

How to Add Contacts (Manual Add)



STEP 1

On the "My Fundraisers" page, click on "Edit Fundraiser."

The screenshot shows the 'My Fundraisers' page with two fundraiser cards. The top card is for 'Pedal the Cause' (September 21 & 22, 2024) and the bottom card is for 'PTC Pedalers' (September 21 & 22, 2024). On the Mollie Zolkind fundraiser card, the 'Edit Fundraiser' button is highlighted with an orange box and an arrow pointing to it.

STEP 2

From the profile menu bar, you can manage your contacts and send emails through your GiveSignUp account. To add individual contacts, click "Manage Contacts." To add multiple contacts at one time, click "import contacts."

The screenshot shows the 'Manage Contacts' page with a navigation bar at the top. The 'MANAGE CONTACTS' button is highlighted with an orange box. Below the navigation bar, the 'Edit Fundraiser: Mollie Zolkind' page is visible, showing the 'Become a Fundraiser' form with fields for name, goal, and tagline.

STEP 3

To add contacts individually, click "Manage Contacts" and fill in the information under "Add a Custom Contact" (email address, first name, last name). Click "Add Custom Contact" button to add contact and save contact information.

STEP 4

Once a contact is added it will appear under "Existing Contacts." In the actions column, manage your existing contacts by clicking the "Edit" or "Delete" buttons.

The screenshot shows the 'Existing Contacts' page with a table of contacts and the 'Add Custom Contact' form. The 'Add Custom Contact' form has fields for 'Email Address', 'First Name', and 'Last Name', and an 'Add Custom Contact' button highlighted with an orange box. The 'Existing Contacts' table has columns for 'EMAIL ADDRESS', 'FIRST NAME', 'LAST NAME', and 'ACTIONS', with the 'Edit' button highlighted for the contact 'ashley@pedalthecause.org'.

EMAIL ADDRESS	FIRST NAME	LAST NAME	ACTIONS
ashley@pedalthecause.org	Ashley	Saitta	Edit Delete

The screenshot shows the 'Edit Existing Contact' modal form with fields for 'EMAIL ADDRESS', 'FIRST NAME', and 'LAST NAME', and 'Edit Contact' and 'Cancel' buttons.

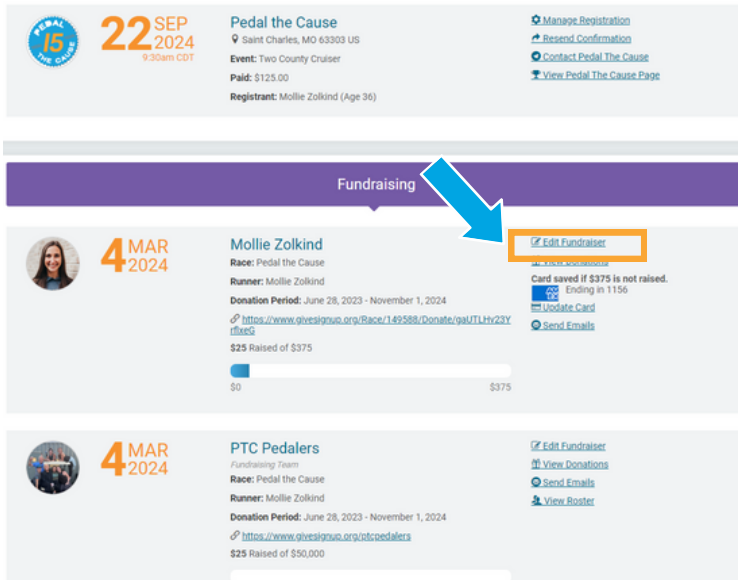
FIELD	VALUE
EMAIL ADDRESS	ashley@pedalthecause.org
FIRST NAME	Ashley
LAST NAME	Saitta

CLICK TO SAVE CONTACT INFORMATION

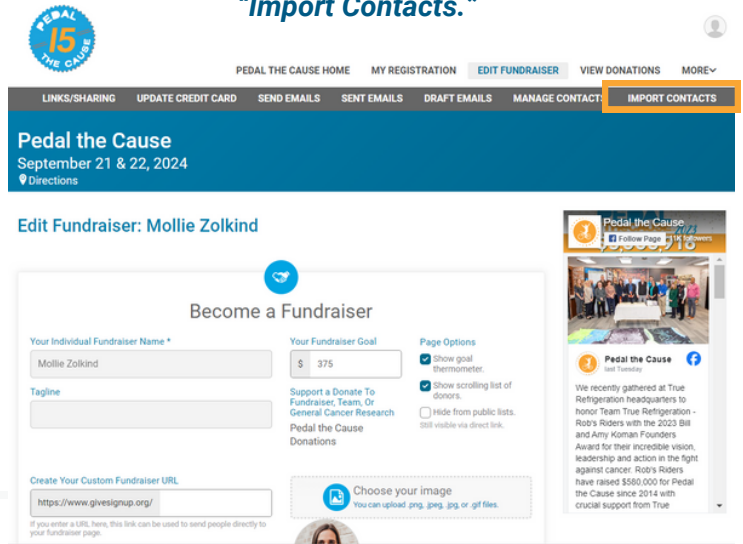
How to Add Contacts (File Upload/Contact Import)



STEP 1 On the "My Fundraisers" page, click on "Edit Fundraiser."



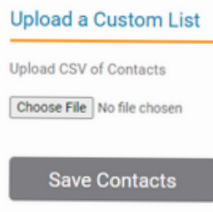
STEP 2 From the profile menu bar, you can manage your contacts and send emails through your GiveSignUp account. To add individual contacts, click "Manage Contacts." To add multiple contacts at one time, click "Import Contacts."



STEP 3 To add multiple contacts at one time, click "Import Contacts" to upload a CSV file of your contacts.

The CSV file requires three fields: email address, first name, and last name. Click "Add Contacts" to upload. Click "Choose File" to upload and map your CSV contact list.

	A	B	C
1	Email Address	First Name	Last Name
2	mollie@pedalthecause.org	Mollie	Zolkind
3	ashley@pedalthecause.org	Ashley	Saitta
4	darby@pedalthecause.org	Darby	Eyermann
5	jules@pedalthecause.org	Jules	McCormick



Upload a Custom List

