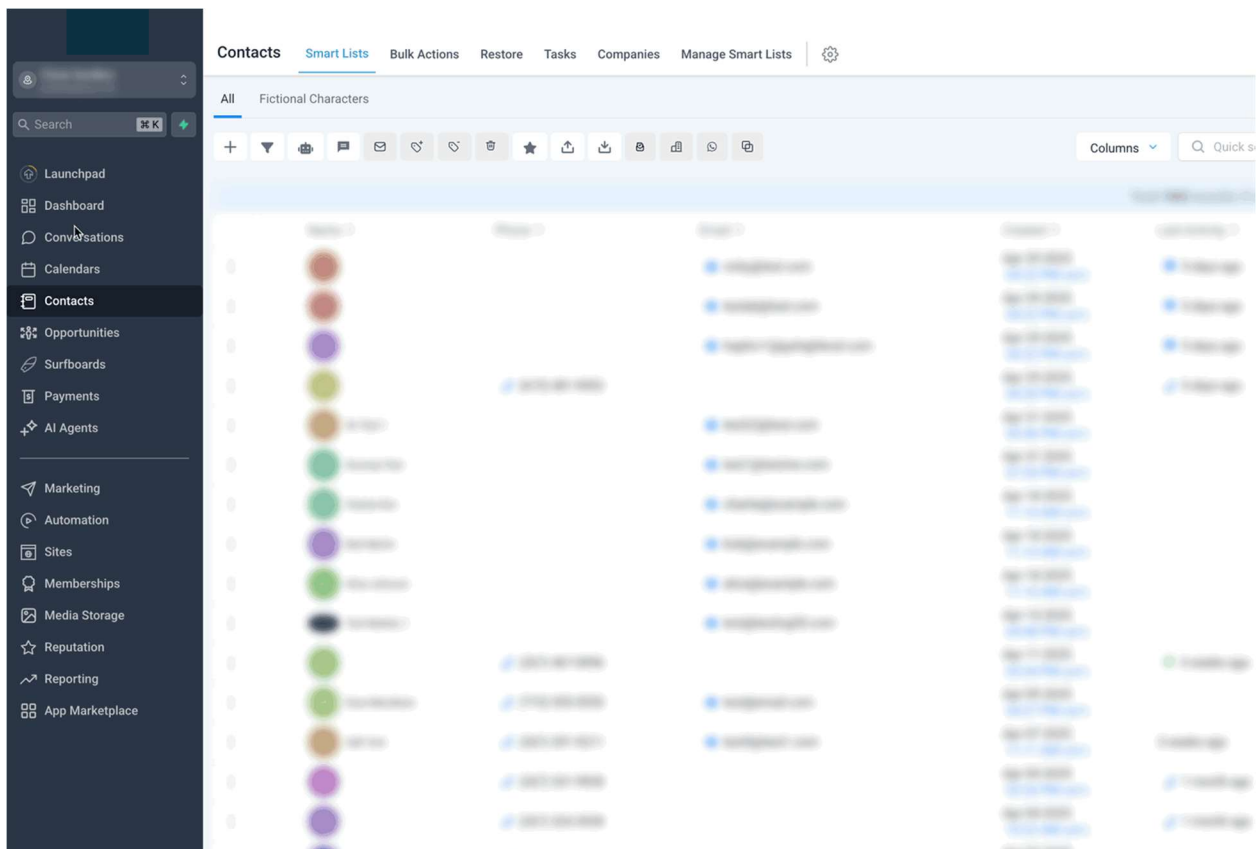


GOBOOSTIFY – CREATING CONTACTS GUIDELINE

Create New Contact

Let's dive right in by adding your very first contact. Establishing your network starts with this simple step:

1. Navigate to **Contacts** in the main menu.
2. Click the **Add Contact** button.
3. Enter the contact details (name, email, phone, etc.). Remember, the more information you provide, the easier it will be to personalize your engagements. If you don't see the contact field you need to add information to, use the Create New Custom Field checklist.
4. Click **Save**.



GOBOOSTIFY – CREATING CONTACTS GUIDELINE

Did you know? When a Form or Survey is filled out by a new lead, a new contact is automatically created!

