

# 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.Swiftpage.com](http://www.Swiftpage.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**

**My Swiftpage **

**Account Management**

**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](mailto: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-navigation bar with tabs: Manage Contacts, New Contact (highlighted with an orange arrow), Contact Details, Current Contact Notes & History, and Current Contact Group Info. The main content area contains a filter section with 'Current Filter' (Group Name: "All", Rule: All Contacts, Contacts: 1) and 'Select a Filter' options (Filter by Group: All, Use All Contacts with a Field Value). Below the filter 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.