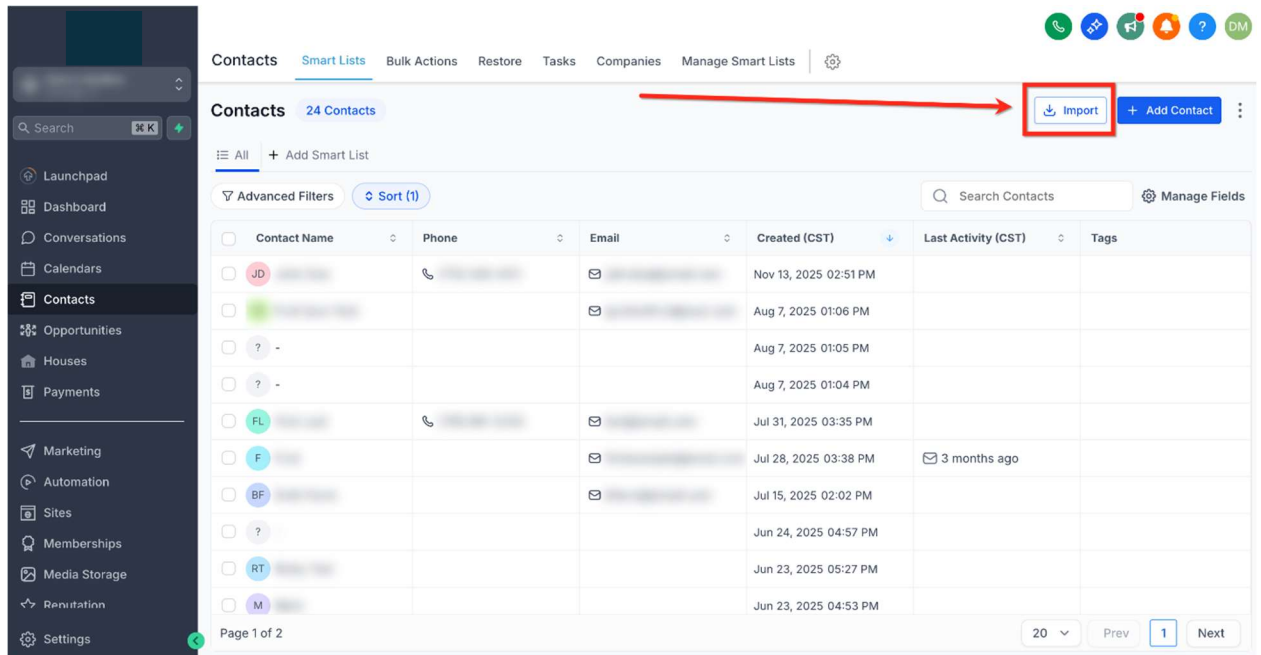


GOBOOSTIFY – IMPORTING CONTACTS GUIDELINE

How to Import Contacts

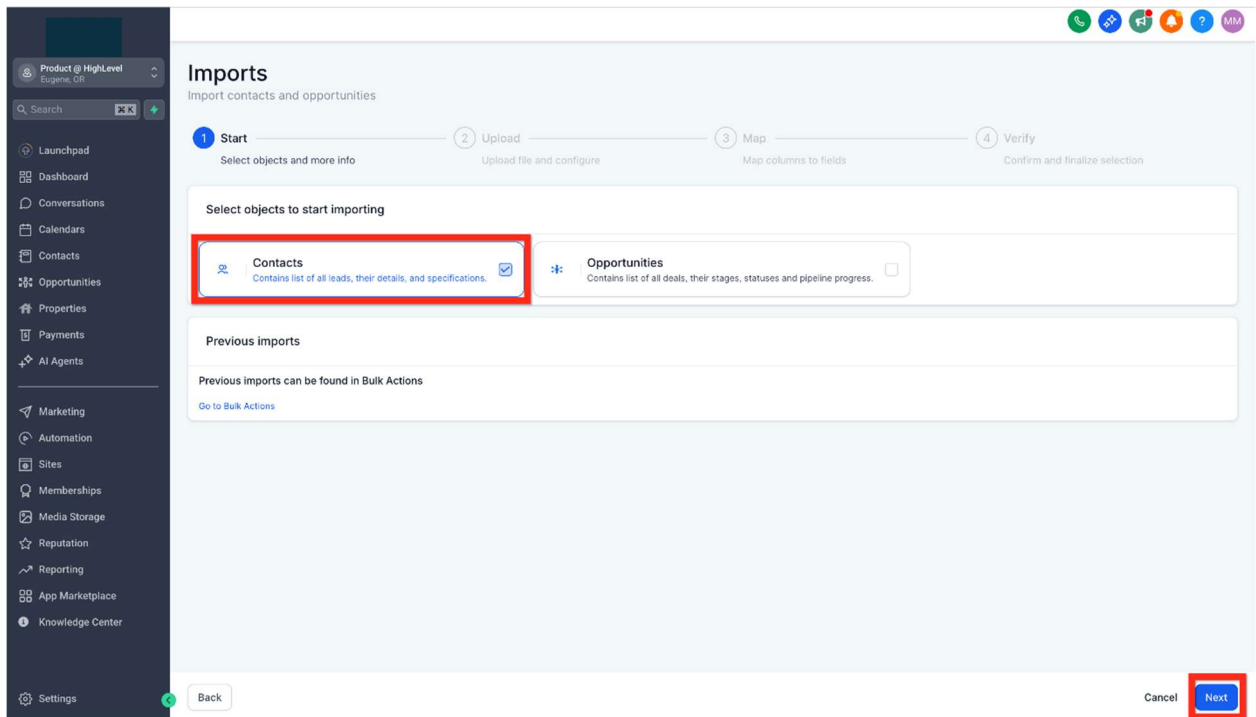
Streamlining your outreach starts with importing your contacts. Follow these straightforward steps to ensure a smooth import:

