Create a custom contact field in ActiveCampaign
CREATE A CUSTOM CONTACT FIELD FROM THE MANAGE FIELDS PAGE

Log into your ActiveCampaign account as usual. In the menu bar on the left click ‘Settings’.
2
Click ‘Manage Fields’.
3
Make sure you have the ‘Contacts’ tab selected (A). Click the ‘Add Field’ Button.
Click ‘Field name’ (A) and enter a name for the field.
If you want to assign the contact field to a group, open the ‘General Details’ combo box and select from the drop-down menu.
1. To adjust the field type, open the ‘Text Input’ combo box.

2. A number of options are available. Select the appropriate one from the drop-down menu.
Click the ‘Add’ Button.
The newly created contact field will appear at the bottom of the Manage Fields page (A).
CREATE A CUSTOM CONTACT FIELD FROM A CONTACT PROFILE PAGE

9

To create a custom contact field from a Contact Profile page, click ‘Contacts’.
Click on any contact profile.
Click ‘Add Field’ button.
Click ‘Field name’ (A) and enter a name. Make adjustments for Groups and Field Types as required.
Click the ‘Add’ button. The new custom contact field will appear on the Manage Fields page.