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Add Multiple Phone Numbers or Emails to a Contact

Laura Gibson - 2026-07-28 - [Contacts](#)

In **Gym Lead Machine (GLM)**, you can store more than one phone number or email address on a single contact, which makes it easier to manage every way you reach a client. This article covers how to add, edit, label, and set a primary phone number or email on any contact.

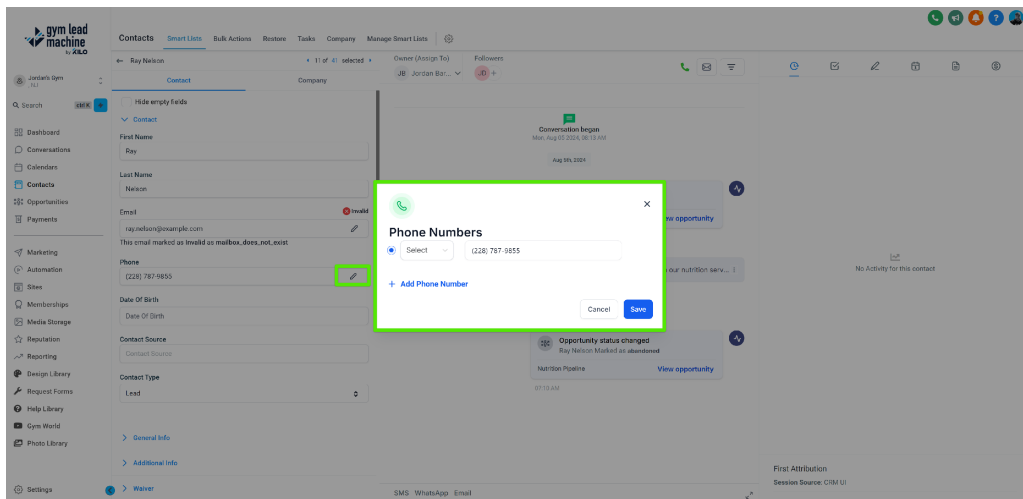
What You Can Do

- Add multiple phone numbers and email addresses to a contact
- Add them while creating a new contact or editing an existing one
- Edit or delete any number or address
- Label phone numbers (Home, Mobile, Work, Landline)
- Set a primary phone number and primary email for default communication

Add Multiple Phone Numbers

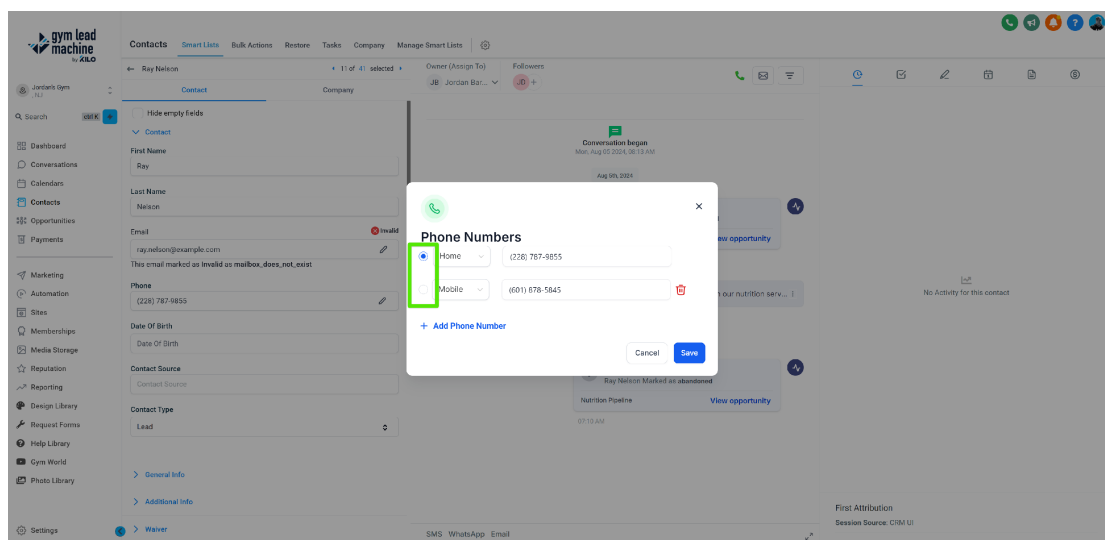
You can add up to 11 phone numbers per contact, including the primary number. Add them when creating a new contact or when editing an existing one.

1. **Open the Contacts page.** Go to the **Contacts** section in GLM.
2. **Create or select a contact.** Start a new contact or choose an existing one from your list.
3. **Find the Phone Numbers section** in the contact's details.
4. **Click "Add Phone Numbers"** to add additional numbers.

