

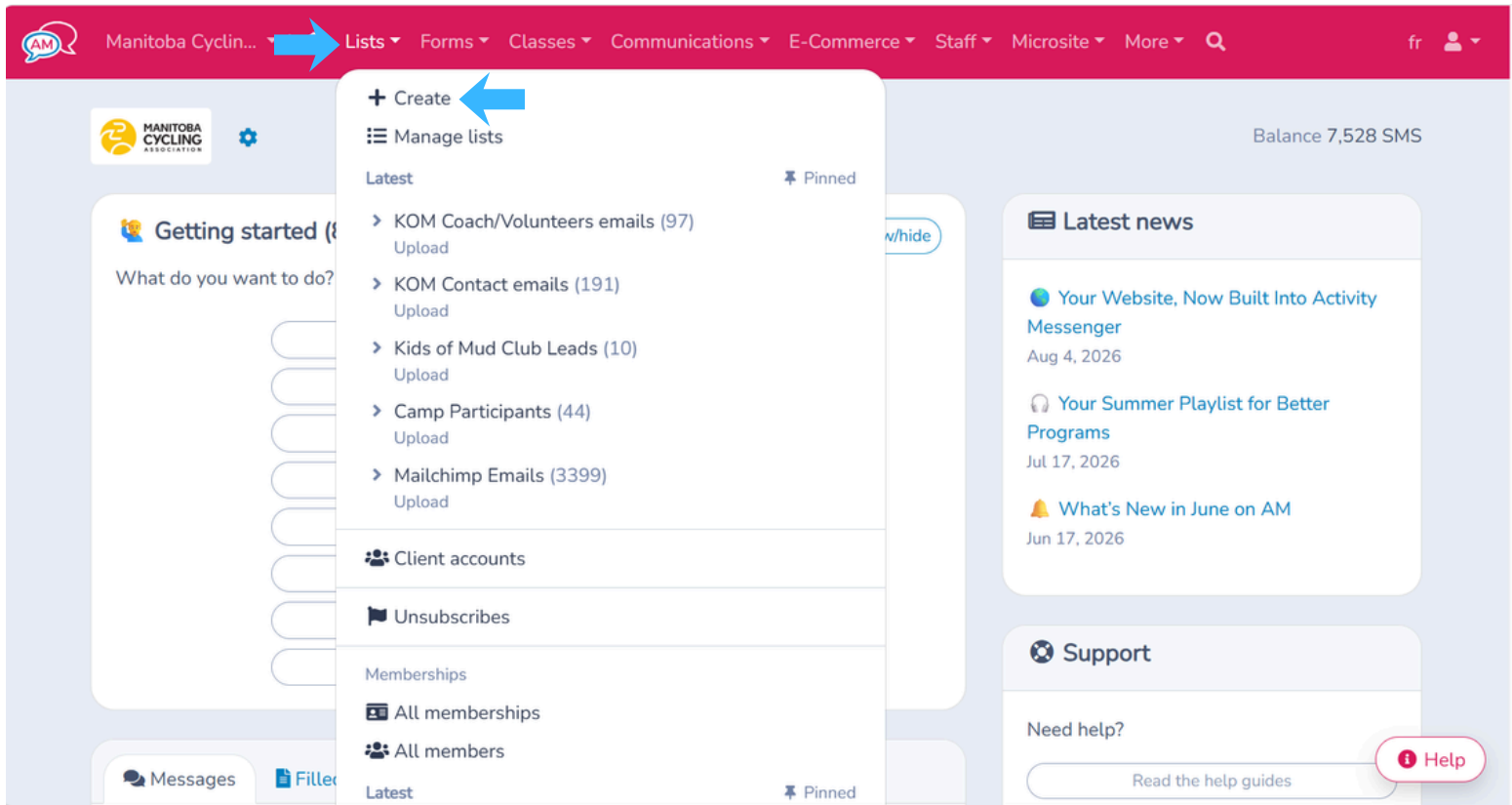
MCA OPERATING MANUAL

Activity Messenger: List Upload

Purpose: To create a new contact list in Activity Messenger for direct messaging and mass communications.

