

How to Add Classmates

Category: Création de sites web

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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).

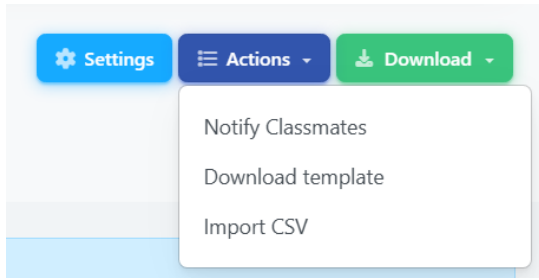
You are free to customize the Classmate Profile form and add your own fields!

The screenshot shows the 'Classmates' management page in Site Builder. The left sidebar has 'Site Builder', 'Features', and 'Classmates' highlighted with red boxes. The main content area includes a breadcrumb trail 'Features > Classmates', a '+ New Classmate' button, and a table of existing classmate entries. The table has columns for Actions, ID, Name, Status, and Registered. Two entries are visible: one with ID 447 and another with ID 439.

Actions	ID	Name	Status	Registered
	447	Classmate Last Name	Approved	December 01
	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.