

How to Add Contacts (Manual Add)

STEP 1

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

The screenshot shows the 'My Fundraisers' page. At the top, there is a fundraiser for 'Pedal the Cause' on 21 SEP 2025. Below that, there are two fundraiser cards. The first card is for 'Mollie Zolkind' on 3 MAR 2025. An orange box highlights the 'Edit Fundraiser' button on this card. The second card is for 'PTC Pedalers' on 3 MAR 2025.

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' menu in the top navigation bar. Below it, the 'Edit Fundraiser: Mollie Zolkind' page is shown. The page has a form for 'Become a Fundraiser' with fields for 'Your Individual Fundraiser Name', 'Your Fundraiser Goal', 'Tagline', 'Create Your Custom Fundraiser URL', and 'Choose your image'. There are also 'Page Options' and 'Support a Donate To' sections.

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' table and the 'Add a Custom Contact' form. The table has columns for 'EMAIL ADDRESS', 'FIRST NAME', 'LAST NAME', and 'ACTIONS'. The 'ACTIONS' column has 'Edit' and 'Delete' buttons. The 'Add a Custom Contact' form has fields for 'Email Address', 'First Name', and 'Last Name', and an 'Add Custom Contact' button. An orange box highlights the 'Add Custom Contact' button.

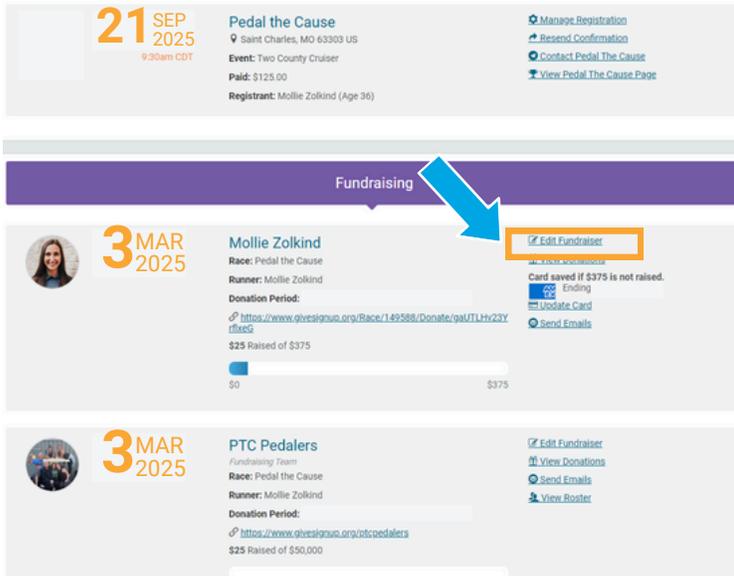
CLICK TO SAVE CONTACT INFORMATION

The screenshot shows the 'EDIT EXISTING CONTACT' form. It has a table with columns for 'FIELD' and 'VALUE'. The 'FIELD' column has 'EMAIL ADDRESS', 'FIRST NAME', and 'LAST NAME'. The 'VALUE' column has 'ashley@pedalthecause.org', 'Ashley', and 'Saitta'. There are 'Edit Contact' and 'Cancel' buttons at the bottom.

How to Add Contacts (File Upload/Contact Import)

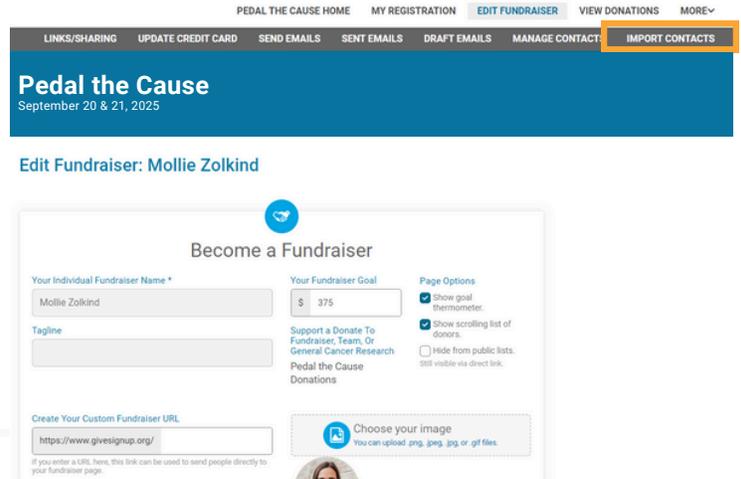
STEP 1

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

Upload CSV of Contacts

Choose File No file chosen

Save Contacts

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

