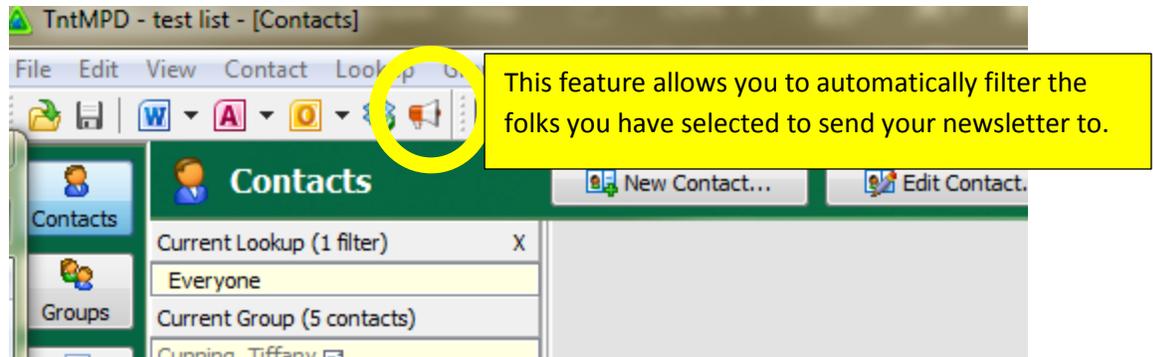


# How to submit your TNTConnect database directly to Chalk Line using the “Newsletter Tools” function.

To submit your mailing list directly through the “Newsletter Tools” on your TNTConnect database, please refer to the following steps to walk you through the process.

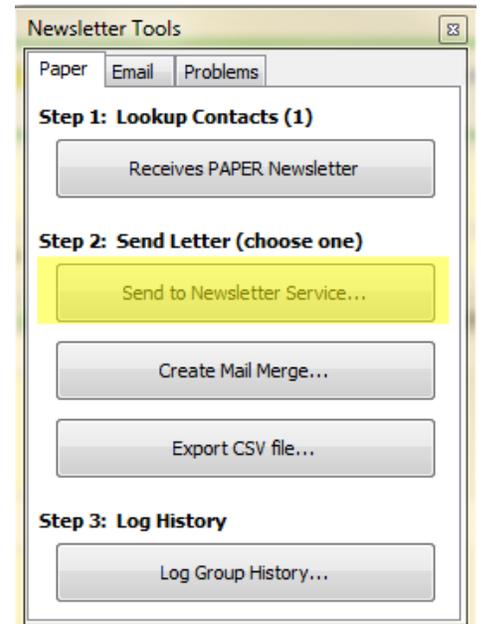
## Step 1.

With your TNTConnect database open, click the “Megaphone” icon in the top menu bar:



## Step 2.

Once you have clicked the megaphone, it will open the newsletter tools menu. After you confirm that the list is looking up the contacts for your paper newsletter, choose the “Send to Newsletter Service” button (highlighted below in yellow).



## Step 3.

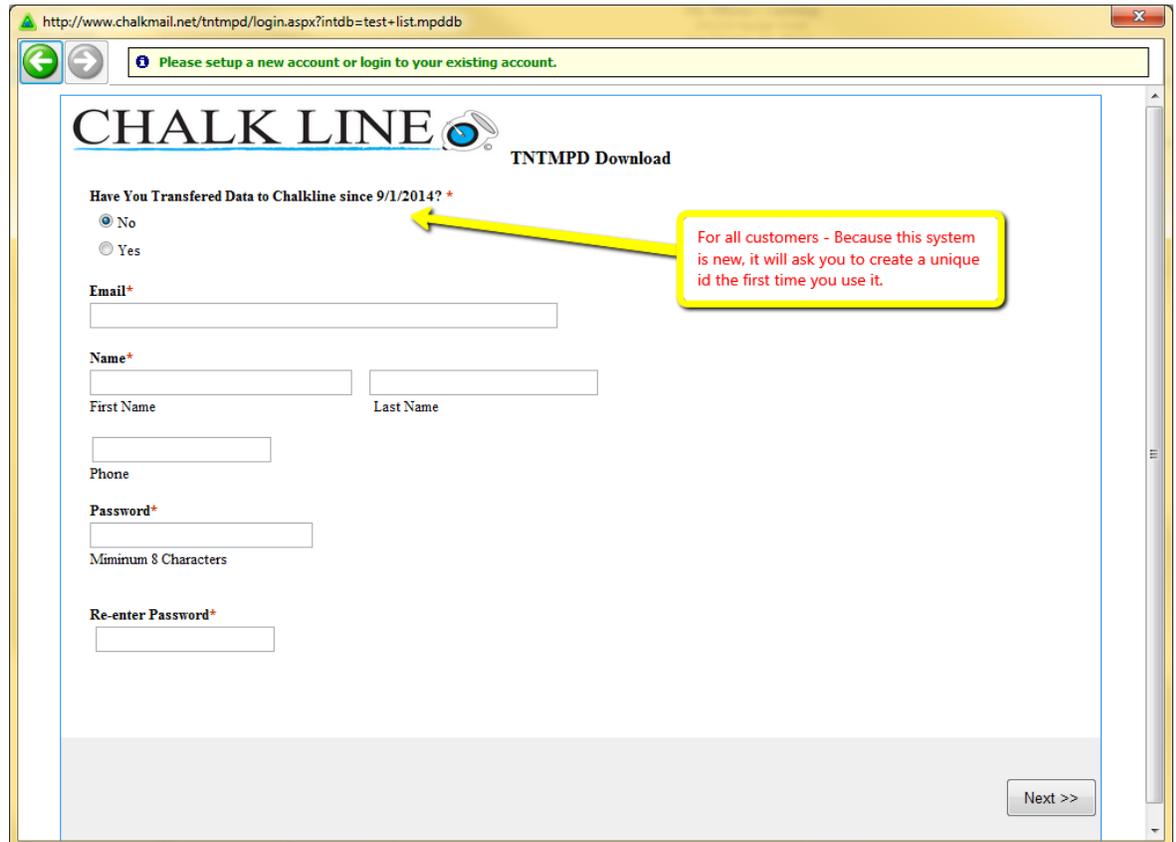
When you click the “Send to newsletter service” button, it will open a window which will allow you to choose which newsletter service to send to. In this dropdown menu will be “Chalk Line”. When Chalk Line is selected, you will see our logo, and the button that says “Order [#] newsletters”. The number of newsletters ordered will be the number of people in your mailing list filtered to receive the paper newsletter.

