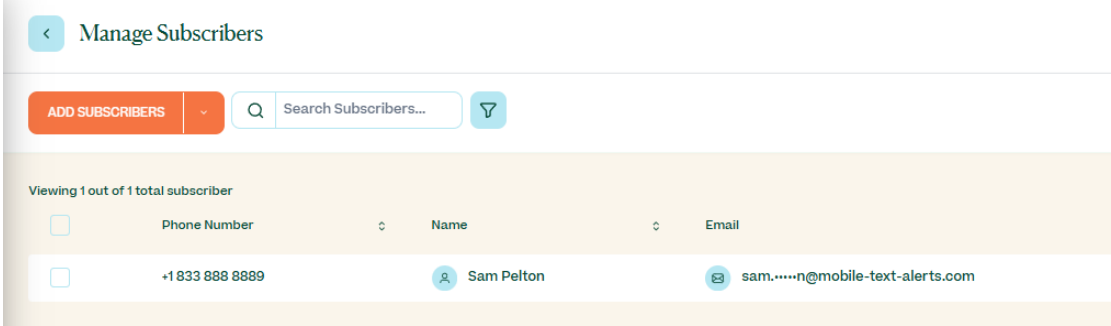
Manage Subscribers

Sam Pelton - 2025-06-23 - Comments (0) - Platform Basics

The "Manage Subscribers" page in your Mobile Text Alerts dashboard allows you to view, add, edit, and remove these subscribers from your account. This tutorial will walk you through how to navigate that page.

Viewing Your Subscribers

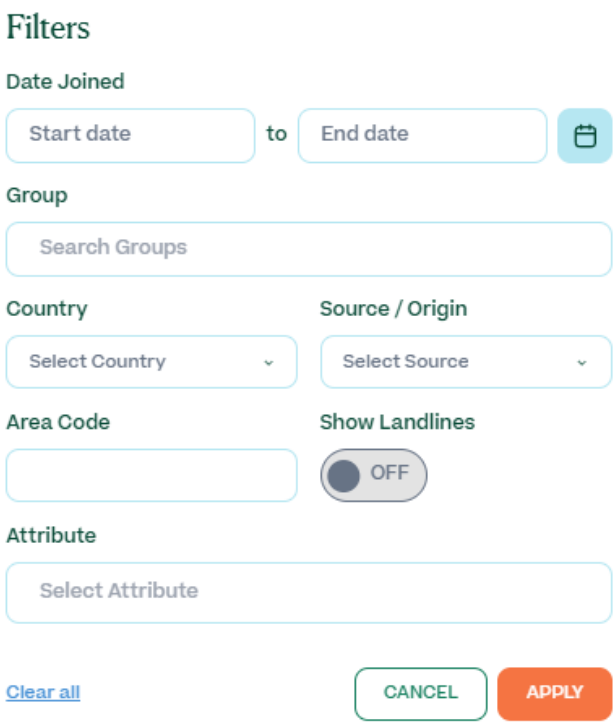


This table shows you all the subscribers on your account (people who are listed as contacts to receive your text alerts). At a glance you can view subscribers' phone numbers, first names, last names, a snippet of their email addresses, and the date they joined.

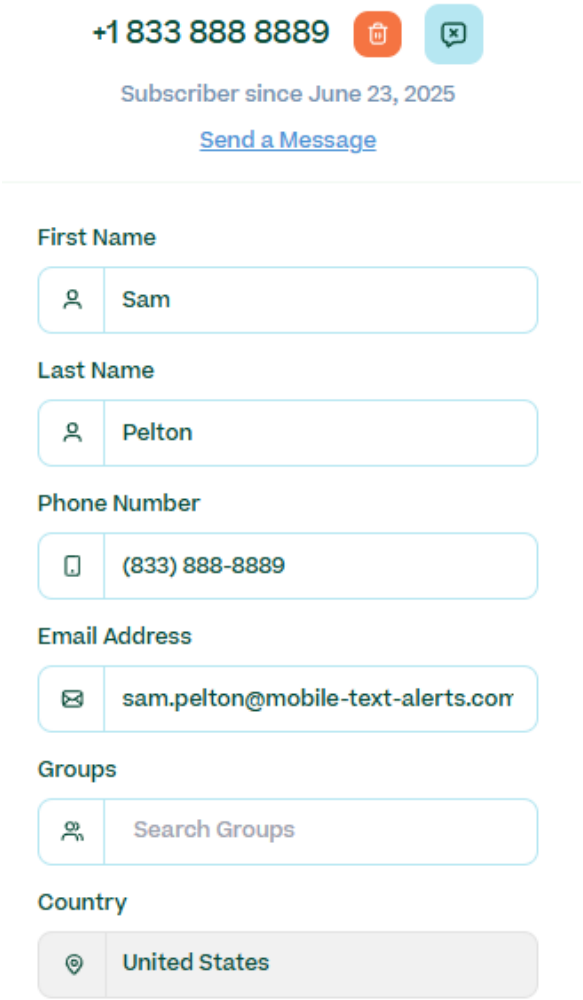
Toward the top of your screen, you can search through your subscribers or filter them by:

