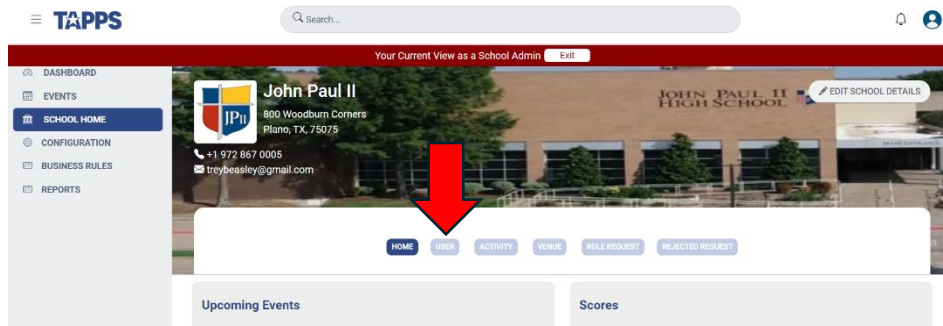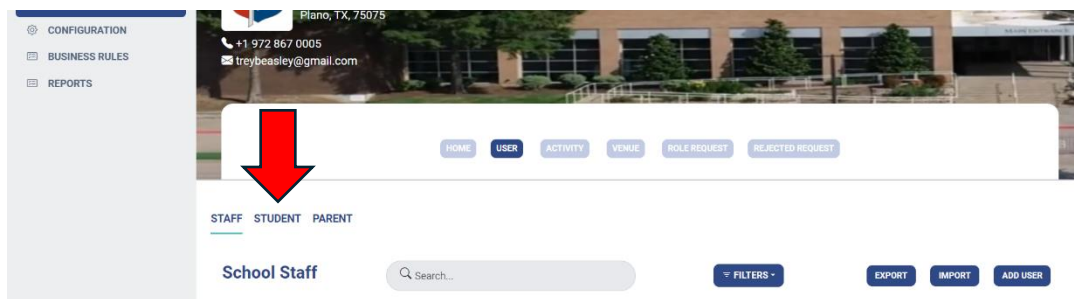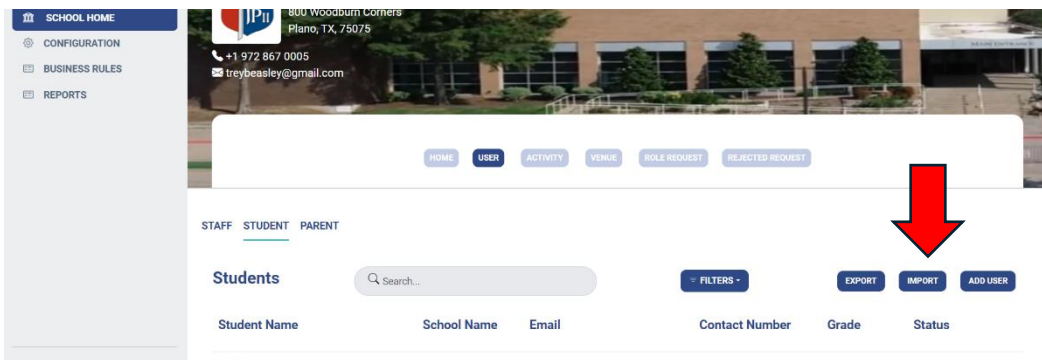# ADDING STUDENTS TO YOUR SCHOOL
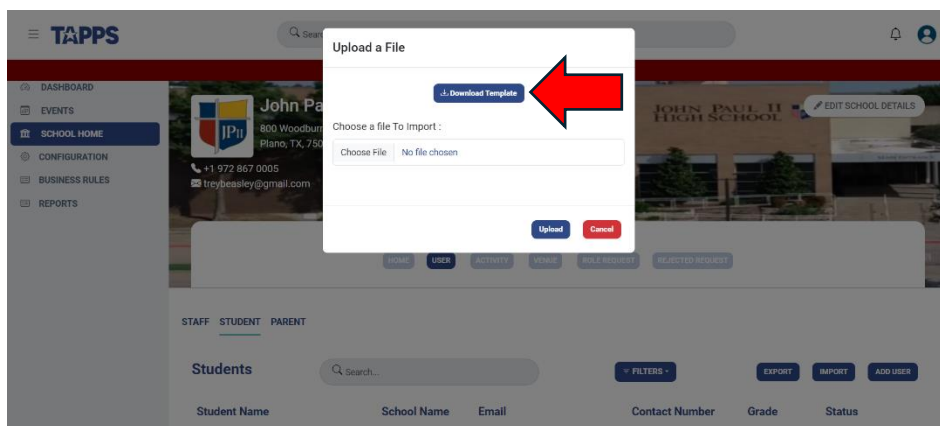
1. Go to School Home and select 'User'
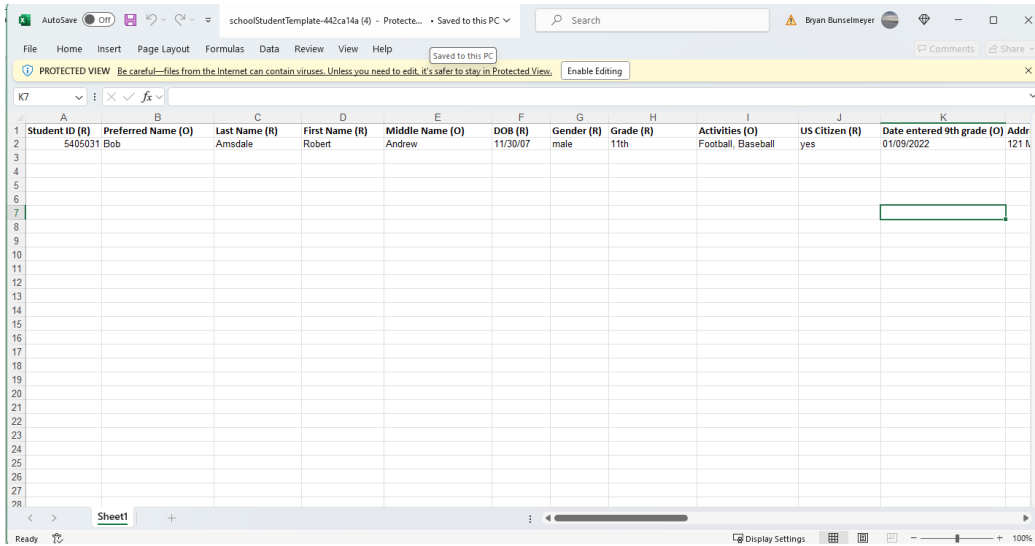