## Step 3b:

If this is your first time to export to Chalk Line directly from TNT, please follow step 4. If not, please skip ahead to step 5.

## Step 4.

If this is your first time exporting directly to Chalk Line through TNT Connect, you will need to set-up a unique ID for your database. Once this unique id is created, you will not need to go through this step again. This unique id will allow us to match your uploaded list to your order, so it is best to use whatever name you normally use for the order form when creating the unique ID.



The screenshot shows a web browser window with the URL <http://www.chalkmail.net/tntmpd/login.aspx?intdb=test+list.mpddb>. The page title is "CHALK LINE TNTMPD Download". A message at the top says "Please setup a new account or login to your existing account." The main form asks "Have You Transferred Data to Chalkline since 9/1/2014?\*" with radio buttons for "No" (selected) and "Yes". Below are fields for "Email\*", "Name\*" (split into "First Name" and "Last Name"), "Phone", "Password\*" (with a note "Minimum 8 Characters"), and "Re-enter Password\*". A yellow callout box with an arrow pointing to the "No" radio button contains the text: "For all customers - Because this system is new, it will ask you to create a unique id the first time you use it." A "Next >>" button is at the bottom right.

If you miss any information, the form will show what information is missing, and once you complete this set-up, you can hit next and move on to the next step.

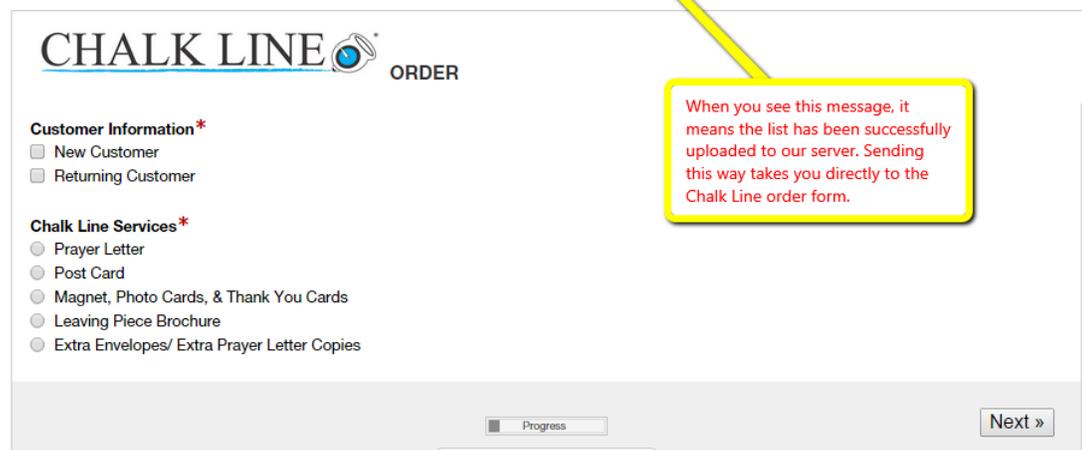
## Step 5.

After you have sent the list directly to Chalk Line, it will open a screen on your web browser to confirm that your list has been properly submitted.

This message takes you directly to the order form – that way, you can submit



Your TntMPD database has been received.  
You can now place your Chalk Line order below.



The screenshot shows the "CHALK LINE ORDER" page. A yellow callout box with an arrow pointing to the confirmation message above contains the text: "When you see this message, it means the list has been successfully uploaded to our server. Sending this way takes you directly to the Chalk Line order form." The form has sections for "Customer Information\*" with checkboxes for "New Customer" and "Returning Customer", and "Chalk Line Services\*" with radio buttons for "Prayer Letter", "Post Card", "Magnet, Photo Cards, & Thank You Cards", "Leaving Piece Brochure", and "Extra Envelopes/ Extra Prayer Letter Copies". A "Progress" bar and a "Next »" button are at the bottom.

your order details and the correct number of recipients will already be filled in on the form.

Follow the regular steps in the order form for your order details. When you reach the end, where you would normally upload your database you will see the option “Use TNTConnect database”, which will alert us to use the database you have uploaded.

# CHALK LINE ORDER - Upload

You can upload the items for your order here. There is 25mb upload limit TOTAL, so if you reach that limit, you can upload your files through our Upload page after you submit your order.

### What type of Newsletter file are you uploading?

- PDF
- Word, Pages or Publisher
- Other

### Comments or Instructions

### Database

- Use TntMPD database

By uploading the list through TNT, you do not have to upload the list on the order form.

**Extra uploads-** If you are uploading pictures for a design please be sure to add your captions in your file.

### Other Upload 1

No file chosen

### Other Upload 2

No file chosen

### Other Upload 3

No file chosen

### Other Upload 4

No file chosen

Progress

 Form secured by **Formstack**

***After you've uploaded your letter (and any additional uploads), hit submit, and you're done!***