- Date Joined
- Group
- Country
- Source / Origin
- Area Code

You can also toggle whether or not you'd like the view to show landline numbers.



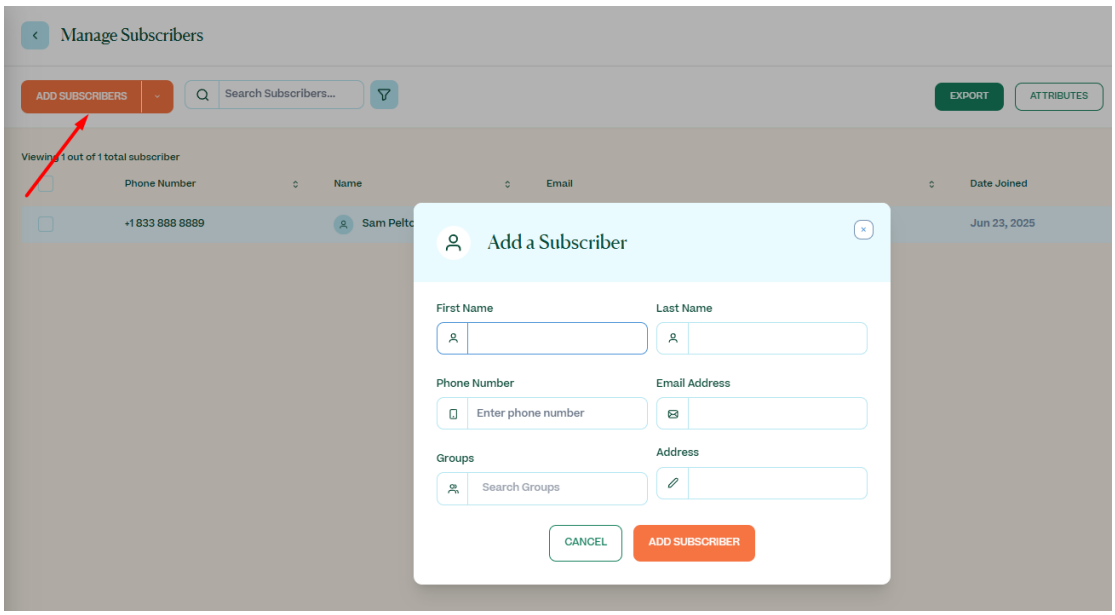
Click on any subscriber’s row to view and edit the information for that subscriber (be sure to click “Save” when you are finished editing).



You can edit the first name, last name, email address, and assigned "groups" for the selected subscriber. You can also click the hyperlink to send a message, select the "trash bin" icon to delete the selected subscriber, or select the "unsubscribe" button to unsubscribe the number.