2. Select 'Student'
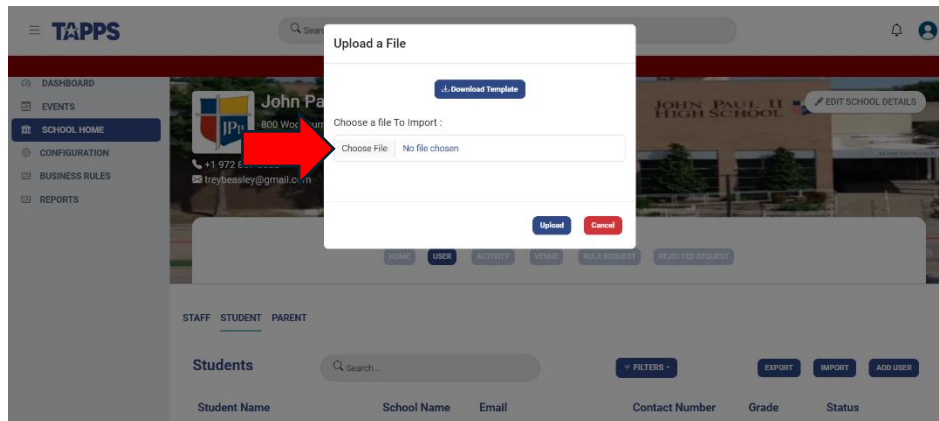

3. Select 'Import'

4. Download the Template

5. 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.

6. After all students are entered, delete the sample student in Row 2 (Bob Amsdale). Save the file and upload at 'Choose File'.

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