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How do I add contacts?

Sam Pelton - 2026-04-17 - [Comments \(0\)](#) - [Contacts](#)

Contacts can typically be added in one of three ways:

- They can text in your opt-in keyword(s). You can view opt-in keyword information from your [Opt-in Keywords](#) page.
- They can sign-up via your sign-up page.
- If you already have consent from people to send them messages, you can add them manually from your Control Panel under the Contacts tab, either one-by-one or by importing a spreadsheet.

More advanced methods of adding contacts are via QR code and through integrations or API.

Opt-in keywords

Your account will come with at least one free opt-in "keyword." This is a word that people can text in to a particular number to be automatically added to your contact list.

For example, if your keyword was *sale* on the number 74121, people could send a text containing the word "sale" (no quotes) to 74121 and their number would automatically be added to your database.

You can view and edit your keyword(s) from the [Opt-in Keywords](#) tab on your dashboard.

Sign-up page

People can sign themselves up for your text alerts by going to a free online sign-up page that comes with your account.

You can edit information for your sign-up page under the [Subscribers->Sign-Up Page](#) tab on your control panel.

Adding manually

You can add contacts manually by clicking the "Add" button on the [Subscribers->Manage Subscribers](#) tab on your control panel.

If you have a list of multiple contacts that you want to add at once, you can set up a spreadsheet in the correct format and import it under [Contacts->Import Contacts](#).