Add a Subscriber

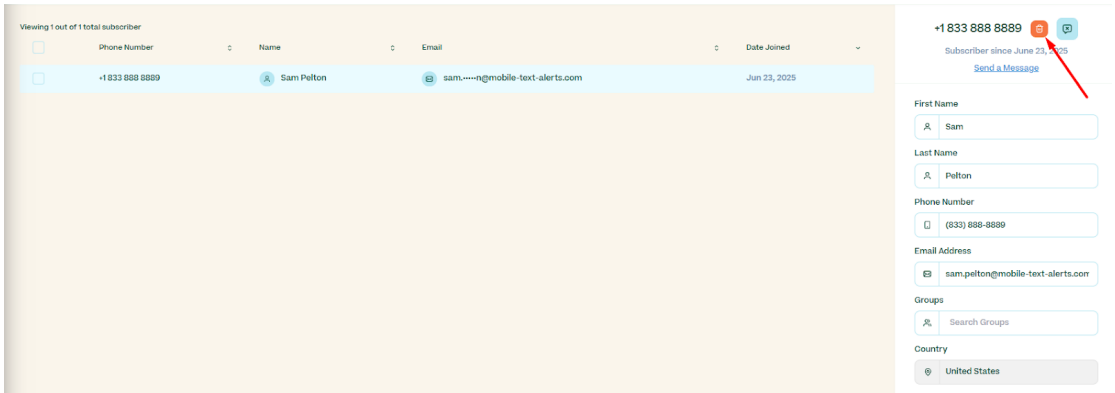
The orange “Add Subscriber” button will add a new row to your list of subscribers.



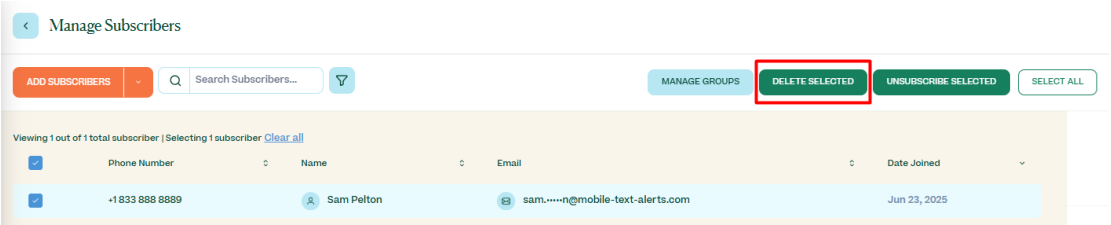
Fill in the new subscriber's first name, last name, phone number, email address, and any groups you would like to add them to and then click "Add Subscriber." All of the information is optional, except the subscriber must have *either* a phone number or an email address listed.

Remove Subscribers

To remove subscribers from your account, you can click the "trash bin" icon after clicking to view any subscriber's row.



You can also click the "checkmark" square on the row of a subscriber to highlight that row. In the below example, I want to remove "Sam Pelton," so I clicked the checkmark square on the row with that name:



After you have clicked the checkmark on the subscriber(s) that you want to remove, click the green “Delete Selected” button toward the top of the screen and the subscriber(s) will be removed from your account. If you want to delete more than one, you can select multiple subscriber rows to remove at once.

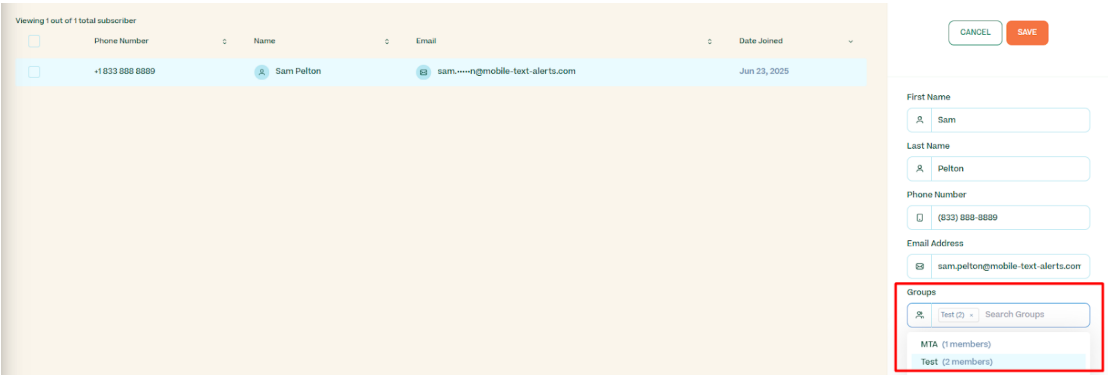
You can use the "Select All" button to select all of the subscribers on that page.

Manage Groups

This button allows you to add/remove subscribers to/from groups on your account. First, click the checkmark circle of one or more subscribers to highlight the row(s), as above.

After you have highlighted the desired subscriber(s), click the “Manage Groups” button.

This will pull up a list of your account's groups, and you can select whether you'd like to add/remove the selected(s) subscribers to/from each group.



You can use the search bar to search for a specific group.

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