

# Survey a Random Subset of Contacts

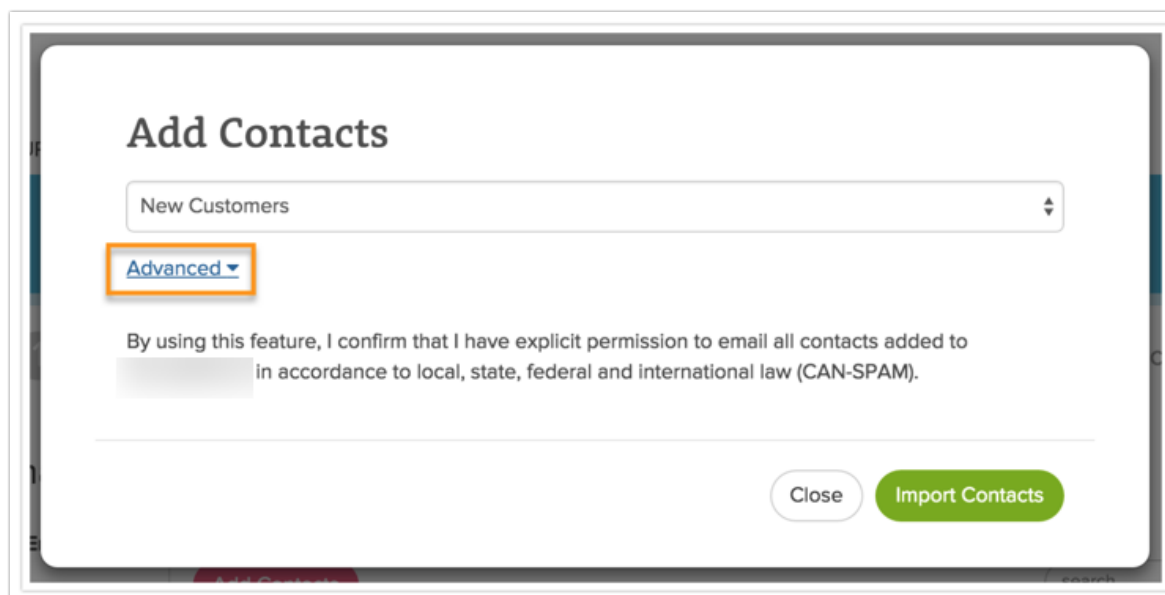
Using the Email Lists feature (available to account administrators), you can send Email Campaign invites to a subset of your contacts and even have Alchemer randomly select **x number of contacts** that have not been surveyed in **x number of days**.

This is particularly helpful if you tend to survey the same group of individuals and want to make sure that you do not over-survey them.

To take advantage of this feature, your account administrator will need to be using the Email Lists feature.

If contacts have been uploaded to Email Lists, you can use these in an Email Campaign. Access an existing email campaign or create a new one. Click **Contacts > Add Contacts** and select the **Use an Existing List** option.

From the **Select a List** menu, select the Email List that you would like to use in your campaign and click on the **Advanced** option (optional).



The screenshot shows a modal window titled "Add Contacts". At the top, there is a dropdown menu with "New Customers" selected. Below this is a button labeled "Advanced" with a small downward arrow, which is highlighted with an orange rectangular box. Underneath the button is a line of text: "By using this feature, I confirm that I have explicit permission to email all contacts added to [redacted] in accordance to local, state, federal and international law (CAN-SPAM)." At the bottom right of the modal, there are two buttons: "Close" and "Import Contacts".

Using the available fields, specify the number of contacts that you want Alchemer to randomly select from the contact list you choose. Next, input the number of Days, Months, or Years – this will evaluate the last time each of your contacts has been surveyed to determine if they are available for this send.

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## Add Contacts

New Customers

Advanced ▲

Add  random contacts who have not been surveyed in   Days  
 Months  
 Years

By using this feature, I confirm that I have explicit permission to email all contacts added to [redacted] in accordance to local, state, federal and international law (CAN-SPAM).

Click **Import Contacts** and your list will be uploaded to the Email Campaign.

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