

Swiftpage

Quick Start Guide to:

Creating a New Contact

This Quick Start Guide outlines the steps for creating a new contact in the Swiftpage List Manager.

1. Go to www.swiftpageconnect.com.
2. Enter your account details at the top of the screen and click Submit.
3. Once you are on the Swiftpage Connect Portal, click List Manager.



Swiftpage  Connect

Template Editor 

Send Email 

Reports 

List Manager 

Call List 

Surveys

Drip Marketing 

Social Sharing 

Leads 

Resource center

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My Swiftpage 

Account Name
rs_121211_spe

UserID
rs_121211_spe

Service Level
Team

Drip Marketing Service Level
Free

Send Limit
100

Account Management

[Edit User Profile](#)

[Manage Account](#)

[Upgrade Account](#)

Support Information

Monday-Friday, 5:00am - 8:00pm EST
Phone: 1 (877) 228-8377
For international customers +1-303-978-1000
Email: support@swiftpage.com

4. Click the New Contact tab.

The screenshot shows the 'Swiftpage List Manager' interface. At the top, there are navigation buttons: Home, Contacts, Groups, List, Send Email Blast, Update Drip Marketing, and Lead Builder. Below this is a sub-menu with 'Manage Contacts', 'New Contact' (highlighted with an orange arrow), 'Contact Details', 'Current Contact Notes & History', and 'Current Contact Group Info'. The main content area shows a filter section with 'Current Filter: Group Name: "All", Rule: All Contacts, Contacts: 1'. There are options to 'Select a Filter' with radio buttons for 'Filter by Group: All' and 'Use All Contacts with a Field Value:'. Below this is a table with columns: First Name, Last Name, Email Address, Title, Company, Date Added. The table contains one row: Ryan Sullivan, sample@swiftpage.com, Swiftpage, 01/25/2012. At the bottom, there are buttons for 'Keep Selected', 'Omit Selected', 'Save Group', 'Add to Group', 'Goto Page:', 'Go', '<< Prev', 'Next >>', and 'Set'.

5. Enter the new contact's information in the form (**note:** you must include an email address, first name, last name, or company). Click Create Contact.

The screenshot shows the 'Swiftpage List Manager' interface with the 'New Contact' tab selected. The main content area is titled 'Create a New Contact' and contains a form with the following fields: Email Address, First Name, Last Name, Title, Company, Address 1, Address 2, Address 3, City, State, Country, ZIP Code, Phone, Fax, Web Site, Tag, Source, Category, Salutation, Assigned for Send As, Custom 1, Custom 2, Custom 3, Custom 4, Custom 5, Custom 6, Custom 7, Custom 8, Custom 9, Custom 10, Opt-Out, and Add to Group (with a dropdown menu). A 'Create Contact' button is located at the bottom center of the form.