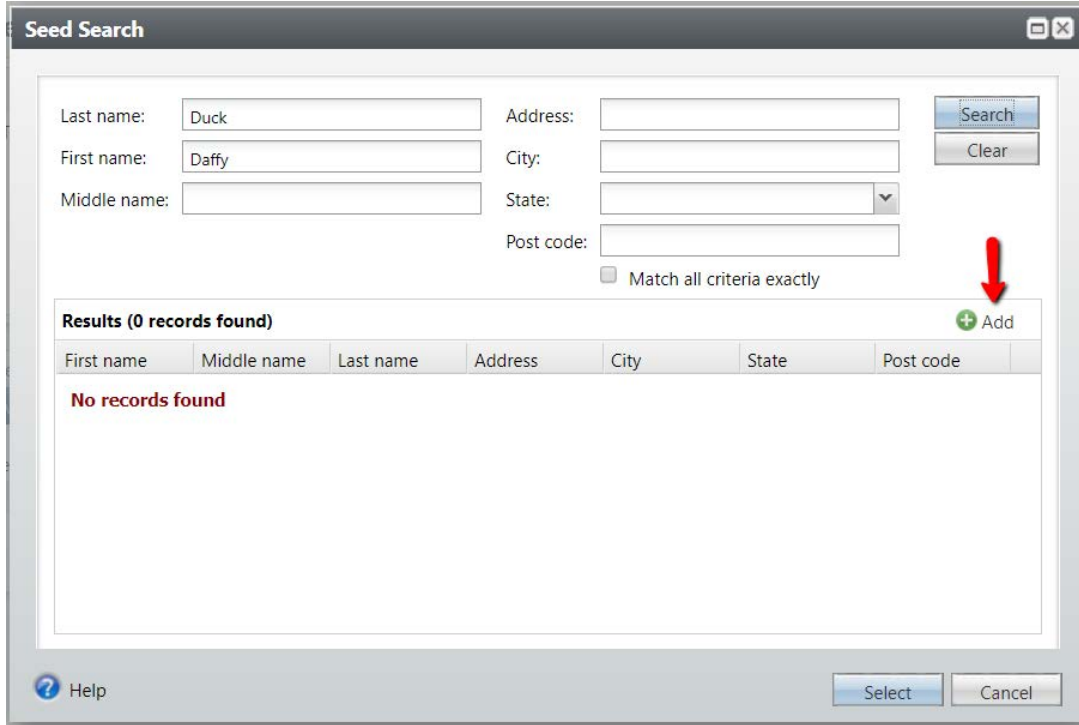
Search Clear

Results (1 record found) + Add

First name	Middle name	Last name	Address	City	State	Post code
Leslie		West				

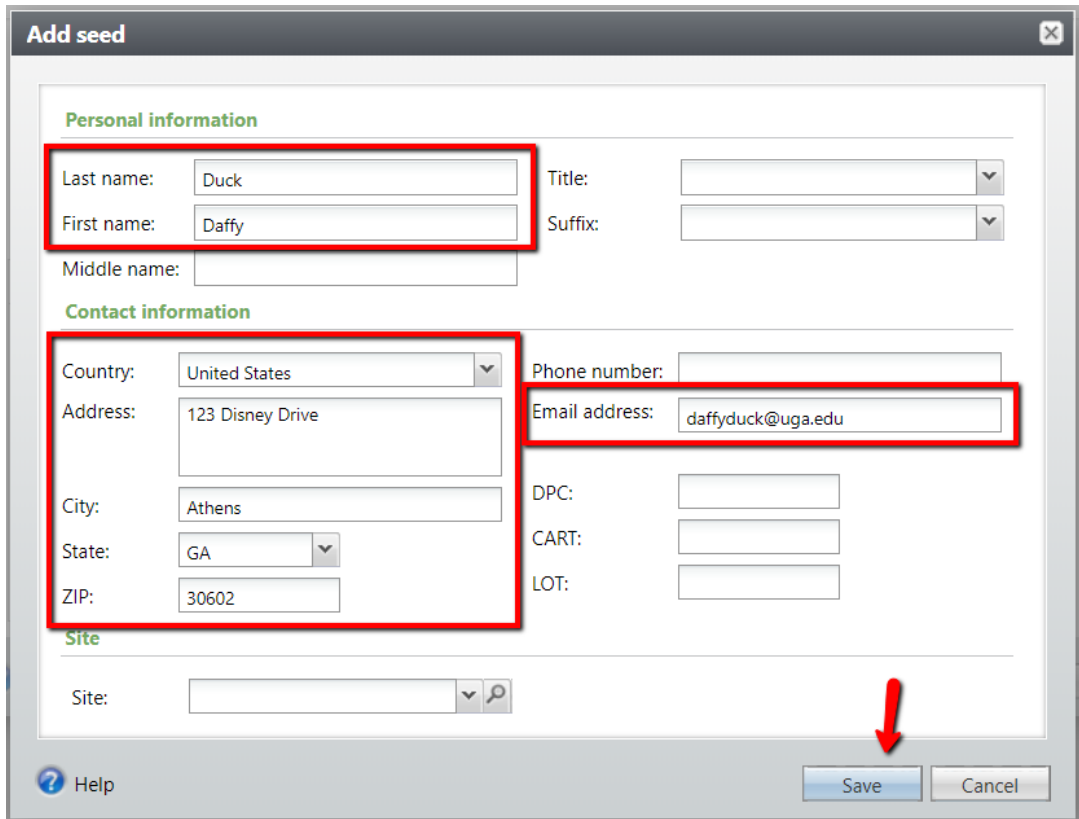
Help Select Cancel

3. If your search does not return any results, you will need to add your individual as a new seed. Click the green *add* button.



The 'Seed Search' dialog box contains search criteria fields: Last name (Duck), First name (Daffy), Middle name, Address, City, State (dropdown), and Post code. A 'Match all criteria exactly' checkbox is present. A 'Search' button and a 'Clear' button are on the right. Below the search fields is a 'Results (0 records found)' section with a table header (First name, Middle name, Last name, Address, City, State, Post code) and a 'No records found' message. A green '+ Add' button is located to the right of the results section, with a red arrow pointing to it. At the bottom are 'Help', 'Select', and 'Cancel' buttons.

4. Enter the appropriate information for your new seed and then save.



The 'Add seed' dialog box is divided into sections: 'Personal information' (Last name: Duck, First name: Daffy, Middle name, Title, Suffix) and 'Contact information' (Country: United States, Address: 123 Disney Drive, City: Athens, State: GA, ZIP: 30602, Phone number, Email address: daffyduck@uga.edu, DPC, CART, LOT). A 'Site' section is at the bottom. Red boxes highlight the personal and contact information fields. A red arrow points to the 'Save' button at the bottom right. 'Help', 'Save', and 'Cancel' buttons are at the bottom.