

Knowledgebase > FAQs > Contacts > How do I add contacts?

## How do I add contacts?

Sam Pelton - 2025-11-13 - 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 <a href="Opt-in keyword">Opt-in Keywords</a> 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 important 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 <u>Subscribers->Manage Subscribers</u> 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 <a href="Contacts->Import Contacts">Contacts</a>.