SIGNIVENT

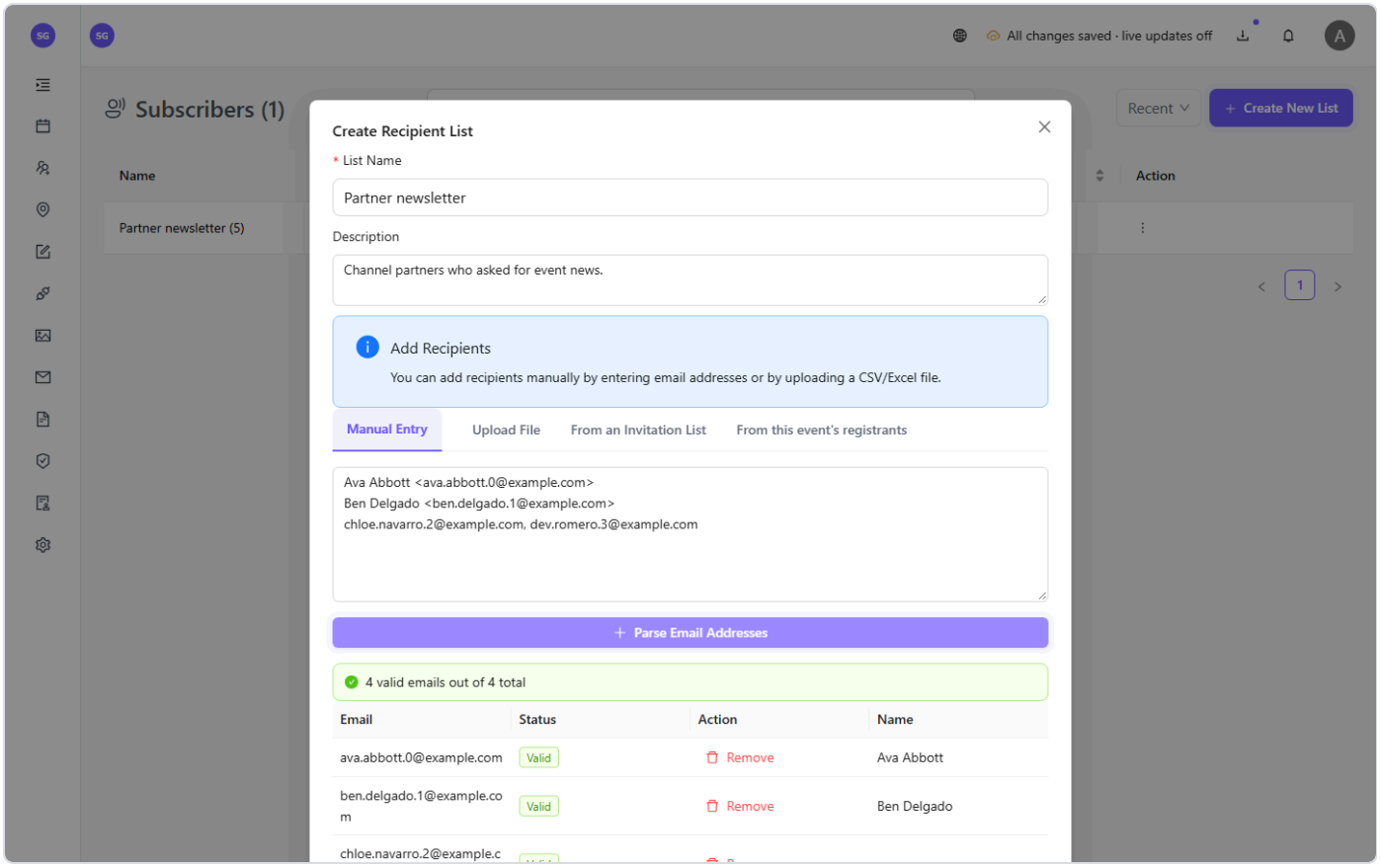
Subscriber and recipient lists

Signivent · Last updated October 25, 2026

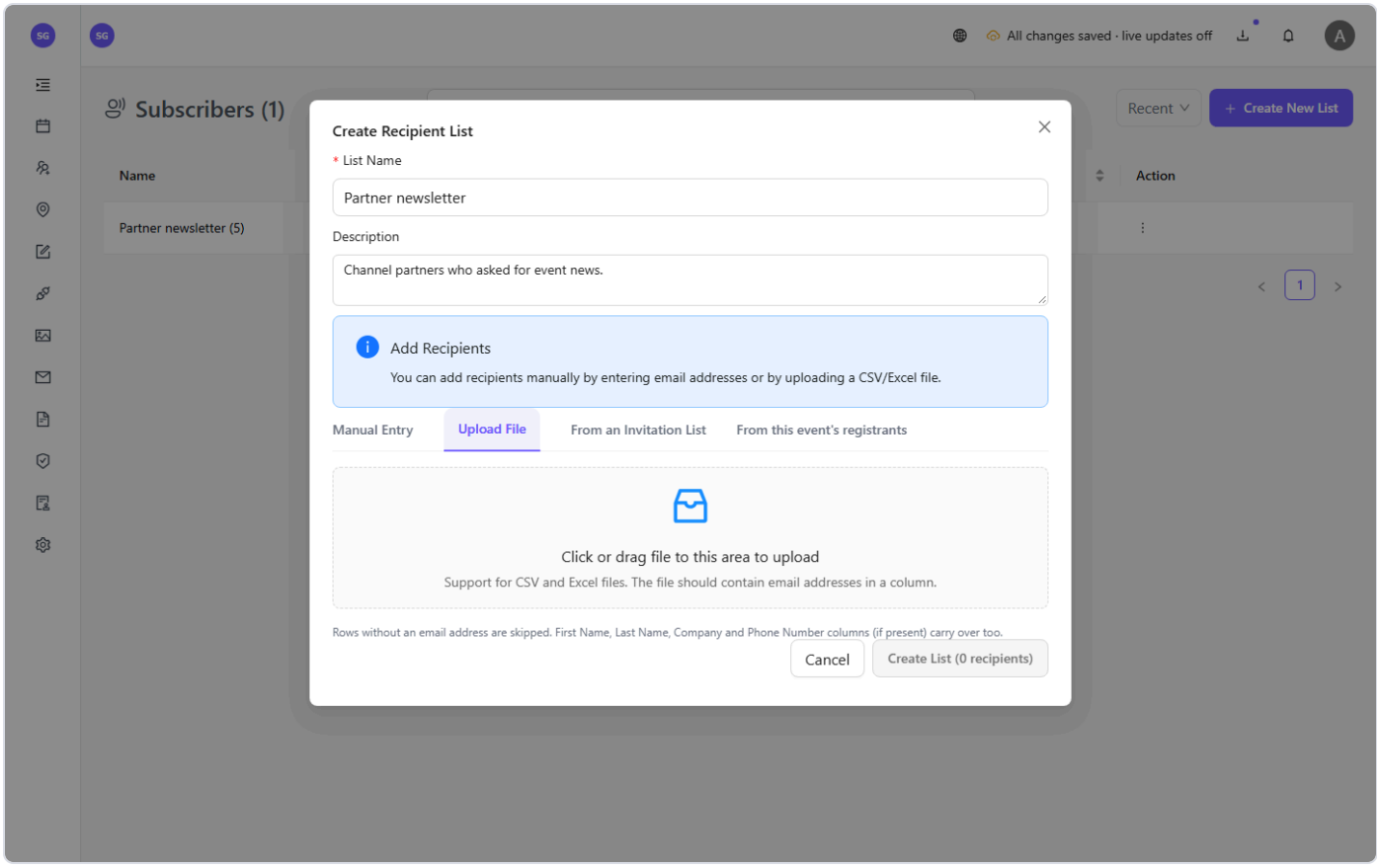
A recipient list is a named set of email addresses your organization can send campaigns to, for example a partner newsletter or last year's attendees. Lists live under **Communications** > **Subscriber List** and every event's email campaigns can use them.

Create a list

1. Go to **Communications** > **Subscriber List** and click **Create New List**.
2. Enter a **List Name** and, if you like, a **Description**.
3. Add people in one of these ways:
   - **Manual Entry.** Type or paste addresses separated by commas, semicolons, spaces or new lines. To include a name, put it before the address in angle brackets, one per line: `Ava Abbott <ava.abbott.0@example.com>`. Click **Parse Email Addresses** to check them.
   - **Upload File.** Drop a CSV or Excel file with an email column. First Name, Last Name, Company and Phone Number columns carry over too; rows without an email are skipped.
   - **From an Invitation List.** Pick one of your organization's invitation lists. Names, company and phone carry over with the email.
4. Check the parsed table. Each address is marked **Valid** or not, and **Remove** drops one you do not want.
5. Click **Create List (N recipients)**.



