

Uploading/migrating lists into Ascent360 involves compiling the file, uploading to Ascent360, & filling out a form.

☒ Form Link: <https://forms.office.com/r/YU4jBrDvvG>

Turnaround time:

- Files with less than 50,000 records: 1-3 business days from when you provided the file and confirmed any mapping questions.
- Additional processing time will be required for:
 - Files with more than 50,000 records
 - Files that include transactional data. *Fees may be incurred.

Helpful Resources:

- Transferring contact lists from your previous email provider? [Click here.](#)
- Want to upload a list of unique **coupon/promo codes**? [Click here.](#)

Request Process

1. **Review your file.** Ensure any erroneous or empty data fields have been removed from the file.
2. Upload to the [File Manager](#) area in the platform.
3. Submit a [data load request.](#)

For security purposes, don't email files that contain Personally Identifiable Information (PII). Instead, use the File Manager within the platform to upload files.

Required Information

Here's an overview of what we need to get started on your load request:

- The **date** when this data was collected (such as individual creation date)
 - If present in the file, tell us what field/column to use
- The **contact permissions** associated with the file.
 - Is everyone in the file an explicit opt-in?
 - Is there a column that has a value for email permission, such as Y or N?
- The desired **Source Name** and **Source Type** of this load.

- Source Name - Must begin with a 2-digit numerical value that will represent the year(s) of collection. (i.e. - "21 Ski Show Signups" or "20-22 Bike Convention"). Using a specific name how or where the data was collected is highly recommended.
- Source Type - A broader name that should be specific to where the data was gathered. (i.e. - "Car Shows" or "Conventions"). If you don't provide a Source Type, we'll use "Ad Hoc Data Load" as the value.
- Which fields to be included in the load.
 - Please de-clutter your file of unnecessary fields to the best of your ability.
 - If your file has 50 fields and you only need "first name", "email", "email permission", and "opt-in date", please indicate that in your request.
- The file name and location to ensure we pick up the correct one.