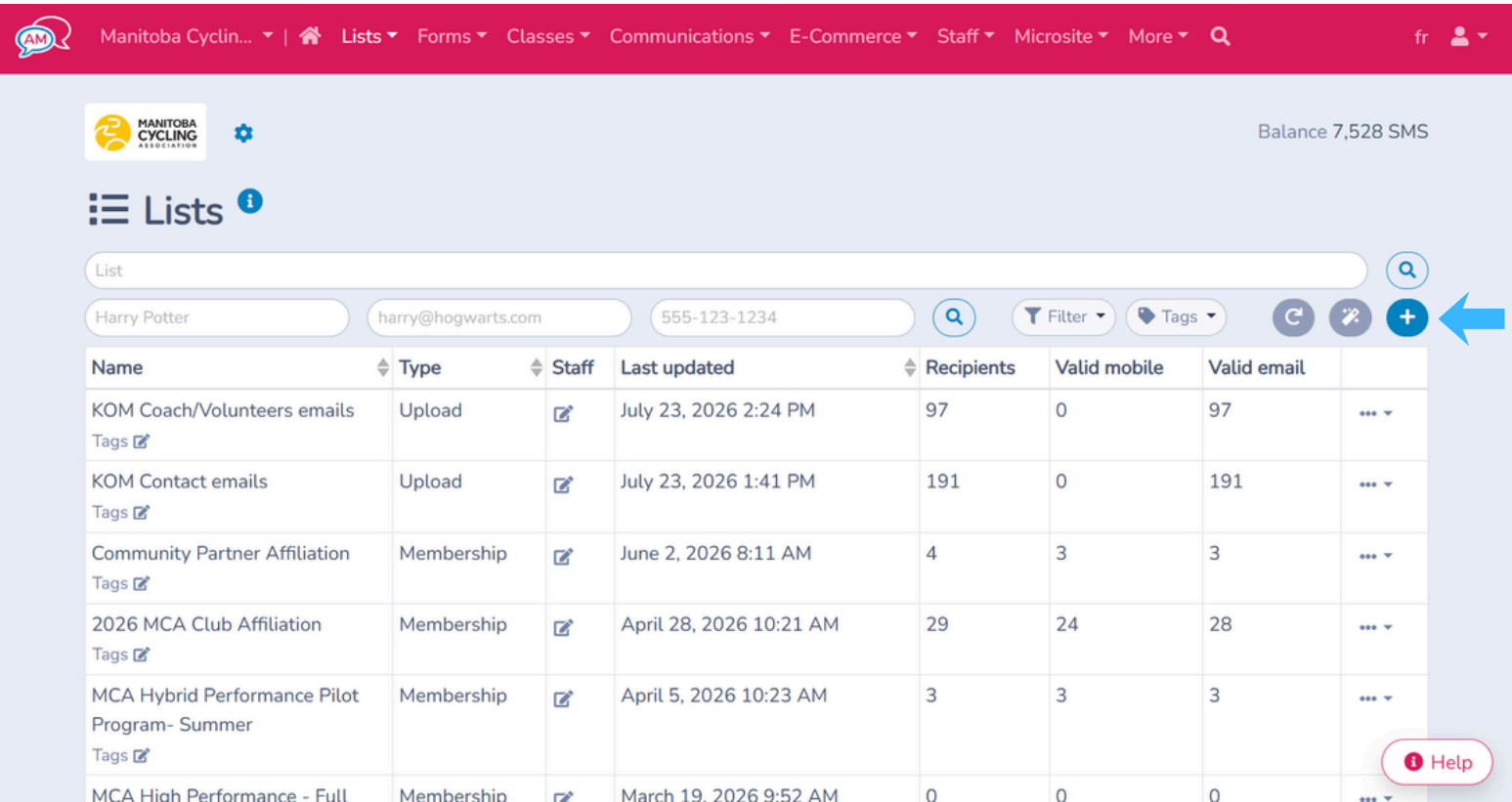
Step 1: Create a New List

From the Activity Messenger top menu, select Lists.
From the drop-down menu, select + Create.



Step 2: Add a New List

On the Lists page, click the blue + button on the right-hand side of the screen.



Step 3: Name and Set Up Your List

In the Name field, enter a descriptive name for your new list.
Under Type, select Upload. This option allows you to upload a large list of contacts directly from an Excel spreadsheet.