Create Recipient List: name, description, four addresses entered by hand and parsed, all valid

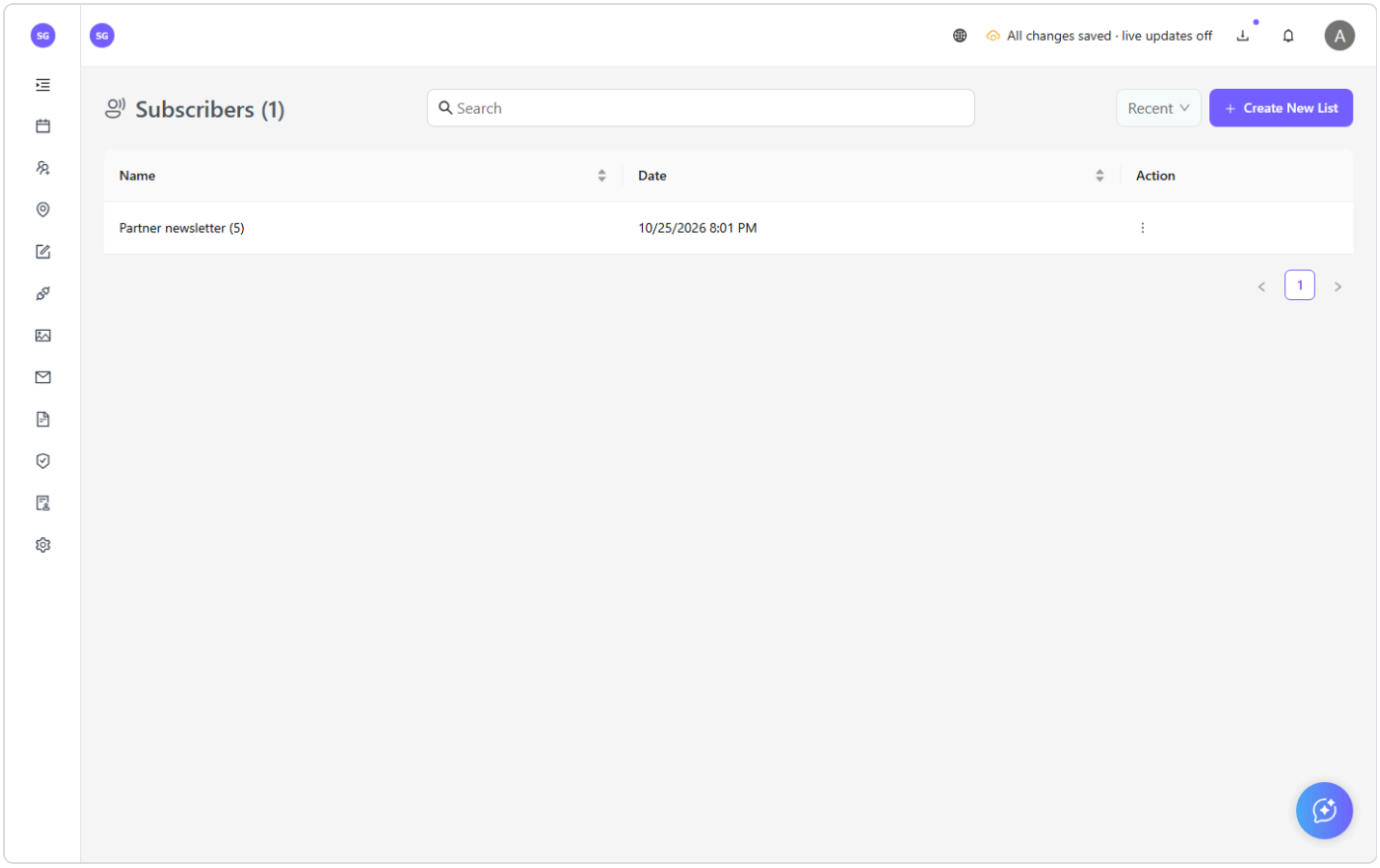


The Upload File tab: drop a CSV or Excel file; name, company and phone columns carry over

Inside an event's email campaign the dialog has a fourth tab, **From this event's registrants**: save the campaign first, then choose **Audience from registrants** from its menu. It is not offered on this organization page.