1. Navigate to **Contacts**.
2. Click **Import** (the icon looks like a downward arrow pointing into a box).



GOBOOSTIFY – IMPORTING CONTACTS GUIDELINE

3. In Imports-1, Select **Contacts** and click **Next**



4. Confirm your file format.
5. Upload your file (CSV files up to 50MB).

GOBOOSTIFY – IMPORTING CONTACTS GUIDELINE

The screenshot displays the 'Imports' section of the GoBoostify application, specifically the 'Upload' step. The interface includes a dark sidebar on the left with navigation options like Launchpad, Dashboard, Conversations, Calendars, Contacts, Opportunities, Properties, Payments, AI Agents, Marketing, Automation, Sites, Memberships, Media Storage, Reputation, Reporting, App Marketplace, Knowledge Center, and Settings. The main content area shows a progress bar with four steps: Start (Select objects and more info), Upload (Upload file and configure), Map (Map columns to fields), and Verify (Confirm and finalize selection). The 'Upload' step is currently active. A central white box titled 'Upload your files' contains a red-bordered area with a circular arrow icon and the text 'Click to upload or drag and drop csv (max size 30MB)'. Below this, there are dropdown menus for 'Choose how to import contacts' (set to 'Create and update contacts') and 'Find existing contacts based on' (set to 'contact id, email ,then phone'). A 'Back' button is at the bottom left, and 'Cancel' and 'Next' buttons are at the bottom right.

6. Map your file columns to corresponding Contact fields.

- If you have non-standard data, create a new custom field.
- Or select "Don't import data in unmatched columns".

GOBOOSTIFY – IMPORTING CONTACTS GUIDELINE

Imports
Import contacts and opportunities

Start — Upload — **Map** — Verify
Select objects and more info — Upload file and configure — Map columns to fields — Confirm and finalize selection

Mapping guide
Ensure all required fields are correctly mapped for a smooth import process. Validate and finalize your data before completing the import

Fields required to

- > Create contacts
- > Update contacts

Uploaded files

Column header in file	Preview information	Status	Object	Fields	Update empty values
Phone	[Preview]	Mapped		Phone	☒ Don't update to an empty value
Email	[Preview]	Mapped	Contact	Email	☒ Don't update to an empty value
First Name	[Preview]	Mapped	Contact	First Name	☒ Don't update to an empty value

Back Cancel **Next**

- Fill in the import details (name your import, create lists, set consent preferences, etc.) and click **Bulk Import**.

Imports
Import contacts and opportunities

Start — Upload — Map — **Verify**
Select objects and more info — Upload file and configure — Map columns to fields — Confirm and finalize selection

Preferences
Review your data and mapping settings before starting the import to ensure accuracy and completeness.

- ☒ Create a Smartlist for new contacts created by the import 6_MAY_2025_4_23_PM
- ☐ Add imported contacts to a workflow Please select Workflow
- ☐ Add tags to imported contacts Please select tags

Review import

Document

- Sample-File.csv
2 KB - 100% Uploaded

Mapping

Column header in file	Preview information	Status	Object	Fields
Phone	[Preview]	Mapped	Contact	Phone

Back ☐ I confirm all contacts in this import have consented to hear from us. I've previously contacted them within the last past year, and this list is not from a third party Cancel **Start Bulk Import**

GOBOOSTIFY – IMPORTING CONTACTS GUIDELINE

8. Wait for the contacts to finish importing.

