

# How to Add Classmates

**Category:** Website Building

**Published:** Jan 20, 2026

**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).

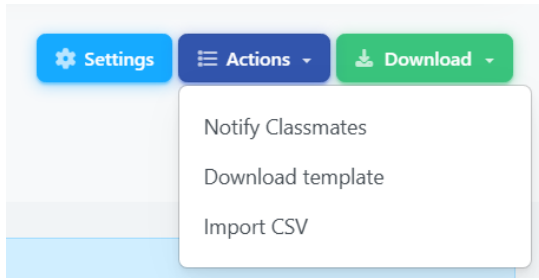
You are free to customize the Classmate Profile form and add your own fields!

The screenshot shows the 'Classmates' management page in the Site Builder interface. The left sidebar contains navigation options: Home, Tutorial, Site Builder (highlighted), Brand, Pages, Layout, Features (highlighted), Classmates (highlighted), Memorials, Guest Book, Memories, Recipes, Settings, Administration, Promote, and Reports. The main content area shows the 'Classmates' section with a 'Settings' button, an 'Actions' dropdown menu, and a 'Download' button. Below this is a section titled 'Displaying classmates' with instructions on how to display them on the site. An 'Actions Guide' section is also visible. A '+ New Classmate' button is highlighted. Below the guide are buttons for 'Modify', 'Approve', 'Unapprove', and 'Archive'. A search bar labeled 'Filter Classmates' is present. The main area displays a table of classmate entries with columns for 'Actions', 'ID', 'Name', 'Status', and 'Registered'. The table shows two entries: one with ID 447 and Name 'Classmate Last Name', and another with ID 439 and Name 'First Name Last name'. Both are 'Approved'. The page shows 'Showing 1 to 2 of 2 entries'.

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.