Manually adding Gmail Contacts to your Participant Center

On 4/20/2015, Google implemented a change to their **Contacts** feature that requires updates to systems that interact with **Gmail Contacts**. This will temporarily impact the Gmail import feature in the Participant Center, so that updates to your contact list **from Gmail only** will require manual entry. Here are three important things to know:

1. Please know this change will **not impact** the following:
    *   Does not affect event registration process.
    *   Does not affect access to Gmail contacts, only the ability to automatically import new contacts via direct connection to Gmail.

2. This issue is temporary. We expect to restore this functionality by the end of May.

3. Until a product update is available, follow these steps:

    To import your Gmail (Google) contacts, you will need to download them from Google in Outlook CSV format.

    *   Go to www.gmail.com in your browser and log in.
    *   At the top left, click Gmail > Contacts.*
        *   *You may be taken to a newer version of contacts - https://contacts.google.com/preview/ , if so, click on 'More' on the left, then 'Export' and you can move to the older version of Google Contacts and continue below.
    *   Click More > Export…
    *   Choose whether to export all contacts or only one group.
    *   Select the format in which you'd like to export your contacts' information.
        *   Choose the Outlook CSV format.
    *   Click Export.
    *   Choose Save to Disk > OK.
    *   Select a location to save your file, and click OK.

    From this point, you will finish the remaining steps in your event Participant Center.

    *   Once you are logged into the **Participant Center**, click on Email in the top navigation, then Contacts on the right.
    *   Click on 'Import Contacts', followed by 'File-based import for…' (Figure A, below).
    *   Choose your downloaded CSV.
    *   Complete the import process.

Figure A: