

Bulk Import Profile Fields

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Start by clicking the drop down arrow by the **Add Users** button and select **Bulk Import Users**

You're well on your way! Click **Next** for the next step.

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Choose the way that you want to import the data into your project or event. If you choose to import a spreadsheet (accepted file types: .clsx, .xls, .csv, .ods) from your computer, click **Select a file**. If you are wanting to copy and paste data from a spreadsheet or csv, **click Get Started**. Also note, this is a template available for download.

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Skip if Selecting a File

You will then get this field below. You must have a Display Name, Email, and User Level for your import (optional fields can be found here). Copy and paste the data into the area and then click **Next**.

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Review the information that you have uploaded. If you have a header row in the imported text, check the box for "**First row is a header**". Make sure all of the columns are properly labeled. To add your profile fields, type their name into the box at the top of their column. When you are done, click **Next**.

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Then select the type of profile field. For example, is it information that will be added as text or a field from a given number of options. You can select which type of field you are adding by using the drop down menu. Once you are finished, click **Next**.

Evaluate the summary of your changes and make sure that it appears that your data is correct. If everything looks right, click **Finish**. If there is an issue, please reach out to support@qualboard.com

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