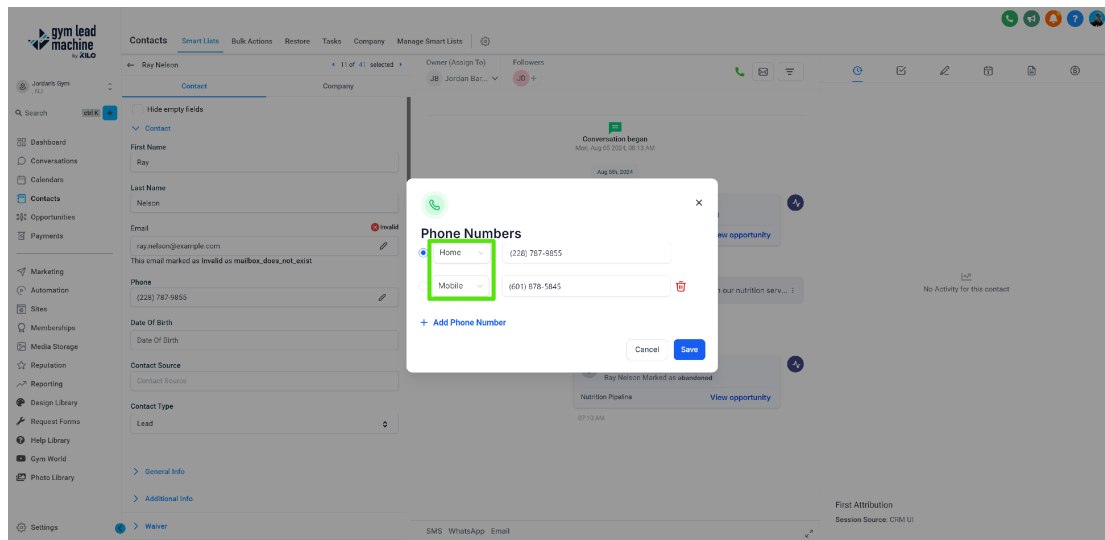


To edit or manage a number: Click **Edit** next to the phone number. From there, you can change the number, delete it, or edit its label.

To set a primary number: Click the **Mark as Primary** checkbox next to the number you want as the default. The primary number becomes the default for all interactions with that contact.



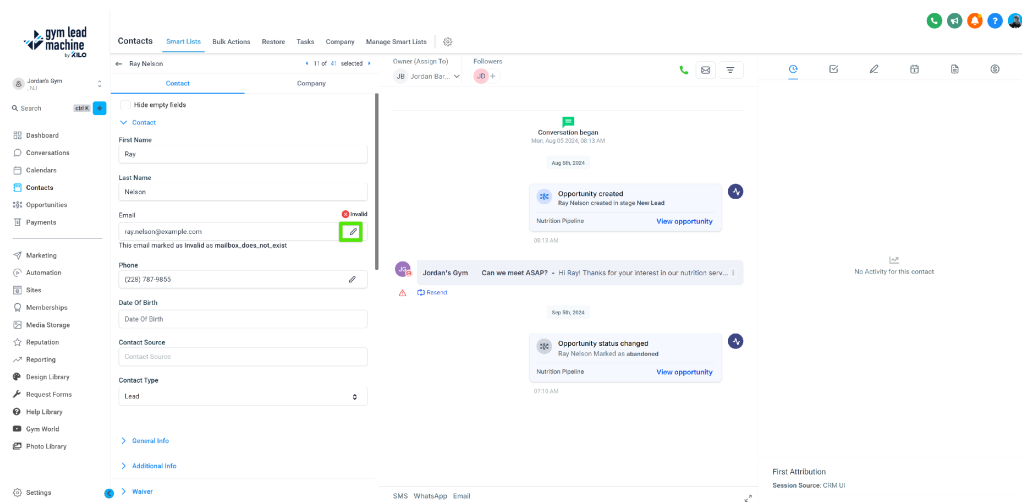
To label a number: Choose a label from the dropdown when adding or editing it, such as Home, Mobile, Work, or Landline. Labels help you keep a contact's numbers organized.

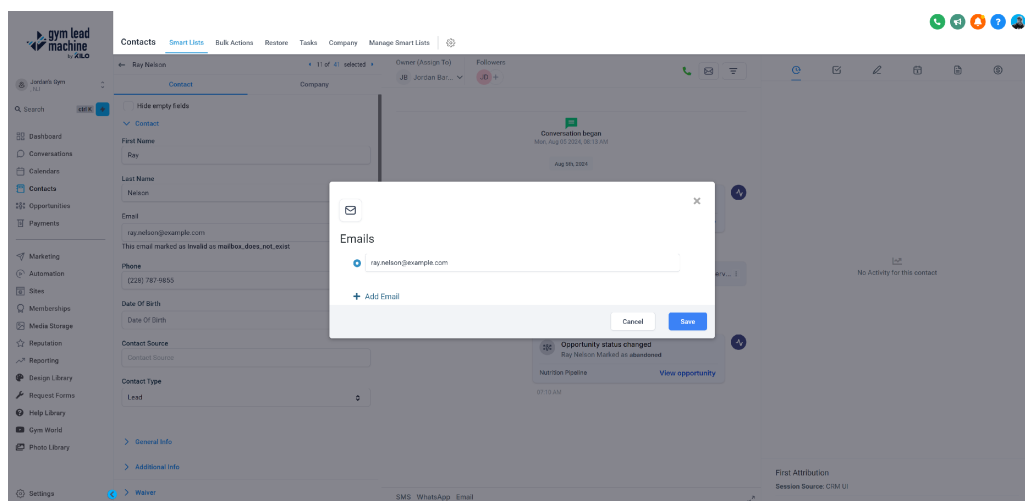


Add Multiple Email Addresses

You can add up to 11 email addresses per contact, including the primary email. Add them when creating a new contact or when editing an existing one.

