

# How to add a Classmate

**Category:** Website Building

**Published:** Dec 05, 2025

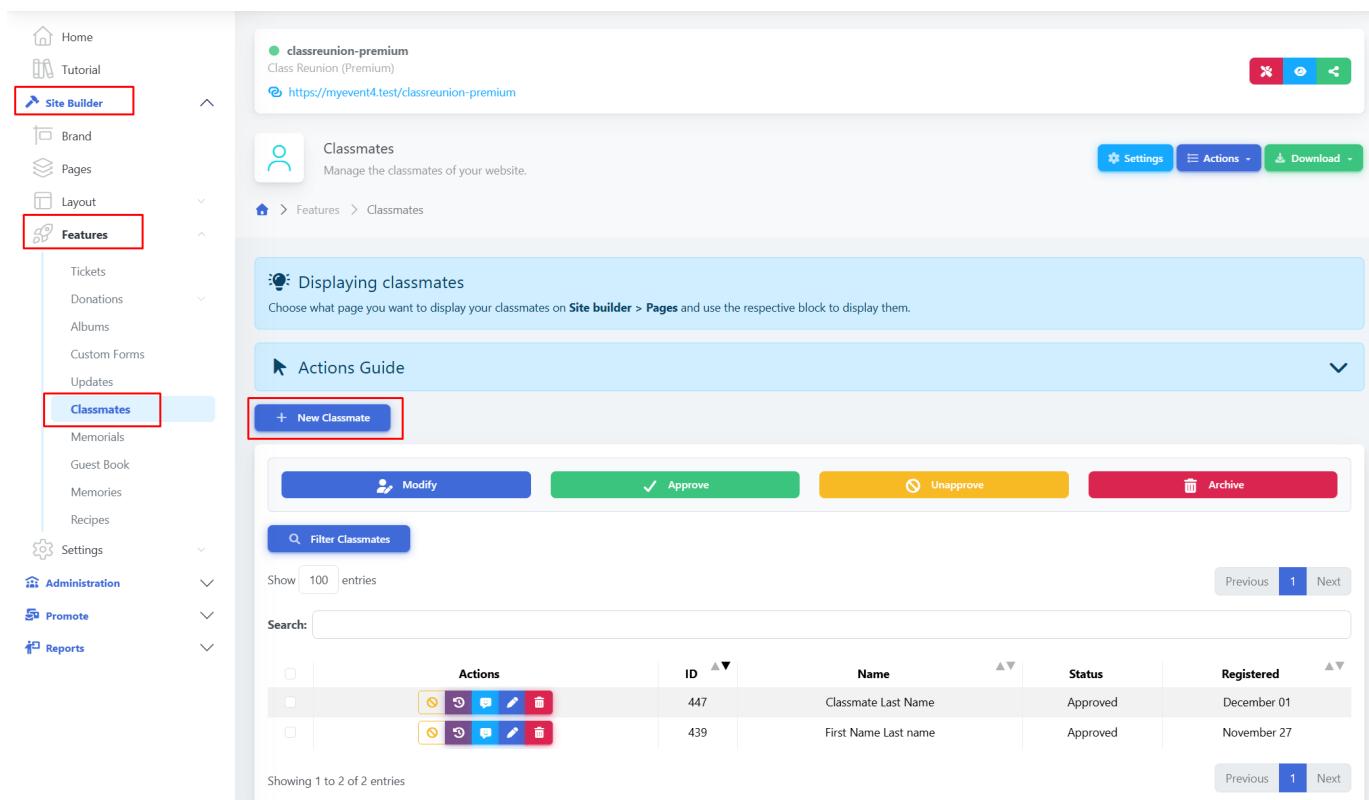
**Reading Time:** 1 min

It is very easy to manually add your Classmates to the upcoming reunion!

To add manually, you can do so via **Site Builder → Features → Classmates**, and select **+ New Classmate**.

You will see a pop-up to add information for this classmate. Remember, you do not need to add every piece of information, such as marital status, etc.

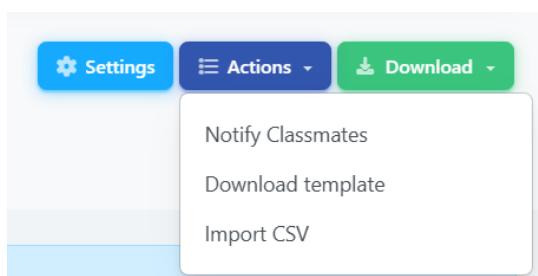
You are free to customize this and add your own fields!



The screenshot shows the Site Builder interface with the 'Features' menu open. The 'Classmates' sub-menu is selected. A red box highlights the '+ New Classmate' button. The main content area displays a table of existing classmates with columns for ID, Name, Status, and Registered date. Buttons for Modify, Approve, Unapprove, and Archive are at the top of the table. The table shows two entries:

ID	Name	Status	Registered
447	Classmate Last Name	Approved	December 01
439	First Name Last name	Approved	November 27

You can add them one by one or **import** a list from **Excel** or **CSV**.



The screenshot shows the 'Actions' dropdown menu with the following options:

- Notify Classmates
- Download template
- Import CSV

Download the template, and follow accordingly. Not all of the fields are required.