Step 3: Create a List

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Creating a List

Once a Sender Profile is created, you can proceed to create a **list** which is a collection of contacts to whom you will be sending a broadcast email. To create a list, follow these steps:

Creating a List requires a Sender Profile as a prerequisite.

1. Navigate to **'Audience'** on the left panel, and click **'Lists'** under it, as illustrated in the image below.

2. On the main **Lists** page, click the **'Add List'** button from the top right to create a new list.

3. A **'Create a New List'** popup form will appear, prompting you to fill in the following mandatory fields:

    - **List Name:** Enter the name you wish to assign to your List in SendPad. For example, 'Store Buyers' is being entered in the image below.
    - **Select Sender Profile:** Since each List requires a Sender Profile, you can choose the **'Default Sender Profile'** from the dropdown options, such as 'Khadija@cartzytools.com,' or any other existing Sender Profile that suits your needs.

4. After filling in the information, click **'Create.'**



5. Upon successfully creating a List, the following will occur:

    - The new list will be created, and a success notification popup will appear at the top-right corner of the page, as shown in the image below.
    - The main **Lists** page will automatically refresh to display the newly created List.



List Details

To view the details of the newly created list, follow these steps:

1. On the main **Lists** page, navigate to the desired list name e.g., 'Store Buyers.' as shown in the image below.

2. Click the **arrow symbol (>)** located on the right side of the desired list name to open its details.

3. The list details page looks like a proper dashboard that displays the List Name at the top, for example, 'Store Buyers,'. On the list dashboard, the following metrics are available:

- **General:** Number of subscribers and unsubscribers.
- **Health:** Open rate, click rate for the emails as well as List growth percentage and unsubscribed contacts.
- **Sender Profile:** The details of the Sender Profile that is linked to the list.
- **Contacts:** The contacts that you add to the list.

 A newly created list will always have zero (0) contacts.

Deleting a List

In case one or more Lists are no longer needed, they can easily be deleted. To delete list(s), follow these steps:

1. On the main **Lists** page, select the list(s) you want to delete by checking the checkbox located to the left of its name, as illustrated in the image below.

2. Now navigate to the rightmost part of the selected list(s) and click the **ellipsis (three dots)** located next to the **'Webhooks'** button.

3. From the dropdown menu, select **'Delete.'**

4. A **'Delete List(s)'** popup window will appear to confirm the deletion action. Click the **'Delete List(s)'** button to confirm your intention.

 Deleting a list cannot be undone.

 All data associated with the deleted list(s) will be permanently removed, including segments, autoresponder triggers, and actions, broadcast and autoresponder emails, webhooks, and contact profile data.

 If the list being deleted contains a contact that is also added to other lists, then the contact will continue to exist in other lists upon deletion of one list. However, it's association with the deleted list will be removed.

5. After successfully deleting the list(s), a success notification popup will appear at the top-right corner of the page. The main **Lists** page will automatically refresh and the deleted list(s) will be permanently removed from the system.