MemNet Solutions

IMPORT EVENT ATTENDEES FROM CSV GUIDELINES

The purpose of this utility is to allow the loading of Event Attendees to existing Events from a CSV file. The attendee booking record will be created on an event along with any required custom field details. Each attendee is represented by a row in the CSV/Spreadsheet under column names.

The full list of column names can be found in the instructions below and in the template file that can be downloaded by clicking on the link 'Download Import Event Attendees Template' on the first screen of the 'Import' utility within the 'Bookings' tab of the Event.

CSV FILE TYPE AND FILE SIZE WARNING
Please note that you must Save the import file(s) as a CSV file. Please ensure the correct file format is used. For performance reasons, this utility will only process up to 1000 rows at a time after 4 pm. Between 9 am and 4 pm AEST, this utility will process 200 rows. Please break your file into smaller sizes if the number of rows exceeds the limit at the time.

The utility will:
- Identify each attendee by Member Code or, if member code is blank, an Alternate Id Type and Alternate ID.
- Process the file in full or not at all. The first 10 errors detected will be displayed on the screen for correction before you are asked to resubmit.
- Once valid it will display a list of Event Attendee Values to review. These will be created if you then select 'Commit Changes'.
- Otherwise you can Cancel and no update will have been performed.

When using the supplied template you can:
- Delete columns for optional fields to make the spreadsheet easier to read
- Reorder the columns for the same reason
- The golden rule is that the column name remains unchanged as the utility recognises the column based on the column name.

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The field (column) validation is as follows.

Column	Validation
MemberCode	If non-blank it must exist in MemNet. If blank then you must have an AlternateIDType and AlternateID on this row.
AlternateIDType	If MemberCode is blank then an AlternateIDType must exist.
AlternateID	If MemberCode is blank then an AlternateID must exist. This AlternateID (along with the Alternate ID Type above) must exist as a unique combination against a Member in MemNet.
RegistrationType	Must not be blank and must exist in MemNet.
Custom Field Details	
[Custom Field]	If non-blank, must be a valid Custom Field label that exists against the Registration Type and meet the configured Custom Field validation requirements. Note: Custom fields of type Image, File or Lookup cannot be populated with this import.