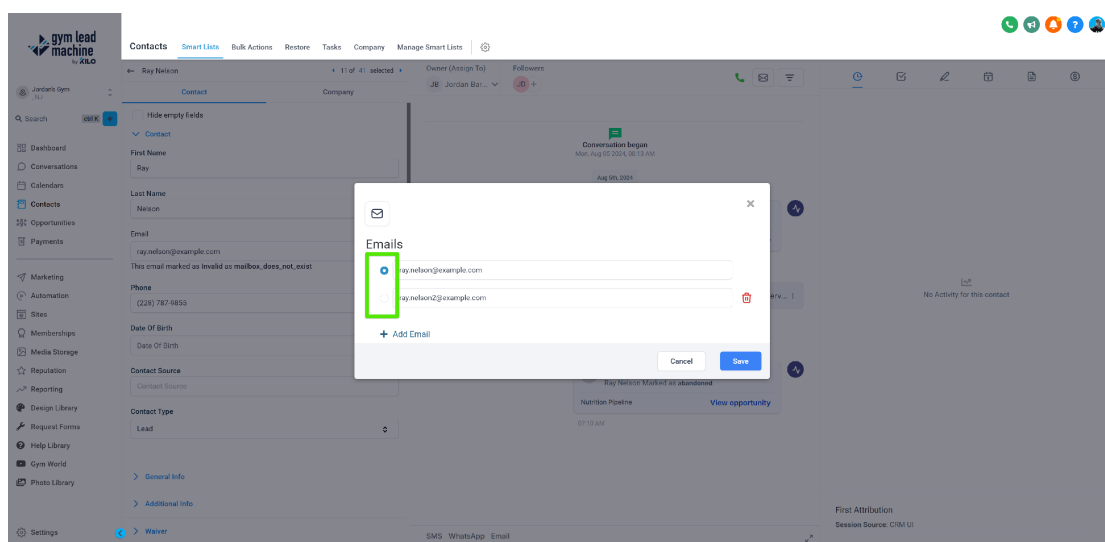
1. **Open the Contacts page.** Go to the **Contacts** section in GLM.
2. **Create or select a contact.** Start a new contact or choose an existing one from your list.
3. **Find the Email Addresses section** in the contact's details.
4. **Click "Add Email Address"** to add additional addresses.





To edit or manage an address: Click **Edit** next to the email address. From there, you can change the address or delete it.

To set a primary email: Click the **Mark as Primary** checkbox next to the address you want as the default. The primary email becomes the default for all communications with that contact.



Phone Numbers vs. Email Addresses: What's the Same and What's Different

	Phone Numbers	Email Addresses
Maximum per contact	11 (including primary)	11 (including primary)
Add while creating or editing	Yes	Yes
Edit or delete	Yes	Yes
Set a primary	Yes	Yes
Labels (Home, Mobile, Work, Landline)	Yes	No

Frequently Asked Questions

How many phone numbers or emails can I add to one contact?

You can add up to 11 of each per contact, and that total includes the primary. So a single contact can hold up to 11 phone numbers and up to 11 email addresses.

How do I set a primary phone number or email?

Click the Mark as Primary checkbox next to the number or address you want as the default. The primary phone number is used by default for calls and texts, and the primary email is used by default for all email communication with that contact.

Can I label phone numbers?

Yes, you can label phone numbers as Home, Mobile, Work, or Landline using the dropdown when adding or editing a number. Email addresses do not have labels, so only phone numbers can be organized this way.

How do I change or delete a phone number or email?

Click the Edit button next to the number or address. For phone numbers, you can change the number, delete it, or edit its label. For email addresses, you can change or delete the address.

Can I add multiple numbers or emails to a brand-new contact?

Yes, you can add them either while creating a new contact or when editing an existing one. The Phone Numbers and Email Addresses sections work the same way in both cases.

Helpful Tips

- Set the number or address the client uses most as the primary, since GLM defaults to it for communication.
- Use phone labels (Home, Mobile, Work, Landline) to tell a client's numbers apart at a glance.
- Keep an old number or email as a secondary entry rather than overwriting it, so you do not lose a working contact point.
- Add a work and personal email to the same contact so messages reach clients wherever they check.

When This Feature Is Most Helpful

Storing multiple phone numbers or emails is most useful for clients who have separate work and personal contact points, shared or family memberships where more than one number applies, or anyone who is easier to reach on one channel than another. Keeping every contact point on one record, with a clear primary, means your team always knows the best way to reach each client.

If you have questions about adding multiple phone numbers or emails to a contact in Gym Lead Machine, our Support team is happy to help. Reach us at **hello@usekilo.com**.

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