Import Contacts and Bulk Update Contact Fields

Do you want to import a list of contacts or update fields for several contacts but do not want to go through them one-by-one? Bulk updating contact fields is very easy using Bizzabo. Just follow these steps:

1. Begin by going to your contact list by clicking on Contacts within the dashboard
2. First, we must create an excel template for our import. To do so, select all contacts (or create one first if you have not done so yet), click on More, and then Export
3. Select the fields you want to include for your contacts by clicking on the plus next to them. **The email field has to be added for this to work**
4. Click on Send by Email and fill out the email address you want the export sent to
5. In your inbox, you should now have an email with an attachment. Go into the email and download the attachment to your computer. **This attachment will serve as the template for your contact import**
6. Your file will look something like this depending on the fields you selected
7. Now you can **add more contacts** if you wish, or **complete the missing fields** as I have done below and **save your sheet**. Adding contacts will result in new contacts being added to your contact list, whereas filling out the fields will add them (the values you are inputting) to each individual contact profile when importing the file again
8. Go back to your contacts list within Bizzabo and click on Import > Without Role
9. Click on Upload Excel Spreadsheet
10. Click on Browse to locate your file. As highlighted in the circle below, you are able to choose if you want to add contacts to an existing static list, to create a new static list, or to just import the contacts without adding them to a list ([read more about lists](#)). When you have made your choice, click on Next - Match Columns
11. The next step is to match the properties. **Keep in mind that the Bizzabo Property is how it will show in Bizzabo and can have a different name than the column label to the left.** If a property is wrong you can click on the down arrow in the Bizzabo Property column and change it
12. Lastly, click on Import Contacts in the bottom right to add your contacts and to update their contact fields