CardSnacks How to Upload Contacts

1 Go to cardsnacks.com. Click "Contacts".



2 Move your mouse over the "i" button in the top right corner.

Contacts Showing 1 to 15 contacts of 28	Q Search		+ New cont	tact Upload	icsv 🕡
Name	Phone number	Email	Date of birth	Anniversary	
O Ann	+14045550016				
Ashton	+14045550003				
O Breanna	+14045550011				
O Brittany	+14045550004				
Carol	+14045550018				
O Connie	+14045550001				
O Dave	+14045550014				

3 This popup message should appear. Click "Download example", and open the file that downloads on your computer. You can also access the file <u>here.</u>



4 The CSV file that you downloaded should look like this. Edit the document to include the first name, last name, phone number, email, birthday, anniversary, and tags for each contact you want to upload.

F:	5	\sim : \times	√ fx							
	А	В	С	D	E	F	G	н	1	Note:
1	first name	last name	phone nur	n email	birthday	anniversar	tags			Every contact requires a phone
2	Spencer	Church	+1 573-73	spencer@	*****	******	work, far	nily		number or email (you can also
3										include both) Birthday, appivorcany
4										include both). Birthday, anniversary,
5										and tags are optional, but highly
6										recommended.
7										
8										
9										
10										
11										
12										
13										
14										

5 After you enter the contacts into the document, ensure the information is correct. Then, save the file as a CSV.

	Α	В	С	D	E	F	G	Н	1	J	K
1	first name	last name	phone number	email	birthday	anniversar	tags				
2	Spencer	Church	+1 573-738-34	spencer@	#########	*****	work, far	mily			
3	Guillermo	De La Cruz	4045550016	guillermo@	3-May-90	6-Jul-20	work				
4	Joe	Smith	4045550007	joesmith@	27-Jan-98	17-Sep-21	family				
5	Veronica	Wadswort	4045550015	veronicaw	5-Jul-01	1-Dec-19	work, far	mily			
6	Susan	Maisel	4045550021	susanmais	28-Aug-98	28-Oct-18	work				
 8 9 10 11 12 13 14 15 16 17 								If you are c sure the name, pho anniversar see them prob	Note reating yo headers (' ne numbe y, tags") a here. If n lems with	e: our own fil 'first name r, email, b re exactly ot, it can the uploa	e, make e, last irthday, as you cause d.

6 Click "Upload CSV" and upload the file you just created.

Contacts Showing 1 to 15 contacts of 28	Q Search		+ New co	upload CSV)
Name	Phone number	Email	Date of birth	Anniversary	
O Ann	+14045550016				
Ashton	+14045550003				
🔘 Breanna	+14045550011				
O Brittany	+14045550004				
Carol	+14045550018				
O Connie	+14045550001				
O Dave	+14045550014				

7 Your contacts should now be successfully uploaded.

0	Guillermo De La Cruz	+14045550016	guillermo@cardsnacks	May 03, 1990	Jul 06, 2020	•••
0	Joe Smith family january birthday	+14045550007	joesmith@cardsnacks	Jan 27, 1998	Sep 17, 2021	
0	Susan Maisel work august birthday	+14045550021	susanmaisel@cardsnac	Aug 28, 1998	Oct 28, 2018	
0	Veronica Wadsworth work family july birthday	+14045550015	veronicawadsworth@c	Jul 05, 2001	Dec 01, 2019	

6 When you create a card, on the "Recipients" page, click "Your Contacts".



7 The contacts that you added will now appear on the "Add Recipients" page.

Add Recipients	Q Search			\times	
Connie				+14045550001	
Dave				+14045550014	
Guillermo De La Cruz	work may birthday	May 03, 1990	Jul 06, 2020	guillermo@cardsnacks.com	
Guillermo De La Cruz	work may birthday	May 03, 1990	Jul 06, 2020	+14045550016	
Joe Smith	family january birthday	Jan 27, 1998	Sep 17, 2021	joesmith@cardsnacks.com	
Joe Smith	family january birthday	Jan 27, 1998	Sep 17, 2021	+14045550007	
Susan Maisel	work august birthday	Aug 28, 1998	Oct 28, 2018	susanmaisel@cardsnacks.com	
Susan Maisel	work august birthday	Aug 28, 1998	Oct 28, 2018	+14045550021	
Veronica Wadsworth	work family july birthday	Jul 05, 2001	Dec 01, 2019	veronicawadsworth@cardsna	
Veronica Wadsworth	work family july birthday	Jul 05, 2001	Dec 01, 2019	+14045550015	
Cancel Manage	• Contacts			0 contacts Add Recipients	