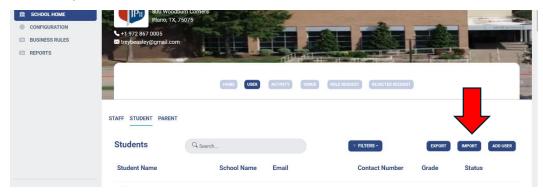
1. Go to School Home and select 'User'

	Your Current View as a School Admi	in Exit	
DASHBOARD			
EVENTS	John Paul II	JOHN PAUL II HIGH SCHOOL	FEDIT SCHOOL DETAILS
IT SCHOOL HOME	B00 Woodburn Corners Plano, TX, 75075	monschool	
CONFIGURATION	+1 972 867 0005		Man Data Local
	S treybeasley@gmail.com		
REPORTS			R F F
-	HOME USER ACTIVITY	VENUE ROLE REQUEST REJECTED REQUEST	

## 2. Select 'Student'

0		Plano, TX, 7507					Manage District of B
E	BUSINESS RULES	🖂 treybeasley@gmail.com			A DECEMBER OF THE OWNER		
	REPORTS		HOME	ACTIVITY VENUE	ROLE REQUEST REJECTED REQUEST		E. 18
		STAFF STUDENT PARENT	Q Search		₹ FILTERS •	EXPORT IMPORT	ADD USER

3. Select 'Import'



4. Download the Template

= TAPPS	Q Sear	Upload a File				<b>4 8</b>
DASHBOARD EVENTS CONFIGURATION BUSINESS RULES REPORTS	John Pa Bao Woodburn Plane, Tr. 750 + 1 972 867 0005 Etreybeasley@gmail.com	Choose a file To Import : Choose File No file chosen	load Template Upiend	Inde Request		CHOOL BETAILS
	STAFF STUDENT PARENT					
	Students	Q Search		FILTERS -	EXPORT	ADD USER
	Student Name	School Name	Email	Contact Number	Grade Statu	s

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.

		W Be careful—files from t		Review View H	Saved to thi		Country Car	No.				
• 7		$\times \checkmark f_x \checkmark$	ine internet can contai	n viruses. Uniess you n	eed to edit, it s safer to staj	In Protected Vi	Enable Edi	ting				
			С	D	E	F	G	н	1	J	К	
S		Preferred Name (O)		First Name (R)		DOB (R)	Gender (R)		Activities (O)	US Citizen (R)	Date entered 9th grade (	
	5405031	Bob	Amsdale	Robert	Andrew	11/30/07	male	11th	Football, Baseball	yes	01/09/2022	121
												_
												-

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

= TAPPS	Q sear	Upload a File						<b>4 8</b>
DASHBOARD EVENTS CONFIGURATION BUSINESS ROLES REPORTS	John Pa Ipp acower we +1972 trojbealey@gmailc.in		nicad Template Upload ACTIVITY VEDALE			15-51 TO	edit schu	DOL DETAILS
	STAFF STUDENT PARENT	Q. Search			ILTERS -	EXPORT	IMPORT	ADD USER
	Student Name	School Name	Email	C	Contact Number	Grade	Status	

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