

# How to Add Classmates

**Category:** Website Building

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**Reading Time:** 1 min

Adding Classmates' profiles to your Class Reunion website is easy!

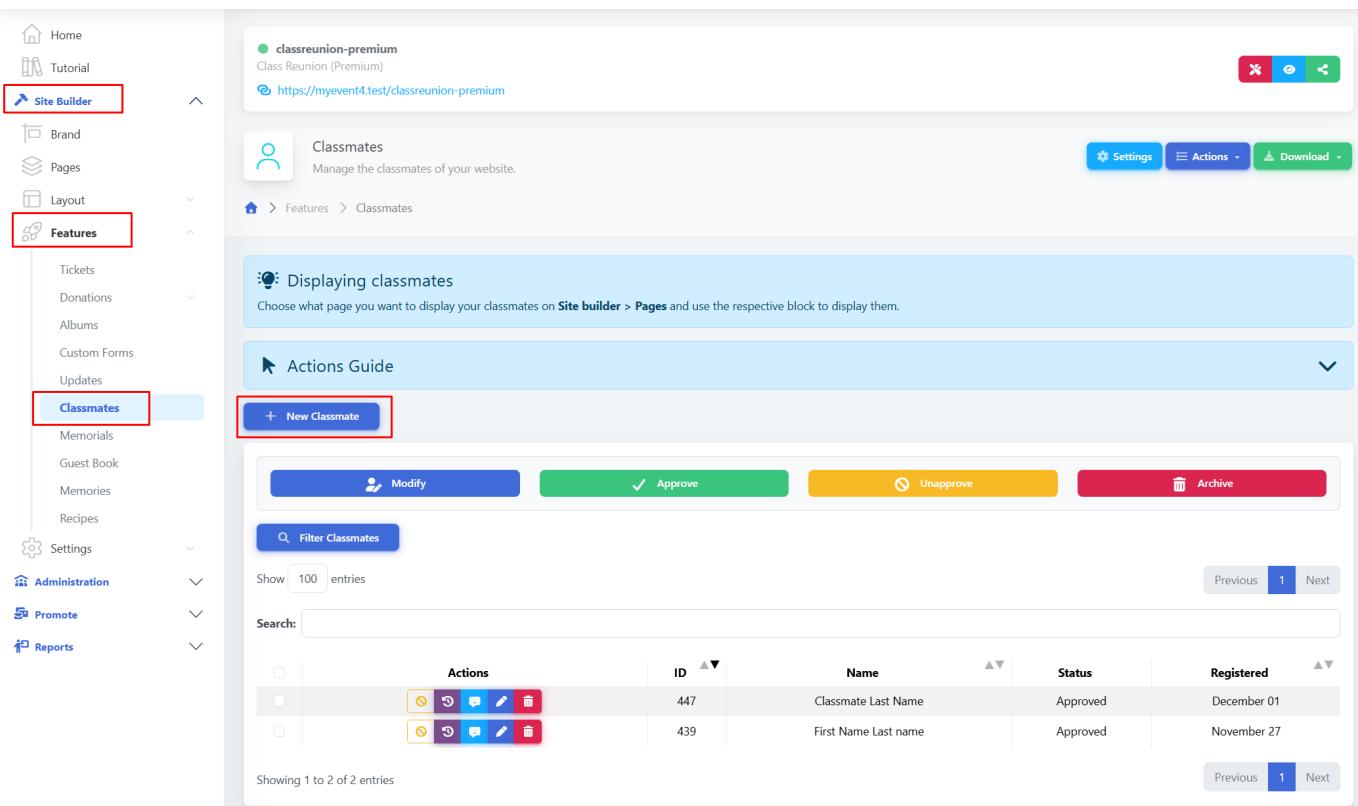
There are 2 ways you can add Classmates: Manually one by one, or by a bulk upload of a spreadsheet (CSV file).

## To add Classmates manually:

Go to: [Site Builder](#) → [Features](#) → [Classmates](#), and select [+ New Classmate](#).

Add the information for the classmate. Remember, most fields are not required (such as marital status, etc).

You are free to customize the Classmate Profile form and add your own fields!

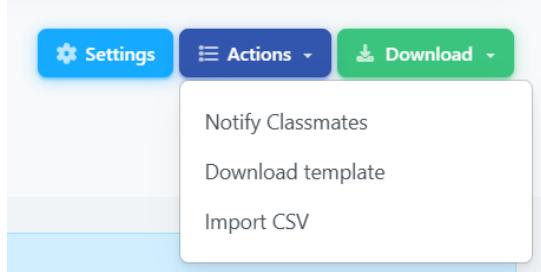


The screenshot shows the 'Classmates' feature in the Site Builder. The 'Classmates' button in the left sidebar is highlighted with a red box. The '+ New Classmate' button in the main content area is also highlighted with a red box. The main content area displays a list of 2 entries:

Actions	ID	Name	Status	Registered
<a href="#">Edit</a> <a href="#">Delete</a>	447	Classmate Last Name	Approved	December 01
<a href="#">Edit</a> <a href="#">Delete</a>	439	First Name Last name	Approved	November 27

## To add Classmates via a bulk upload:

Go to: [Site Builder](#) → [Features](#) → [Classmates](#), and in the top right of the screen, click the "Actions" button, then "Download Template".



Download the template, and create your list exactly in the same .CSV format (including the heading titles). Keep the same format using all the fields even if you are only adding a name. Not all of the fields are required.

Once you have prepared your .CSV file for upload, click the Actions button again, this time select "Import CSV" and upload your file. Your Classmates upload will be queued, and should start within a few minutes.