Manitoba Cyclin... | Lists | Forms | Classes | Communications | E-Commerce | Staff | Microsite | More

Balance 7,528 SMS

New list

Name
Junior MCA Members (5-15), 2026

Description for internal use (not shown to customers). Show

Type
☒ Upload
Upload an Excel or CSV file and map columns.
☐ Class/event participants
☐ Tagged clients
☐ Master list
[Import from external system...](#)

Cancel Create Help

Step 4: Import Your Excel Document

Under the list setup options, select Import to upload your Excel spreadsheet containing your contact information.

Manitoba Cyclin... | Lists | Forms | Classes | Communications | E-Commerce | Staff | Microsite | More

Balance 7,528 SMS

New list successfully created

Junior MCA Members (5-15), 2026 Upload

Tags

Harry Potter harry@hogwarts.com 555-123-1234

0 recipient + Add Import

Name	Mobile	Email	Last updated
None			

10

Step 5: Select Your Excel File

Under the Import section, click the three dots beside “Choose a file or drop it here...”
Select the Excel file you would like to upload.

Import contacts from Mailchimp, iClassPro, Active Network, Uplifter or from another system

Choose an Excel or CSV file. We will automatically detect columns. You can manually adjust them if need be. You can refresh contacts by uploading them again with updated information. Help

Samples: Camp Excel (.xlsx), Camp CSV (.csv) . More...

☐ Replace ☐ Combine people with same email address ☐ Create client accounts

Import Recipients

Upload your Excel/CSV file
Choose a file or drop it here...

Please upload a file Save

☐ Import subscription column?

no	Name	Mobile	Email
There are no recipients found			

1

Cancel

Step 5: Sync Your Columns & Save

Once your Excel document has been uploaded, you'll need to sync the columns from your Excel spreadsheet with the corresponding fields in Activity Messenger.

The columns you select in Activity Messenger can be used as placeholders in your communications. This allows you to personalize mass emails using information from your contact list, such as a recipient's name or other contact details. Once all columns have been matched, click Save.

Your new mailing list has now been created in Activity Messenger and is ready to use.

Import contacts from Mailchimp, iClassPro, Active Network, Uplifter or from another system

Choose an Excel or CSV file. We will automatically detect columns. You can manually adjust them if need be. You can refresh contacts by uploading them again with updated information.
Samples: [Camp Excel \(.xlsx\)](#) , [Camp CSV \(.csv\)](#) . [More...](#)

☐ Replace ☐ Combine people with same email address ☐ Create client accounts

Import

Upload your Excel/CSV file

Choose a file or drop it here...

Content of uploaded file 329 Items

First Name	Last Name	E-Mail	Agf
Annabelle (Bella)	Zurbruggen	jasminezurbruggen@gmail.com	
Yarhi	Greenfeld	a.cabernet@hotmail.com	

« 1 2 3 4 ... »

Choose columns to import

Recipient name

First name

First Name

Last name

Last Name

Mobile

None

Email

E-Mail

Company

None

Tags

None

☒ Import extra columns

329 valid recipients.

Save

Recipients

☒ Import subscription column?

Select column for subscription

None

This column identifies whether a recipient is subscribed or unsubscribed (e.g., Active / Inactive, Subscribed / Unsubscribed). All recipients marked as 'Unsubscribed / Inactive' will automatically be added to the Unsubscribed list and flagged with an admin flag for exclusion from marketing communications.

no	Name	Mobile	Email	Allergies	
1	Annabelle (Bella) Zurbruggen		jasminezurbruggen@gmail.com		
2	Yarhi Greenfeld		a.cabernet@hotmail.com		
3	Ty Funk		leacfunk@gmail.com		
4	Lane Hildebrand		sthildebrand84@gmail.com		
5	Lia Boyd		jesschbr@gmail.com		
6	August Knight		amycosten@gmail.com		
7	Mack Snell		wmsnell194@gmail.com		
8	Eli Cawson		kcawson41@hotmail.com		
9	Azariah Wiens		miranda.m.charette@gmail.com		
10	Oakleigh Norris		Jmadden07@yahoo.ca		

« 1 2 3 4 ... »

Found 329 invalid mobile number(s) or email addresse(s). It will not be possible to both text and email these people.

Cancel