Find and open your lists

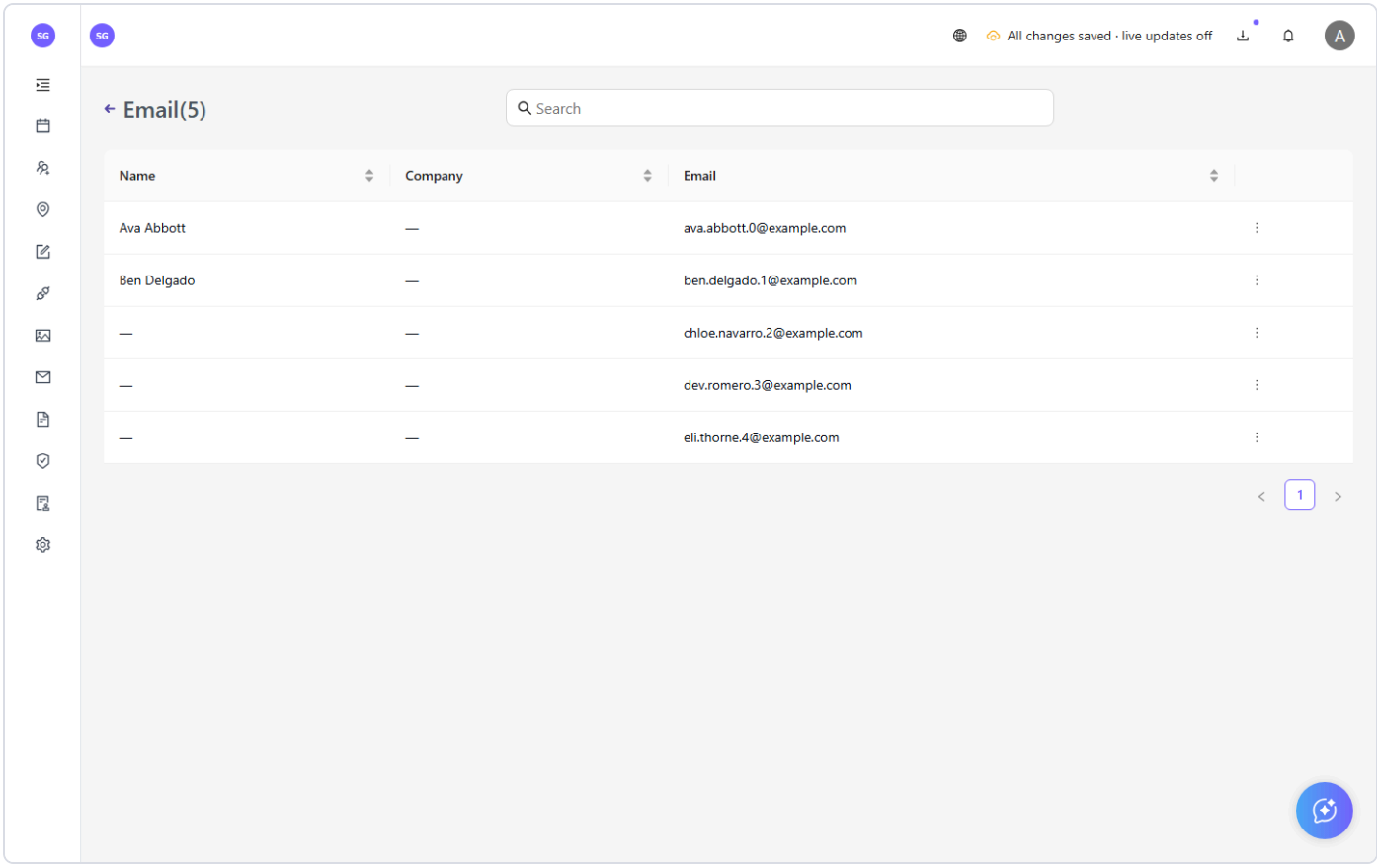
The list page shows each list with the number of people in brackets and the date it was created. Search by name, or sort with **Recent**.



Subscribers: one list, Partner newsletter, with five people

Open the three dots on a list for:

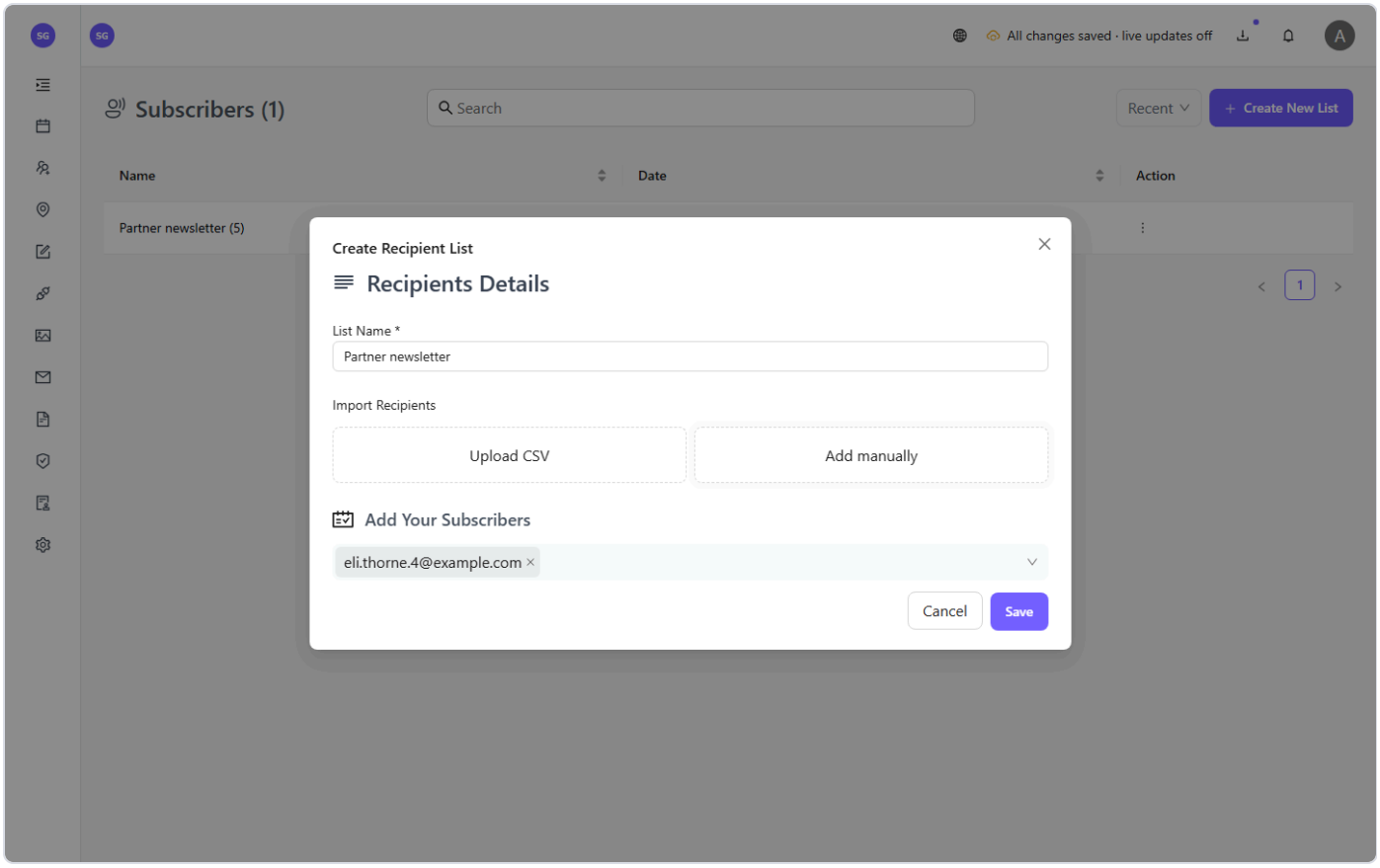
Action	What it does
View Recipients	Shows every person on the list with name, company and email. Search, sort, and remove a person with the three dots on their row
Edit	Rename the list or add people (see below)
Delete	Removes the list



A list's recipients: name, company and email for each person

Add people to an existing list

1. Open the list's three dots and click **Edit**.
2. Choose **Upload CSV** or **Add manually**.
3. For **Add manually**, type an address and press Enter. Repeat for each person.
4. Click **Save**. The count next to the list name goes up.



Editing a list: Add manually with one new address ready to save

Use a list

Inside an event, open **Outreach** > **Email Campaigns**, create a campaign and choose your list as its recipients. One list can be used by any number of campaigns and events.

Who can do this

Organization admins and members whose role allows communications can create and change lists.

Troubleshooting

You see	Why	Fix
Create List stays greyed out	No valid addresses yet	Click **Parse Email Addresses** after typing, or upload a file
An address shows as not valid	It is missing an @ or a domain	Correct it in the box and parse again

You see	Why	Fix
A name did not come through	The name was not in `Name <email>` form, or the file had no First Name / Last Name column	Use the angle-bracket form, or add the columns
The recipients page is headed "Email(N)" instead of the list name	The page shows the count, not the name	Use the back arrow to return to your lists