

Adding a New Subscriber Manually

Adding a new subscriber is the process of manually adding contact details for a person with an email address.

Step 1: Visit your Subscribers page

 and or type unknown

Step 2: Click the button at the top for "New Subscriber"

 and or type unknown

Step 3: On the popup screen you will be able to enter the contact details for this user. You are required to enter a name and email address at a minimum. The other fields are optional.

Step 4: Confirm that the subscriber gave you permission to email them and click the "Submit" Button to add this user.

 and or type unknown

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