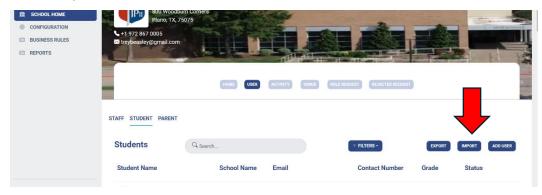
1. Go to School Home and select 'User'

	Your Current View as a School A	dmin Exit	
DASHBOARD	No. THE CONTRACTOR OF STREET, SALES		
EVENTS	John Paul II	JOHN PAUL II HIGH SCHOOL	FEDIT SCHOOL DETAILS
t SCHOOL HOME	800 Woodburn Corners Plano, TX, 75075	monscribb	
CONFIGURATION	+1 972 867 0005		Man Data and
	a treybeasley@gmail.com		
REPORTS			F. F.
-	HOME USER ACTIVITY	VENUE ROLE REQUEST REJECTED REQUEST	
	Upcoming Events		

2. Select 'Student'

0	CONFIGURATION	Plano, TX, 7507	5				Many Entrances
	BUSINESS RULES	ireybeasley@gmail.com					
	REPORTS		HOME	R ACTIVITY VENUE			1. 1.
		STAFF STUDENT PARENT					
		School Staff	Q Search		₹ FILTERS ~	EXPORT	ADD USER

3. Select 'Import'



4. Download and use this template. Do not change the column titles.

= TAPPS	Q Sear	Upload a File				₽ 😝
DASHBOARD EVENTS CONFIGURATION EUSINESS RULES REPORTS	John Pa B0 Woodbur Planc, TX, 750 ■ trepleasterg@gmail.com	Li download Choose a file To Import : Choose File No file choose	Upland Cance			DIT SCHOOL DETAILS
	STAFF STUDENT PARENT					
	Students	Q Search		- FILTERS -	EXPORT	PORT ADD USER
	Student Name	School Name E	Email	Contact Number	Grade S	Status

Use your school's management system (RenWeb, Blackbaud, etc) to create a report to fill the template. Items marked as (R) are required fields, items marked as (O) are optional. Enter data in the format given in the example below. Eg, date of birth must be 11/30/07 and not Nov 30, 2007. *Copy and paste* your information into the template you downloaded. *Make sure your format matches what is in the sample row 2.*

	PROTECTED VI	EW Be careful—files from	the Internet can contai	n viruses. Unless you n	eed to edit, it's safer to sta	y in Protected Vi	ew. Enable Ed	iting				
7	~ 1	$\times \checkmark f_x \checkmark$										
		В	С	D	E	F	G	н		J	К	
s		Preferred Name (O)	Last Name (R)	First Name (R)	Middle Name (O)	DOB (R)	Gender (R)	Grade (R)	Activities (O)	US Citizen (R)	Date entered 9th grade (C) Ad
	540503	1 Bob	Amsdale	Robert	Andrew	11/30/07	male	11th	Football, Baseball	yes	01/09/2022	12
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6. After all students are entered, *delete row 2* with the sample student (Bob Amsdale). Save the file and upload at 'Choose File'.

= TAPPS	Q Sear	Upload a File			₽ 9
DASHBOARD EVENTS EVENTS CONFIGURATION EUSINESS RULES REPORTS	John Pa John State 1972 State Participanti Com	Choose a file To Import : Choose File No file chosen	Load Template		
	STAFF STUDENT PARENT				
	Students	Q Search		¥ FILTERS •	EXPORT IMPORT ADD USER
	Student Name	School Name	Email	Contact Number	Grade Status

7. Click 'Upload'. Students are now in your system.