≡ EVANGELUS

1 → 👥 Groups   💬 Messages   📄 Templates

Groups   🔍 ▼

2 ↓

Active ▼   👥+

All Members   April 24th 2020
333 members
⚙   💬+
                                     👤+

Camino Tutorials   May 5th 2023
0 members
⚙   3 → 👤+

1. Select Groups
2. Select the Group to Add Members
3. Click on Add Member for the group you
   want to add to (in this case we are adding to
   "Camino tutorials").
4. Download the .csv template.
5. Fill out a .CSV template with at least an
   email or phone number (it must have one of
   these to work)
6. Enter First name, Last name, birth date, etc.
   (none of this is required)
   If you choose to enter profile information,
   enter it in the spreadsheet so you only have
   to upload it once.
7. Click on "select a . CSV file.
   select the .csv file from where you saved it on
   your computer
   Click on Add Members

Invite new   Browse existing   **Import**

8 →   (**Select a .CSV file to import**)

4 →   Download this .CSV template
       as a guide for your member import.