

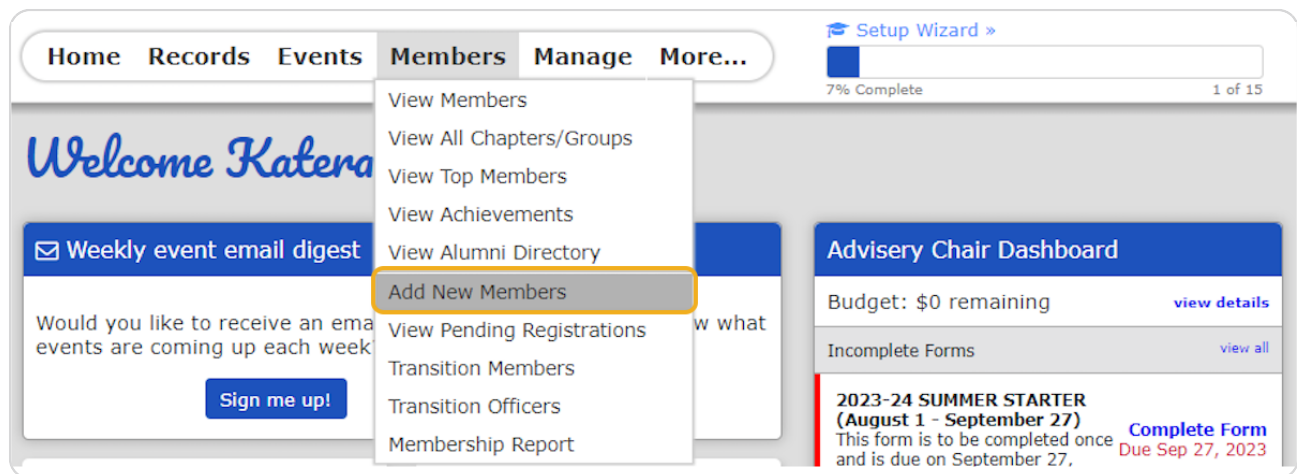
Adding Members: Uploading

5 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
Katera Poma	July 31, 2023	August 2, 2023

STEP 1

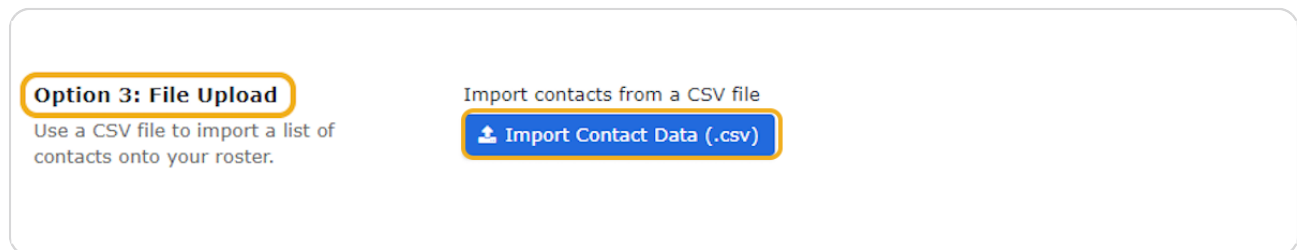
Members: Add New Members



The screenshot shows the FBLA Members dashboard. The top navigation bar includes links for Home, Records, Events, Members, Manage, and More... The 'Members' tab is selected, and a dropdown menu is open, highlighting the 'Add New Members' option. The dashboard also features a 'Welcome Katera' message, a 'Weekly event email digest' sign-up, and an 'Advisory Chair Dashboard' with a budget status and a '2023-24 SUMMER STARTER' form due on September 27, 2023.

STEP 2

Click on "Import Contact Data (.csv)"



The screenshot shows the 'Option 3: File Upload' section. It includes the text 'Use a CSV file to import a list of contacts onto your roster.' and a button labeled 'Import Contact Data (.csv)' with a download icon.

STEP 3

Download the provided template and enter your members information. Name, email (personal email is preferred), grade and gender are required. Save template on your computer as .CSV

Gender:

Female, Male, Non-Binary

Grade: 5, 6, 7, 8, 9, 10, 11, 12, Collegiate Freshman, Collegiate Sophomore, Collegiate Junior, Collegiate Senior, Graduate, Alumni, N/A

Upload Import File

The data file must include column headers in the first row and must be in the .csv (comma-separated values) file format.
[How to save an Excel file as CSV](#)

1

Download CSV Template

Download Template

2

Enter Contact Information

Example CSV File

First Name	Last Name	Email	Grade	Gender
Alexander	Anderson	alex@example.com	6	Female
Aiden	Peterson	aiden@example.com	11	Male
Cady	Clarks	cady@example.com	Collegiate Freshman	Non-Binary
Ash	Powers	ash@example.com	Collegiate Graduate	Male
Abby	Marks	abby@example.com	Alumni	Female

STEP 4

Upload your .CSV template and click "Import Unpaid Students"

3

Upload CSV File

Select CSV file for import:

Choose File

Katera VA2 - MS.csv

Import Unpaid Students

STEP 5

Upload you .CSV template again to reverify your information. and click on "Import Unpaid Student and Send Invitation Emails"

Please do not re-map any of the other information on this page

Map Columns

Import File Column	»	Database Column
First Name	»	First Name
Last Name	»	Last Name
Email	»	Email
Gender	»	Gender
Grade	»	Grade

Account Type: Unpaid Student

If a member already exists?
Matching on National ID or Email Address.

☒ Don't overwrite existing data, but fill in blank fields with imported data
☐ Overwrite existing member information with imported data

Select .CSV data file: Select the same file as in Step 1 to match the file headers:

Katera VA2 - MS.csv

Values to Ignore: Separate multiple values to ignore with commas.

Import Unpaid Students and Send Invitation Emails

