



As the process of importing large numbers of users is quite complex, the need for following the instructions at the top of each column header, according to the listed specifications, is very important. *It can take 1 to 2 business days for this form to be uploaded within our system so please plan accordingly.*

Each import form must be filled out to the specifications with a minimum of 20 users and no more than 250 users on each form. This form must be returned within the CSV (Comma Separated Values) format. Every column except for columns A, B, C and K need to be in **all lowercase letters** (these four columns are exceptions because they are user identifiers).

Please note these instructions below before starting on your import form:

COLUMNS A, B, C, D, and H are **mandatory** columns- If these columns are not filled out, your import form **will** be returned to you for edits.

COLUMN A - Email Address

COLUMN B - First Name

COLUMN C - Last Name

COLUMN D - Role Status: "trainee"-Basic user with training link access; "supervisor"- Some control panel access; "ssa"-Full control panel access

Note that **if you change the role status of a user to "supervisor" or "ssa", COLUMN E** (once an optional field) **becomes a mandatory field**. By being given the role status of supervisor or higher, our system requires a user to have a "Username" to login to the control panel.

COLUMN H - User Type ("employee" or "volunteer")

COLUMN P - SEND AWARENESS TRAININGS (OPTIONAL). Select from available trainings ("standard", "camp", "youth", "spanish", and "closed_captioned"). *The YOUTH training is the most appropriate training for adults with in soccer clubs and VYSA.*

If you would like a training sent to your imported users, you must type this short code in corresponding **COLUMN P, without** the quotation marks. If you **do not** specify a training to be sent to your users before the import form is uploaded, **no trainings** will be sent to your users and you will need to send the trainings from the control pane.

COLUMN K- TAGS (OPTIONAL). If you would like to sort your users into "TAGS", or labeled categories, the corresponding "TAGS" need to be created within your control panel before uploading the import form with the specified "TAGS". To learn how to add user TAGS please follow this helpful link to our Help Desk: <https://ministrysafe.zendesk.com/hc/en-us/articles/207826626-How-to-add-a-tag-previously-departments->

All Import Forms Should be Sent to: Support@ministrysafe.com