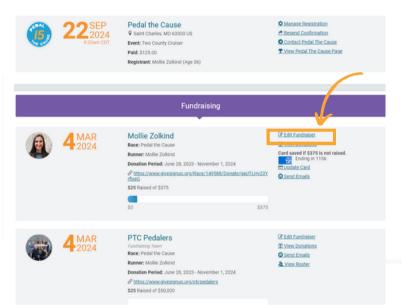
How to Add Contacts (Manual Add)



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."

WE OF		GISTRATION EDIT FUNDR		
LINKS/SHARING UPDATE CRED	IT CARD SEND EMAILS SENT EMAILS	DRAFT EMAILS MAN	IAGE CONTACTS IM	PORT CONTA
edal the Cause eptember 21 & 22, 2024 Directions				
dit Fundraiser: Mollie	Zolkind		Pedal t	he Cause
are randraiser. Wome	Zokiila		■ Follow	סו לייטע
	3		B william	A John
В	ecome a Fundraiser		Name of the last o	
B Your Individual Fundraiser Name *		Page Options	N III	
	ecome a Fundraiser	Page Options Show goal thermometer.	Pedal the last toesday	Cause (7
Your Individual Fundraiser Name *	decome a Fundraiser	Show goal	Pedal th lest Turnibus We recently gath Refrigeration hel honor Team Truu Rob's Riders will and Arry Koman Award for their in	ered at True adquarters to Refrigeration - h the 2023 Bill Founders
Your Individual Fundraiser Name * Mollie Zolkind	Your Fundraiser Your Fundraiser Goal \$ 375 Support a Donate To Fundraiser, Team, Or General Cancer Research Pedal the Cause Donations	Show goal thermometer. Show scrolling list of donors. Hide from public lists.	We recently gath Refrigeration her honor Team True Rob's Riders with and Army Koman	ered at True adquarters to Refrigeration - h the 2023 Bill Founders scredible vision, ction in the fight Rob's Riders 0,000 for Pedal

STEP 3

DAL

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.

15 B	PEDAL THE CAUS	SE HOME MY	REGISTRATION	EDIT FUNDRAISER
Pedal the Cause September 21 & 22, 2024 Original Directions				
Existing Contacts		Search	by Email, First or L	ast Name
EMAIL ADDRESS	FIRST NAME	LAST NAME	ACTIO	DNS
ashley@pedalthecause.org	Ashley	Saitta	Ed	Delete Page 1 of 1
Add a Custom Contact				
Email Address	First Name	La	ist Name	
mollie@pedalthecause.org	Mollie		Zolkind	
	Add Custom Cont	act		
	CLICK TO SA CONTACT INFORMATION	- `	\	

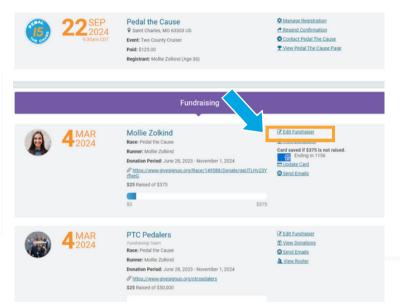
45				
THE CITY		EDIT EXISTING CONTACT		N EDIT FUNDRAIS
Pedal ti	EMAIL ADDRESS	ashley@pedalthecause.org		
Septembe © Directions	FIRST NAME	Ashley		
Existing Con	LAST NAME	Saitta		or Last Nam
N	Edit C	ontact Cancel		Edit Delete Page 1 of 1
Add a Custom Con		st Name	Last Name Zolkind	
		Add Custom Contact		

How to Add Contacts (File Upload/Contact Import)



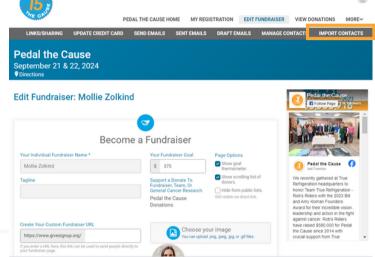
STEP 1

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.

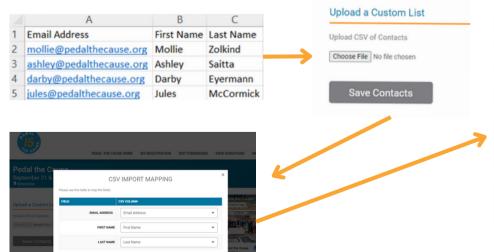
The CSV file requires three fields: email address, first name, and last name. Click "Add Contacts" to upload. Click "Choose File" to upload and map your CSV contact list.

Add Contacts Cancel



After your CSV file is uploaded, click "Save Contacts" to mass add your contacts.

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.



Upload a Custom List

Upload CSV of Contacts

Choose File GiveSignUp ...pload.xlsx.csv

mollie@pedalthecause.org - Mollie Zolkind ashley@pedalthecause.org - Ashley Saitta darby@pedalthecause.org - Darby Eyermann jules@pedalthecause.org - Jules McCormick

Save Contacts