



A Guide to Add Contacts to Your *Grow Green @* Fundraising Page

Your contacts are needed to send emails, track donations and send thank you emails.

When sending emails you will need to type or copy and paste email into the Recipients line. OR you can import a contact list from an Excel Document or add Contacts.

The screenshot shows the 'FUNDRAISE' sidebar on the left with a green header and a dropdown arrow. The 'Contacts' option is highlighted with a green arrow. The main content area on the right is titled 'Contacts' and features 'ADD' and 'IMPORT' buttons. Below these is a 'New Contact' form with input fields for First Name, Last Name, Email, Phone, and Notes, followed by a green 'SAVE' button.

You can add a contact by entering in their contact information one by one.

Or you can IMPORT a list of contacts from Excel.

The benefit of adding in Contacts is so you can email all of the list with once click of a button and personalize the email with their name. Rather than emailing everyone one by one.

It takes a couple of minutes to create the excel list and import it. But you will save that time when you email the list all at once. ** Ensure that you save the excel document as a CVS file for the Contacts Name and Email to import correctly.

Import a list of contacts from Excel.

	A	B	C
1	First Name	Last Name	Email
2	Dad	Example	dad@example.com
3	Mom	Example	mom@example.com
4	Sister	Example	sister@example.com
5	Friend	Example	friend@example.com
6	Coworker	Example	coworker@example.com

Import Contacts

Import contacts from your email client.

- Step 1: Export contacts as a CSV file from your email client, or create a file.
Step 2: Be sure to include a column label in the first row.
Step 3: Upload file, choose mapping and how you want to import.

UPLOAD CONTACT FILE

Import Contacts

Choose correct field in your contact file to import

Email

Email

First Name

First Name

Last Name

Last Name

Phone

-

Notes

-

Choose an existing contact list or enter a name to create new contact list to impo

Contact List

☒ - Default List -

OR enter new contact list name

IMPORT

CANCEL

Once you have entered or imported your contact they will be available in your contacts like to send emails, track donations and send thank you emails.

Contacts

ADD

IMPORT



	Sent	Visit	Donations	
Friend Example friend@example.com	0	0	\$0	<div><div></div><div></div><div></div><div></div></div> <div>Send Email</div>
Cheyanne Richardson cheyannerichardson@naturecanada.ca	0	0	\$0	<div><div></div><div></div><div></div><div></div></div>
Mom Example mom@example.com	0	0	\$0	<div><div></div><div></div><div></div><div></div></div>
Dad Example dad@example.com	0	0	\$0	<div><div></div><div></div><div></div><div></div></div>