

Please add this to the Hub wherever you need to...

To add a new person to JustCall (so that we are recording their calls and they are being put into AC)

- 1) Add them to JustCall just as your other instructions say to
- 2) While logged in as them, click on Integrations on the left side of the menu
- 3) Under the Active Campaign, click on the button that adds the sync or integration
- 4) In the 2 fields that show, add what's in bold:

API URL - <https://wonderdog.api-us1.com>

API KEY -

a5acfd214b1954fd15b7e9d3fbcc6ec8c072d6711a923fd79ad47e7f82a3c7c63e31997

- 5) Click on the Workflow Settings tab to ensure that they are all set to Notes

Under Call Tracking Numbers

We want to track ALL leads from the previous day, so do this:

- 1) Go into AC > Contacts > Sort by Date Created until you see the latest leads which have come in
- 2) Put a tally under each Larger City on a scratch pad for each contact who filled out a form OR who called in from JustCall (even if we have not talked to them yet, EVEN if they were unqualified when we talked to them)
- 3) Put those numbers in the Call Tracking sheet for each city