Tractivity®

Getting started…

We recommend you log into your **Stage/Training System** to complete the following activities:

CHECKLIST

☐ **1.** Search Tractivity to find an Organisation that is **not** currently recorded.

☐ **2.** Add the new Organisation to your System, ensuring you add **as much information as possible**.

☐ **3.** Ensure the Organisation has an address. (Remember to use the left-hand menu, click **Edit Organisation**).

☐ **4. Add a Contact** to the Organisation.

☐ **5.** Your contact has just emailed and requested they be removed from all Mailing Lists, as they no longer wish to receive any marketing comunications. **Update the Contact record inside Tractivity to reflect their marketing preferences**.