# How to update custom field values in MailerLite

Go to:

1. Subscribers
2. All subscribers
3. Click on the green ‘Add subscribers’

A screenshot of a computer

AI-generated content may be incorrect.

1. Once you do, you’ll see this screen:

A screenshot of a computer

AI-generated content may be incorrect.

1. Drag and drop the MailerLite\_update\_all\_custom\_fields\_{YYYY-MM-DD}.csv file into the ‘Upload File’ spot

A screenshot of a computer

AI-generated content may be incorrect.

1. Click the green ‘Import subscribers’. It’ll bring you to the below screen. Match each field in the csv (the left hand side) to the MailerLite custom field it belongs to (right hand side). They are named identically to prevent any confusion.

A screenshot of a login page

AI-generated content may be incorrect.

1. When you reach the bottom of the screen and have matched all the variables you want to update, make sure to select ‘Yes, update my fields with empty data’. **THIS IS IMPORTANT. If someone has dropped out of an activity we previously input them as being registered for, you have to do this in order to replace a previous value like ‘Waitlisted #1 – Pitch with Agent X” to “”.**A screenshot of a computer

   AI-generated content may be incorrect.
2. Click ‘Finish import’, and you should be good to go! If, however, you were adding test emails (like doing [bhodge+1@udel.edu](mailto:bhodge+1@udel.edu)), you may get this screen:

A screenshot of a computer

AI-generated content may be incorrect.

1. If you do, click ‘Actions’, then ‘Import all’.A screenshot of a chat

   AI-generated content may be incorrect.
2. That’s it! Your subscribers have all been updated.

NOTE: If you want to update only a SINGLE subscriber: Do the same as above, except first update any changed fields in the MailerLite\_update\_all\_custom\_fields\_{MM-DD-YYYY}.csv file, and then reupload. It’ll only change values for people with changed values, so you should just see a single subscriber changed afterwards.

\*\*\* Make sure to select:

Yes, update my fields with empty data (this can override any fields with information)