

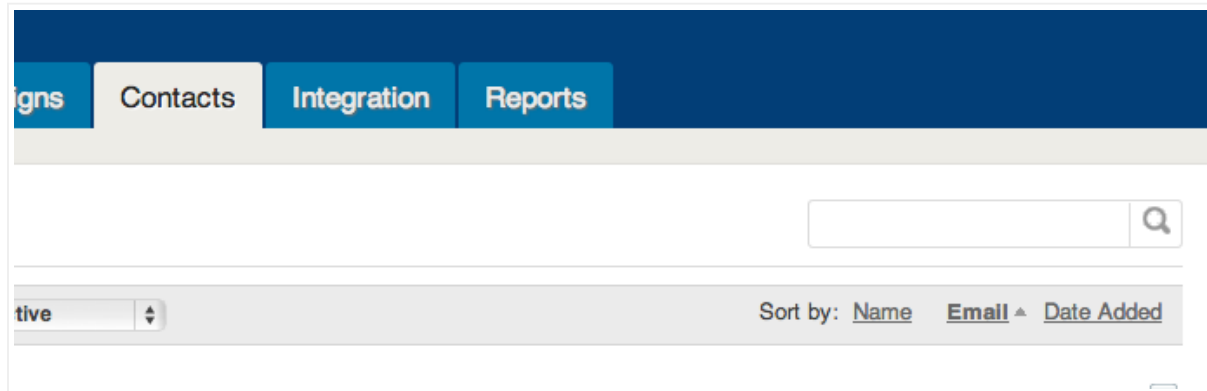
Edit a Subscriber



John Goodell

December 13, 2013 17:48

To edit a subscriber, you can search using the global search tool (near the top right of every page on the site) or click the CONTACTS tab and enter your query in the search box:



Locate the subscriber from the results and click on the email address. The contact details page will display recent activity (including campaigns, subscriptions and unsubscriptions):

Recently viewed articles




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The screenshot displays a contact profile for 'john tester' with the email 'johngoodell@gmail.com'. The background features a teal map of Hamburg Township. Below the header, there are three tabs: 'Activities', 'Notes', and 'Site & Event Tracking'. The 'Activities' tab is selected, showing a list of three events:

-  Contact clicked a link (<http://saintclares.church...>) in [asdfkjasdfkl;j](#) 2 months ago
-  Contact opened the campaign [asdfkjasdfkl;j](#) 2 months ago
-  Contact opened the campaign [asdfkjasdfkl;j](#) 2 months ago

Additionally, you can view Personal Data (custom fields) and Subscriptions by List near the left of the page.

To edit the name/email, just click it:

Set this contact's name

🔍 Type to filter

All Congregation	John	Tester
Test List	John	Tester
johnjohn	First Name	Last Name
test4	John	Smithers

[Let me set one name](#)

OK

Cancel

john tester

196

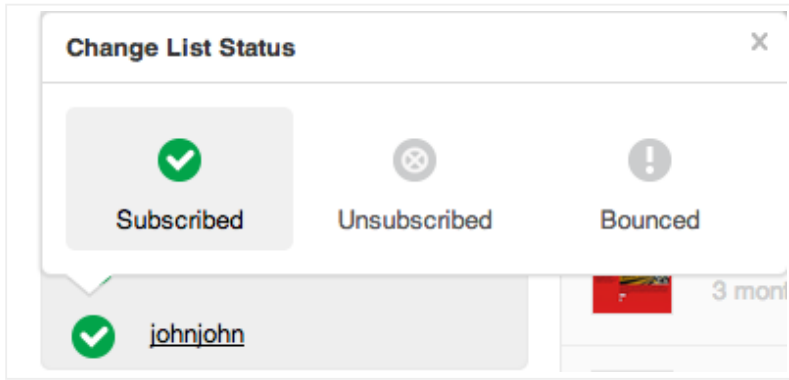
township

johngoodell@gmail.com

Save Cancel

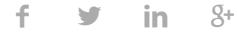
Activities Notes Site & Event Tracking

To update a subscription status, click the status icon (green check) and select a new status:



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0 out of 0 found this helpful



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